MEDICAL LABORATORY TECHNOLOGY PROGRAM HANDBOOK

2026/2027 Academic Year

11/2023
UPDATED 6.2026
Reviewed 7.2026 Nd

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COASTAL ALABAMA COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY PROGRAM HANDBOOK

Introduction

Welcome to the Coastal Alabama Community College Medical Laboratory Technology (MLT) Program. An entry level medical laboratory technician will be able to perform routine clinical laboratory tests in Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis and Laboratory Operations (NAACLS, 2022).

The purpose of this handbook is to provide students with information regarding the Medical Laboratory Technology (MLT) Program's guidelines. The MLT Program operates within the policies of the Alabama Community College System (ACCS) and Coastal Alabama Community College (Coastal Alabama). MLT students are obligated to follow all policies and procedures as detailed in the College's Policy and Procedure Manual. Additional guidelines and provisions are detailed in the Medical Laboratory Technology Program Handbook, College Catalog, and Coastal Alabama Student Handbook.

Medical Laboratory Technology students are responsible for being informed and for following the guidelines in this handbook. This handbook is applicable to each MLT course in the MLT curriculum. The faculty will be available to discuss any concerns regarding the handbook. No guidelines are infallible and if any are found to be inoperable, the faculty shall welcome constructive suggestions for change. The faculty bid you a sincere and warm welcome as you enter the program.

Disclaimer

This program handbook is intended to be a fair summary of matters of interest to students and should be used in conjunction with ACCS policy, the College Policy and Procedure Manual, the College Catalog, and the Coastal Alabama Student Handbook. Readers should be aware that (1) this handbook is not intended to be a complete statement of all procedures, policies, rules, guidelines, or regulations; (2) the College reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations that may be contained in the handbook; and (3) changes can be made to other departmental and clinical procedures, policies, rules, and regulations, whether or not contained in the handbook, that may be applicable to students in this department.

Nondiscrimination Policies

Coastal Alabama Community College is an Equal Opportunity Educator and Employer. It is the policy of the College that no student or other person because of age or race/color, national origin, sex, religion, disability, or the like shall be excluded or limited from participation in or be denied the benefits of any college program or activity. Coastal Alabama Community College facilities and devices are in compliance with the Americans with Disabilities Act (ADA). Coastal Alabama Community College complies with non-discriminatory regulations under Title VI, Title VII, and Title IX of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

It is the policy of Coastal Alabama Community College to ensure compliance with Alabama Community College System (ACCS) Board Policy 601.01. The Medical Laboratory Technology Program complies with Coastal Alabama Policy 2.06.

ACCREDITATION

Coastal Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate degree. Coastal Alabama Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Coastal Alabama Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
1866 Southern Lane
Decatur, GA 30033-4097
(404) 679-4500
https://sacscoc.org/

Coastal Alabama Community College has been awarded five years of initial accreditation for the Medical Laboratory Technology program through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Completion of the AAS degree is not contingent on passing an external certification or licensure exam.

NAACLS
5600 N. River Rd, Suite 720
Rosemont IL 60018-5119
(773) 714-8880
https://naacls.org/

PURPOSE

The Coastal Alabama Community College Medical Laboratory Technology program is designed to prepare competent entry-level medical laboratory technicians for employment as members of the laboratory community. Program instruction includes cognitive, psychomotor, and affective learning domains. Upon successful completion of the MLT program, students are eligible to apply for ASCP Board of Certification - Medical Laboratory Technician or American Medical Technologist - Medical Laboratory Technician certification.

CLASSROOM GUIDELINES

Attendance

The Medical Laboratory Technology Program complies with Coastal Alabama Policy 04.01.05. Only approved students may attend MLT courses. Class attendance is regarded as an obligation as well as a privilege. Absences disrupt a student's orderly progress in a course and significantly diminish the quality of group interaction in class. There is also a high correlation between the number of absences and the final grade. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course. Participation in an institution-sponsored activity is not regarded as an absence. All students are still responsible for preparing all assignments for the next class, for completing work missed, and for obtaining the material or audiovisuals for that class. Students are encouraged to study at least three hours per course credit hour (i.e. 9 hours per week for a 3 credit hour course).

Classroom Interaction

Instructors are responsible for providing an atmosphere conducive to learning. The instructor may temporarily or permanently suspend a student whose behavior jeopardizes orderly learning for the class. While discussions and questions are encouraged at appropriate times, interactions are to be respectful. Unsanctioned talking, eating, sleeping, and reading unrelated material during class may be considered rude and disruptive and may be grounds for dismissal from the class at the instructor's discretion. Students dismissed from a class must meet with the class instructor or Division Chair before being allowed to return.

Access to Instructors

Students will be able to meet their instructor during designated office hours/tutoring hours. Office hours are posted outside each faculty member's office, in the course syllabus, and Canvas. If a meeting during office hours is not possible, the student should schedule an appointment with the instructor. Students must schedule appointments with faculty at a time that is mutually convenient for both the student and faculty. Appointments should be kept by both parties; if circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule. If electronic communication is utilized, instructors will only be able to communicate with students using the students' official school email address or Canvas due to the Family Educational Rights and Privacy Act (FERPA).

Canvas (Web-enhancement)

A PC or MacBook laptop with a webcam, microphone, and access to high-speed internet are required for the Medical Laboratory Technology Program. Canvas is the learning management system used by the College. Students are expected to check Canvas daily to stay current with classroom assignments. All Canvas tools are for class instructional use. All comments and postings not instructional in nature will be reviewed and may be administratively deleted. Students who fail to comply with this policy may be denied access to class with no refund and may be subject to the College's academic code of conduct. It is advised that students do not disclose their log-in to any other individual. Disclosure may compromise the integrity and security of the system and its contents. Disclosure may result in disciplinary action.

Records Due Date

The MLT Program complies with Coastal Alabama Policy 05.09. Immunizations, drug testing, background screening, and proof of medical insurance are tracked through a web-based system called Castlebranch/DISA Healthcare. Administrative assistants track the required documents in Castlebranch/DISA Healthcare. All records are to be submitted to Castlebranch/DISA Healthcare or as directed by the assigned due date. Students will receive email notification from Castlebranch/DISA Healthcare or the appropriate administrative assistant. Students will not be allowed to attend clinicals until requested information has been received. It is the responsibility of the student to verify that records

are complete. Clinical facilities may require copies of student records in order to provide clinical clearance.

Student Record Maintenance
Students should keep the Medical Laboratory Technology Program and Office of Admissions updated on any changes in name, address, or phone number by completing the *Student Information Change Request Form*.

Assignments
No credit is awarded for any late assignments without approval of the instructor, Program Director or designee for extenuating circumstances.

Academic Honesty/Student Conduct
The Medical Laboratory Technology Program complies with Coastal Alabama Policy 05.06. Academic honesty is absolute in order for the student to advance in the program. Because of the nature of the profession, dishonesty or unprofessional conduct could affect the health or safety of clients. To promote professional conduct and personal integrity, it is imperative that each student do their own work. Students who obtain passing grades through dishonest means may compromise client safety. Students who witness dishonest behavior of a peer, or other healthcare employee should report it to the course instructor. Penalties for academic dishonesty may range from a reprimand to suspension from the College.
Academic dishonesty includes, but is not limited to:

- Copying from another student's work, test, or paper (including practicum paperwork), or allowing another to receive credit for your work
- Looking at another student's exam or allowing another student to look at your exam
- Collaborating with another student or any person(s) during an exam
- Using anything not sanctioned by the individual administering the exam (i.e., calculator, cell phone, drink bottle)
- Obtaining, buying, selling, soliciting, transmitting, or stealing a course exam or any components of a course exam (including test banks)
- Bribing to obtain exam information
- Sharing or receiving information about an exam from another section or class/group
- Breaching test security
- Tape-recording or note-taking of a test review
- Plagiarizing
- Failing to report any of the above behaviors or other dishonest behaviors when witnessed
- Switching to another web browser when taking an online quiz or exam

Audio and Video Recording Guidelines
Recording of content in classroom or lab sessions is permitted only with the permission of the instructor who is presenting the content. No recording of any type (audio, visual, written, etc.) is allowed during exams or exam reviews.

Electronic Devices
Electronic devices such as cell phones, laptop computers, tablet devices (Kindles, Nooks, iPads, smart watches) may be distracting to both faculty and students in classrooms, labs, and testing centers. In consideration of others and to minimize distractions, all electronic devices must be turned off unless prior approval is obtained by the instructor, Program Director, Associate Dean of Allied Health, Dean of

Nursing and Allied Health, or designee. The abuse of electronic devices by students is a violation of the student code of conduct.

Copier Usage
The office copier is not for student use.

Minors on Campus
The Medical Laboratory Technology Program complies with Coastal Alabama Policy 01.06. Minors may not accompany students.

Disabilities Services
The Medical Laboratory Technology program complies with Coastal Alabama Policy 02.02. Further information may be found at the *Office of Disability Services* webpage. Only the Office of Disability Services can determine reasonable accommodations.

Safety, Health, and Security
The Medical Laboratory Technology Program complies with Coastal Alabama Policy 07.02. The MLT program also follows the program's Biological Safety Manual.

Occupational Risks
The laboratory environment can be a hazardous place to work. Laboratory workers are exposed to numerous potential hazards, including chemical, biological, physical, and radioactive hazards, as well as musculoskeletal stresses. Many workers are unaware of the potential hazards in their work environment, which makes them more vulnerable to injury.
It is a position with a great deal of responsibility. As with any healthcare position, there are certain occupational risks that come into play with being a medical laboratory technician, and those hazards include the following:

- Exposure to infectious and biologic agents
- Sharps injuries
- Bloodborne pathogens and biological hazards
- Chemical exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

At the same time, there are protections set up with the Occupational Safety and Health Act (OSHA), and those protections are particularly important within a laboratory environment. OSHA has a series of standards that protect the safety of laboratory workers.

Social Networking Policy
The Medical Laboratory Technology Program complies with Coastal Alabama Policies 10.09 and 05.06. Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential client information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a client will result in appropriate disciplinary actions. Removal of an individual's name, face, or image is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites does not guarantee that information will not appear in public and is not deemed sufficient.

Students are **not** to make negative, disparaging, or unprofessional remarks about fellow students, College employees, practicum sites, or other laboratory professionals through social media. Any negative or

disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions.

TESTING AND GRADING GUIDELINES

Grading

The Medical Laboratory Technology Program complies with Coastal Alabama Policy 04.01.15. Rounding of scores is only completed for the final course grade. No rounding will occur for individual assignment, quiz, or test grades. The final course grade is rounded, including 0.45 or higher being raised to the next whole number.

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and below

Students have until the last date of withdrawal in any one semester to withdraw from a course. The last day to withdraw is published in the college academic calendar.

Graduate Competencies

The following competencies are taught throughout the Coastal Alabama MLT curriculum as applicable (2022 NAACLS Standard 8). Students are expected to demonstrate these competencies *for all major areas practiced in the contemporary clinical laboratory*, as they progress through the program:

- Collecting, processing, and analyzing biological specimens and other substances.
- Principles and methodologies and performance of assays
- Problem-solving and troubleshooting techniques
- Significance of clinical procedures and results
- Principles and practices of QA
- Apply safety and governmental regulations compliance
- Principles and practices of professional conduct and significance of continuing professional development
- Communicate sufficiently to serve the needs of patients, public and members of the health care team.

Course Grade Distribution

MLT 111 Urinalysis & Body Fluids:

- Final Exam: 20%
- Midterm Exam: 15%
- Quizzes: 20%
- Assignments: 20%
- Skills Lab: 25%

MLT 131 Laboratory Techniques:

- Final Exam: 20%
- Midterm Exam: 15%
- Quizzes: 20%
- Assignments: 20%

- Skills Lab: 25%

MLT 181 Clinical Immunology:
- Final Exam: 20%
- Midterm Exam: 15%
- Quizzes: 20%
- Assignments: 20%
- Skills Lab: 25%

MLT 151 Clinical Chemistry:
- Final Exam: 20%
- Midterm Exam: 15%
- Quizzes: 20%
- Assignments: 20%
- Skills Lab: 25%

MLT 141 Microbiology I:
- Final Exam: 20%
- Midterm Exam: 15%
- Quizzes: 20%
- Assignments: 20%
- Skills Lab: 25%

MLT 121 Hematology:
- Final Exam: 20%
- Midterm Exam: 15%
- Quizzes: 20%
- Assignments: 20%
- Skills Lab: 25%

MLT 191 Immunohematology:
- Final Exam: 20%
- Midterm Exam: 15%
- Quizzes: 20%
- Assignments: 20%
- Skills Lab: 25%

MLT 142 Microbiology II:
- Final Exam: 20%
- Midterm Exam: 15%
- Quizzes: 20%
- Assignments: 20%
- Skills Lab: 25%

MLT 293 MLT Clinical Seminar:
- Final Exam: 20%
- Midterm Exam: 15%
- Quizzes: 30%
- Assignments: 35%

MLT 297 MLT Practicum Chemistry and Immunology:
- Practicum Log (Weekly Journal): 30%
- Practicum Assignments: 35%
- Affective: 10%
- Weekly Evaluation & Attendance: 25%
- Clinical practicum evaluation: Pass/Fail

MLT 295 MLT Practicum Microbiology:
- Practicum Log (Weekly Journal): 30%
- Practicum Assignments: 35%
- Affective: 10%
- Weekly Evaluation & Attendance: 25%
- Clinical practicum evaluation: Pass/Fail

MLT 296 MLT Practicum Immunohematology:
- Practicum Log (Weekly Journal): 30%
- Practicum Assignments: 35%
- Affective: 10%
- Weekly Evaluation & Attendance: 25%
- Clinical practicum evaluation: Pass/Fail

MLT 294 MLT Practicum Hematology and Urinalysis:
- Practicum Log (Weekly Journal): 30%
- Practicum Assignments: 35%
- Affective: 10%
- Weekly Evaluation & Attendance: 25%
- Clinical practicum evaluation: Pass/Fail

Exam Procedures

It is essential that testing times are quiet. Once a student leaves the testing area, the student will not be allowed to return until all students have completed testing. Students are asked not to congregate in hallways outside of classrooms due to noise levels. Pencils, tests, answer sheet forms, and calculators, if specified, are the only items allowed on the desk for exams. Calculators and smart watches are not allowed for testing unless specified. If allowed, calculators must have instructor approval and may not be shared. Seating for tests may be assigned. No handbags, backpacks, book carriers, books, drinks, food, cell phones, and/or other electronic devices are allowed on top of, under, or around any desk during testing. No hats or sunglasses may be worn during testing. If assistance is required during the test, the student should raise their hand to signal the need for assistance from the instructor. Tests are timed. Students are generally allowed one minute per question; however, one and one-half minutes are allowed for questions requiring multiple steps and for math computations. Students arriving late for an exam must take the exam in the remaining time available. The time at which students are expected to return to class following an exam will be posted on the classroom white board. Students arriving late for a quiz will not be allowed to take the quiz. Students are not to approach instructors for exam results for at least 48 hours after exam completion. Exam scores that are automatically posted upon completion of an electronic exam should not be considered final until the instructor(s) have reviewed the exam results.

Exam Reviews

Exam reviews will be held at the discretion of the instructor. Attendance is encouraged and will be recorded. Every attempt is made to review within one week of the date for which a test was administered. During test reviews students are not allowed to take notes or to record in any form; pencils, pens,

recorders, cell phones, etc. are not allowed. Disputes related to test items are not discussed during test reviews. Any student who disagrees with a keyed answer on a test item must complete the "Request for Instructor Review of Test Items" form. The form for review of test items must be submitted within 72 hours from the date the exam was administered or from the date the exam was reviewed, whichever is longer. The instructor and another faculty member, or the Program Director, will review the question. The student is to be provided feedback within one week of submission. Test reviews may be terminated if the class becomes disruptive. Students must then schedule an appointment with the instructor to review the test individually. Any student who wishes to review a test individually must make an appointment with the instructor within one week of the time of the test review. Students may be allowed to review a photocopy of their test scantron sheet, if applicable, in the presence of the instructor during individual exam review. Students may only view the previous exam. No student will be allowed to review exams the week before final exams, and at no time may students request to review all exams from a course. For final exam review, an appointment must be made with the instructor.

Make-up Exams/Missed Exams
Only one make-up exam is allowed per course. If more than one exam is missed, a grade of '0' will be recorded for the second missed exam. Make-up exams should be administered prior to the last day to withdraw as posted in the College calendar. Students who miss the assigned make-up date will receive a '0' for that exam. Make-up exams are subject to be different from the original exam. Early exams are administered only at the discretion of the Program Director, Associate Dean of Allied Health, Dean, or designee for extenuating circumstances.

Mid-Term Progress
A mid-term progress report is provided to each student as notification of their academic progress in each medical laboratory technology course. If absent on that day, it is the student's responsibility to obtain the report.

Final Exam Schedule
The Medical Laboratory Technology Program complies with Coastal Alabama Policy 04.01.10. The final exam schedule for medical laboratory technology courses may differ from the schedule for general courses. Please check the course syllabus regarding the final exam schedule. Two hours are allowed for completing a final exam. Final exams contain 100 questions.

Incompletes
The Medical Laboratory Technology Program complies with Coastal Alabama Policy 04.01.15. Incompletes must be replaced with a grade of 'C' or higher before the student is allowed to progress to the next semester.

PROGRESSION POLICIES
Definitions
Reinstatement: Students who have a withdrawal or failure in a medical laboratory technology course and are eligible to return to that course will be considered for reinstatement to the program. Reinstatements are generally granted only to the same campus from which the student was originally enrolled.

Readmission: Students not eligible for reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student the student must take, or retake, all Medical Laboratory Technology Program courses.

Progression

To progress in the Medical Laboratory Technology Program, the student must:

1. Achieve a grade of 'C' or better in all required general education and MLT courses.
2. Be accepted by clinical agencies for clinical experiences.
3. Maintain ability to meet essential eligibility criteria for medical laboratory technology with or without reasonable accommodations.
4. Maintain program health requirements.

A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the Medical Laboratory Technology Program will result in dismissal from the program.

A student may be reinstated to the Medical Laboratory Technology Program only once. Reinstatement is not guaranteed due to limitations in clinical spaces. All Medical Laboratory Technology Program admission standards must be met. A rubric is used to determine who is reinstated when space is limited. The rubric consists of student attendance, behavior, lab/clinical performance, and GPA. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.

If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may submit a request to the Program Director.

Process for Reinstatement

1. Schedule an appointment with an MLT faculty member/advisor to discuss eligibility for reinstatement.
2. Complete an online reinstatement application form within 48 hours of final grade postings in the semester for which the student either failed or withdrew in order to be considered for the following semester.
3. Apply for readmission to the College if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update immunizations, drug testing, and background screening according to program policy.
5. Demonstrate competency in previous course(s) as required by the College's Medical Laboratory Technology Program.
6. Update clinical requirements by published deadlines.

Students who have been out of the program longer than one year are not eligible for reinstatement. Any student reinstated into the Medical Laboratory Technology Program after having failed a clinical may be automatically placed on probationary status.

Transfers

The Medical Laboratory Technology Program is designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system. Requests for transfers into the MLT program are evaluated on a case-by-case basis.

Program Completion

The Associate of Applied Science Degree in Medical Laboratory Technology is awarded to students who have successfully completed required academic courses, MLT program courses, along with clinical practicums. Students are responsible for meeting all the progression and graduation requirements. Granting of the degree is not contingent upon passing an external certification exam or licensure.

Student Code of Conduct & Termination
The Medical Laboratory Technology Program complies with Coastal Alabama's Policy 05.06
A student may be terminated from the Medical Laboratory Technology Program for the following, but not limited to:

a. Unsatisfactory scholastic achievement in theory, lab, or clinical practice
b. Failure to complete laboratory/clinical requirements
c. Unsafe laboratory practice
d. Being under the influence of drugs or alcohol
e. Obstruction or disruption of the Medical Laboratory Technology Program
f. Breach of confidentiality
g. Inability to perform essential eligibility criteria
h. Any act of dishonesty/academic dishonesty

Withdrawal
The Medical Laboratory Technology Program complies with Coastal Alabama Policy 04.01. Students may withdraw from class or the College any time prior to the start of final exams during any semester or term. To withdraw from **a** class, students must login to their OneACCS account and withdraw. To withdraw from **all** classes, students must complete the online total withdrawal form located on the Registrar page of the College website.

Students who complete the withdrawal process prior to the deadline will be assigned a grade of 'W'. However, a grade of 'F' will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College's official withdrawal procedure.

LAB GUIDELINES
Campus Laboratory Guidelines
To provide a safe environment and ensure longevity of equipment and supplies in the lab, the following will be observed:

- The campus labs are authorized for use by MLT students with specific assignments only. No children are allowed.
- Eating and drinking are NOT allowed in the lab setting.
- The supply closet and equipment cabinets are to be accessed by college staff and faculty only. Audiovisual equipment is to be used to assist students in learning. Audiovisual equipment is NOT allowed to leave the building.
- Equipment in the lab is specific for learning situations and should be used ONLY on laboratory mannequins and mock samples**.** Students are not to practice invasive procedures outside of the supervised laboratory or clinical setting. MLT fees for classes with a lab component are posted to each student's account at or near the time of registration. Lab supplies and equipment necessary for the performance of medical laboratory skills will be distributed during the assigned lab time for all courses containing a lab component.

Lab Attire
Specific burgundy scrubs (top and pants) are to be worn in all labs and clinical practicums. Burgundy scrubs should be purchased from the Coastal Alabama Barnes & Noble Bookstore. Black or dark grey closed-toe and heel shoes are required in ALL labs and clinical practicums. A white pocket organizer, writing pen, pencil, highlighter, black permanent marker pen, and safety goggles are required for all labs and clinicals.

Skills Lab Validation

Skills validation is an important aspect of medical laboratory education. Students are assigned a specific time for completing skills. Some skills are demonstrated by each student individually while others are completed by students working together in small groups. Each semester, students should expect to perform a minimum number of selected skills.

Students are expected to be prepared for skills validation. Preparation for the performance of skills may include reading, watching videos, and computer-assisted instruction, as well as practicing assigned skills using designated equipment and supplies. There is a strong correlation between student success in the lab and student performance in the clinical setting. The following are policies related to skills validation:

- Students are required to sign in at designated times during the lab period. There are no excused absences for labs. Students missing lab are responsible for practicing and completing missed assignments and lab time. Students who fall behind by not promptly repeating or making up lab requirements may be unable to meet lab objectives and will be in danger of failing the lab component of the course.
- Prior to a skill validation, each student must pass a **clinical reasoning exam (CRE)** with a minimum of 70% for that particular skill. The student will have three physical opportunities to pass the CRE. After the first attempt, remediation will be required before the student is allowed to retest. Only the first attempt score will be used in the calculation of the course grade. An absence or late arrival will be recorded as a '0'. A student who needs to retake a CRE will do so at the time and place designated by the instructor. Students may not progress to the next CRE and skill validation until the previous skill has been successfully completed.
- Each student will be allowed a total of three physical attempts to satisfactorily perform each skill validation. The student may self-correct during the return demonstration of skills no more than twice. An absence or late arrival will count as the first attempt grade. A satisfactory grade will be achieved by correctly performing the critical elements of each skill. Students are to have a skills validation/check-off sheet for practicing skills. Instructors may apply time limits for each skills validation/check-off station.
- Failure to achieve a satisfactory grade on any skill within a designated period of time results in failure of the course, regardless of the theory grade. If a student fails the lab component of the course, the student will not be allowed to continue in the course.
- The student is responsible for turning in all skills sheets/books to the instructor. No skills sheets will be accepted after the stated deadline.

Skills Lab Attendance and Make-Up Policy

- Lab skills are taught in a sequential manner; therefore, each skill builds upon previously learned material. Students who are absent from a scheduled lab must complete the missed lab assignment before participating in subsequent lab activities.
- If a student misses three (3) lab sessions, a grade of zero (0) will be assigned for the associated skills, and the student will be required to withdraw from the course. Additionally, if a student is absent from a lab and no make-up opportunities are available, the student will be required to withdraw from the course.
- Instructors will not delay the start of lab sessions due to student tardiness.
- Students may make up no more than two (2) individual lab skills due to documented extenuating circumstances. Make-up labs must be completed within the following timeframes:
    - Absences occurring during the first half of the semester must be made up prior to midterm examinations.

    - Absences occurring during the second half of the semester must be made up before the final week of the semester.
- Any additional missed lab skills beyond the allowable make-ups will result in a grade of zero (0).

CLINICAL PRACTICUM GUIDELINES

Clinical Attire

Uniforms will be purchased through the Coastal Alabama Barnes and Noble Bookstore. Each student will be checked off for uniform compliance prior to the first day of clinicals each semester. Uniforms should be neat, clean, well-pressed, and fit appropriately, as students must portray a positive image to the public. Students will not be permitted at the clinical agency without specified attire. Uniforms are to be worn only when functioning in the role of the student. Guidelines for uniforms are as follows:

- Burgundy scrub top and pants (or skirt), and white lab jacket (Coastal AL logo).

Requirements:

- Student/Facility Identification (ID): The student's College photo ID and/or appropriate facility photo ID is to be worn at all times while at clinical. The vertical ID must be clipped to the upper left side of the top. ID clips must be approved by MLT faculty, if allowed. Badge reels are not allowed. Students may be dismissed from a clinical experience for failure to have the proper ID badge in full sight.
- Pants: Pant length is not to pass the heel of the shoes.
- Shoes: Closed-toe, closed heel shoes with a short heel (no more than 2 inches) are to be worn to in the laboratory. Completely black or dark grey leather shoes that can be polished and kept clean are required for clinicals/labs. These shoes should be reserved to be worn only at labs and practicums. No canvas shoes and no sandals are allowed. Black, leather athletic shoes are acceptable. Shoes must have a low heel.
- Socks: Minimal ankle-high length black socks (covering the ankles so no skin is shown when sitting) are to be worn with pants, and non-patterned skin-tone pantyhose are to be worn with dresses.
- Under-Garments: All under-garments should be skin tone or white, and a white T-shirt or camisole is to be worn under the uniform top. A long-sleeved white top (undershirt) may be purchased from the Scrub Shop, if desired. No other long-sleeved tops are allowed.
- Watch: Conservative watch (with second hand). Metallic or vinyl, white or black band. No digital or smart watches are allowed.
- Supplies: A writing pen, pencil, highlighter, black permanent marker pen, appropriate watch, calculator, and goggles are required for all labs and clinicals.
- Hair: Hair is to be neat, clean, and secured away from the face and should not touch the collar. Hair pulled back must be secured and not allowed to swing loosely. Beards and mustaches must be neatly trimmed. If impeding the correct fit of respiratory masks, facial hair must be shaved accordingly. Hair and beard color must be kept a natural shade. Hair securement devices should be the same color as one's hair. Bright-colored hair securement devices are not allowed.
- Fingernails: Fingernails must be short, filed, and clean. Nail polish and artificial nails are prohibited.
- Makeup: Makeup should be conservative. No false eyelashes may be worn during clinicals or in the lab.
- Jewelry: Plain wedding band, if desired. Minimal jewelry is allowed. One small earring is allowed in each earlobe; no other piercings are allowed for practicums. Students with ear or nose piercings may wear clear, non-decorative retainers (plugs) only. Necklaces are not allowed except when necessary for medical reasons and must be long enough to secure under clothing. No bracelets are allowed, except for health-related reasons.

- Tattoos: Tattoos should be covered per clinical agency policy.
- Fragrances: No cologne or perfume is allowed due to possible client allergies. Lotions and deodorants must be fragrance-free.
- Hygiene: Students are expected to bathe, wear deodorant, practice proper oral care, and change undergarments daily. Students may use mouthwash.

Clinical Placement
Clinical practicum placement is at the discretion of the MLT administrators, faculty and clinical affiliates. The student is NEVER to contact the clinical site to request practicum placement. If clinical hours are not completed during the scheduled semester, the student will receive an "I" Incomplete until the practicum is completed. The school will attempt to secure placement the following semester.

Clinical Orientation
Students must complete an orientation to the clinical site before attending clinicals at that site. Students who fail to complete the orientation are not allowed to attend clinical at that site. Missing a clinical from lack of clinical orientation constitutes a clinical absence. It is imperative that all students complete the clinical orientation prior to the start of a clinical rotation.

Clinical Attendance
Attendance is required for all clinical sessions. Students may not miss more than one day of clinical. Students who are 15 minutes or later for a clinical will be sent home, and it is considered a missed day. Students who miss more than one clinical day due to an extenuating circumstance may provide the Program Director documentation for consideration. Please see MLT Practicum Handbook for detailed information.

Students missing a clinical day may be provided with an alternative assignment or will be required to make up the missed day at the discretion of the preceptor and Program Director. An absence will be documented on the weekly evaluation tool. The student will receive a grade on the alternate assignment, and this will be documented on the weekly evaluation tool. If the student misses the clinical make-up day, then the student misses more than one clinical day and fails the clinical component of the course.

General Clinical Guidelines
- Each student is responsible for obtaining daily assignments from their designated clinical site preceptor. Copies or photos of any portion of the client record are not permitted to leave the facility. No identifying information is to be taken from the clinical care area in verbal, written, or electronic form. Students are not to bring personal computers or iPads to the clinical facilities. Students are not to divulge information regarding client conditions over the telephone.
- Students who have not sufficiently completed all preclinical preparatory work may be dismissed from the clinical. A clinical absence is assigned to any student who is dismissed due to insufficient completion of preclinical work.
- Students are to notify the preceptor, MLT Clinical Coordinator, and MLT Program Director as instructed at least one hour prior to clinical start time if unable to attend a scheduled clinical.
- Students are expected to use their time productively. Students should seek out opportunities to assist others when not busy with their assigned client. Students should not gather in the hall or sit in the break room.
- Communication with clients should be client-centered. No personal affairs/problems are to be discussed while providing patient care.
- Students are expected to provide family members or significant others with a copy of the clinical schedule and contact information as directed by the course instructor in the event the student

would need to be contacted while in clinical. Family members and significant others may not visit students at a clinical site.

- Electronic devices are not to be used during clinicals. Students are allowed to bring cell phones inside the clinical facility, but cell phones must remain in a bag and turned off. Use of cell phones and/or electronic devices during clinicals may result in an 'Ineffective' for that clinical week under the category of "Communication - professionalism". A *Weekly Evaluation* form will be completed. A second offense for having a cell phone in the clinical setting may result in probation, and a third offense may result in failure of the clinical component. Students may apply for reinstatement to the program, if eligible.
- The Medical Laboratory Technology Program complies with Coastal Alabama Policy 02.23. No smoking/vaping/use of tobacco products is allowed in or on Coastal or clinical facility premises, including the parking lots. Students caught smoking/vaping/using tobacco products or smelling of smoke while in student lab or clinical practicums will receive an 'Ineffective' for that clinical week under the category of "Communication -professionalism". This includes electronic cigarettes/vaping devices.
- Students are not to report to clinicals if physically or emotionally impaired. Students are not to work between the hours of 12 midnight and 7 am prior to a daytime clinical.
- Students receiving medical care that is not documented on the health and physical form are required to submit documentation from their healthcare provider indicating they may participate in medical laboratory school/clinicals without limitations. It is the student's responsibility to notify faculty/staff of health-related changes that may impact the ability to safely participate in Coastal Alabama's Medical Laboratory Technology Program.
- Gum chewing is not allowed in the laboratory. No eating of food designated for the staff, clients, or visitors is allowed.
- Students are not allowed to accept gifts or money, nor may students receive pay for services rendered while in clinicals or practicums. Thievery from clients, family, the agency, professional colleagues, or fellow students will not be tolerated.
- Students are not to leave the assigned clinical agency, go to their car, or go to the parking lot before the completion of the clinical shift. If a student has an emergency or becomes ill, they are to notify the preceptor and the MLT Clinical Coordinator and obtain permission to leave early if necessary. Make-up assignments may be required. Thirty minutes are assigned for a lunch break. Students should notify the clinical site preceptor before leaving the laboratory for any reason.
- Students are to bring their practicum check-off to each assigned clinical. Students are responsible for obtaining the preceptor's signature on skills performed.
- Practicums should only be validated when completed successfully and when witnessed by the preceptor. No invasive procedures may be performed by a student without the supervision of the clinical site preceptor.
- Travel to and from clinical agencies and all food expenses are the responsibility of the student. Students must park in areas designated by the clinical agency. The College, MLT instructors, and clinical agencies are not responsible for any claims or expenses incurred while at a clinical site.
- Each student is responsible for obtaining the policies of the clinical agency and adhering to those policies, including standard and universal precautions.
- Lipstick, lip balm, cosmetics, or contact lenses cannot be applied except in the employee/student break room or a restroom to avoid an OSHA violation.
- Students are not allowed to transport clients in their own vehicle due to liability.
- Students who have been terminated and are deemed ineligible for rehire from any clinical facility used by the Medical Laboratory Technology Program may not be allowed to perform clinicals in that facility. A student denied clinical access by any clinical affiliate used by the program may be

dismissed from the Medical Laboratory Technology Program if unable to complete clinical requirements.

- Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course(s). Students may not continue to attend class for the course in which a clinical failure has occurred.

Service Work Policy

No student may accept employment as a medical laboratory technician until they have successfully graduated from the Medical Laboratory Technology program. Students are allowed to be employed for a clinical site outside of normally scheduled educational hours in a different scope of work. Students are not to be substituted for staff during clinical experiences.

Health Insurance Portability and Accountability Act (HIPAA)

- Students will follow HIPAA confidentiality requirements. The following guidelines are to be followed:
  - Confidential or sensitive client information, or information of any sort which could serve as identifying information, should not be saved on personal computers or other electronic devices.
  - E-mails or texts in correspondence with faculty should not include client identifying information.
  - Client-related information or images should not be transmitted through social media. Do not take pictures or videos of clients with cell phones or other personal devices. No information is to be taken from the clinical care area in verbal, written, or electronic form.
  - Limiting access through privacy settings is not deemed sufficient to protect privacy and confidentiality of information. No social media site should be considered private or confidential.
  - Compliance with clinical agency regulations regarding use of computers, cameras, electronic devices, and cell phones while present in the clinical agency shall be maintained.
  - Client privacy and confidentiality shall be maintained at all times. Students shall not discuss client information with anyone except for clinical personnel and those in the Medical Laboratory Technology Program involved with the students' education.
  - Client names should not be included on clinical paperwork, presentations, or notes.
  - Breaches of confidentiality or privacy should be reported to the MLT instructor promptly.

- In order to preserve client confidentiality, violations in HIPAA will result in interventions/disciplinary actions as follows:
  - Level 1 constitutes an act of negligence. Level 1 violations result in a reprimand and counseling by the instructor. Level 1 violations carry over to the next semester. Examples of a Level 1 violation include but are not limited to:
    - Leaving client information unattended
    - Turning in assignments with a client's name attached
    - Sharing passwords with other classmates
    - Not signing off a computer in the clinical setting
    - Not password protecting any personal device that is used to record client information
  - Level 2 constitutes intentional violation of HIPAA. Level 2 violations result in the student receiving a reprimand along with probation for the remainder of enrollment in the Medical Laboratory Technology Program.

        - A level 2 violation is a repeat violation of a level one incident within the same or subsequent semester in the program (does not have to be the same, or similar, incident).
    - Level 3 constitutes an intentional violation of HIPAA. A Level 3 violation results in academic withdrawal of the student from all Medical Laboratory Technology courses for that semester. The student would have to request reinstatement, if desired. Reinstatement to the program is not guaranteed. If reinstated, a repeat violation would result in the student's automatic dismissal from the program.
      Examples of Level 3 violations include but are not limited to:
        - Unauthorized access to client records
        - The discussion of client's health/personal information with others not involved in the client's care
    - Level 4 constitutes a malicious offense used to cause harm to a person for personal gain. A Level 4 violation results in academic withdrawal of a student from all Medical Laboratory Technology courses without an option of returning to the program or any program in Nursing and Allied Health.

Clinical Evaluations
The Clinical Evaluation Tool reflects program goals and is intended to serve as a guide for clinical performance during each rotation, identify patterns of behavior or changes in behavior, serve as a guide for the progression of the student, and evaluate the student's level of performance during and at the completion of the rotation. The Competency Checklist is cumulative and builds on the expectations from all previous clinical courses. As a result, students are accountable for clinical competencies from ALL previous courses. Students are responsible for completing their Competency Checklist before the end of their scheduled practicum.

Student Grievances/Complaints
The Medical Laboratory Technology Program complies with Coastal Alabama Policy 05.08. To resolve conflict at the lowest levels, the procedures below should be followed:

- Students with a concern regarding a MLT course should first discuss the issue with the course instructor.
- If the student is unsatisfied, the student should discuss the issue with the Program Director.
- If the student cannot reach an agreement with the Program Director, the student's next step is to present documentation to the Associate Dean of Allied Health. Next, the Dean of Nursing and Allied Health would be contacted.

Accidents and Injury
The Medical Laboratory Technology Program complies with Coastal Alabama Policy 07.02. If a student should receive an injury (such as a needle stick, etc.) while performing duties as an MLT student at the clinical site, the student shall contact the clinical site preceptor and the appropriate supervisor from the clinical site and the MLT faculty or Program Director. The clinical agency is generally responsible for emergency care according to clinical agency policy. The student is responsible for the cost of emergency care. An incident report should be filed with the facility and the Medical Laboratory Technology Program.

Student Health and Safety
The Medical Laboratory Technology Program complies with Coastal Alabama Policy 07.02. Students accepted into the program must adhere to the following student health and safety requirements prior to and throughout clinical participation:

- Current Coastal Alabama Physical Exam form completed by a licensed physician, physician's assistant (PA), or certified registered nurse practitioner (CRNP). Students must be able to perform the essential eligibility criteria.
- Current TB blood test (or chest X-ray if required). TB test should be completed annually.
- Immunizations for measles, mumps, rubella (MMR) and varicella (chicken pox) or a titer demonstrating immunity.
- Hepatitis B series/titers. Students with documented hypersensitivity to the vaccine must sign a waiver.
- Flu vaccination annually.
- Other vaccinations may be required pending clinical agency policy.
- Drug and background screening. The specimen collection and screening are performed by an approved agency. Students are also bound by the drug testing and background screening policies of the clinical site (example: annual drug testing).
- All students must participate in HIPAA training during orientation to clinicals prior to performing the first clinical assignment.
- Any health condition that might incapacitate and/or interfere with the student's ability to perform essential eligibility criteria should be reported to the course instructor as soon as the student is knowledgeable. A medical release signed by a physician, CRNP, or PA may be required for return to clinic practice.
- For the safety of the client, students arriving at the clinical site impaired in any way (fatigue, illness, drugs, alcohol, etc.) will be asked to leave the clinical setting. The Medical Laboratory Technology Program will not approve students working between the hours of 12 midnight and 7 am preceding a morning clinical.
- Students agree that neither the College nor any member of the Medical Laboratory Technology Program is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while in the student lab or clinical practicum setting.
- Liability insurance is sourced by the school. The school does NOT provide medical insurance coverage. All students are required to maintain medical insurance for the duration of participation in the program. Students must provide proof of insurance at a minimum of once annually.

HIV or Hepatitis B Reporting Policy

Public law #102-141, Section 633 and the Alabama Infected Health Care Worker Management Act require HIV or Hepatitis B infected healthcare workers to notify the State Health Officer within 30 days of the time the diagnosis is confirmed. Physicians caring for HIV or Hepatitis B infected healthcare workers are mandated to notify state health officials within 7 days of the diagnosis. All students are required to comply with this law.

ALABAMA COMMUNITY COLLEGE SYSTEM HEALTH SCIENCE PROGRAM POLICIES

ESSENTIAL ELIGIBILITY CRITERIA

The Alabama Community College System endorses the Americans with Disabilities Act. In accordance with college policy, when requested, reasonable accommodation may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective, and social abilities are required in unique combinations to provide safe and effective patient care. The applicant/student must be able to meet the essential eligibility criteria with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's ability to demonstrate the essential eligibility criteria delineated for the Medical Laboratory Technology Program with or without reasonable accommodations. The Medical Laboratory Technology Program and /or its affiliated clinical agencies may identify additional essential eligibility criteria. The Medical Laboratory Technology Program reserves the right to amend the essential eligibility criteria as deemed necessary.

To be admitted and to progress in the Medical Laboratory Technology Program one must possess a functional level of ability to perform the duties required of a medical laboratory technician. Admission or progression may be denied if a student is unable to demonstrate the essential eligibility criteria with or without reasonable accommodations.

The essential eligibility criteria delineated are those deemed necessary by the Alabama Community College System Medical Laboratory Technology Program. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective Medical Laboratory Technology Program and may vary from reasonable accommodations made by healthcare employers.

The essential eligibility criteria delineated below are necessary for Medical Laboratory Technology Program admission, progression and graduation and for the provision of safe and effective medical laboratory practice. The essential eligibility criteria include but are not limited to the ability to:

<u>SENSORY AND PERCEPTION</u>

Visual

- Observe and discern subtle changes in physical conditions and the environment
- Visualize different color spectrums and color changes. (Differentiate subtle colors of cells, bacterial and fungal plate growth).
- Read fine print in varying levels of light
- Read for prolonged periods of time
- Read cursive writing
- Read at varying distances
- Read data/information displayed on monitors/equipment

Auditory

- Interpret monitoring devices
- Distinguish muffled sounds heard through a stethoscope
- Hear and discriminate high and low frequency sounds produced by the body and the environment
- Effectively hear to communicate with others

Tactile

- Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics
- Pipette small quantities of body fluids or chemicals
- Operate a microscope

Olfactory

- Detect body odors and odors in the environment. (Detect chemical and microbial odors).

COMMUNICATION/INTERPERSONAL RELATIONSHIPS

- Verbally and in writing, engage in a two-way communication and interact effectively with others from a variety of social, emotional, cultural and intellectual backgrounds
- Work effectively in groups
- Work effectively independently
- Discern and interpret nonverbal communication
- Express one's ideas and feelings clearly
- Communicate with others accurately in a timely manner
- Obtain communications from a computer

COGNITIVE/CRITICAL THINKING

- Effectively read, write, and comprehend the English language
- Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical decisions in a variety of health care settings
- Demonstrate satisfactory performance on written examinations, including mathematical computations without a calculator
- Satisfactorily achieve the program objectives

MOTOR FUNCTION

- Handle small delicate equipment/objects without extraneous movement, contamination or destruction
- Maintain balance from any position
- Stand on both legs
- Coordinate hand/eye movements
- Push/pull heavy objects without injury to client, self, or others
- Stand, bend, walk and/or sit for 6-12 hours in a clinical setting, performing physical activities requiring energy without jeopardizing the safety of the client, self, or others
- Walk without a cane, walker, or crutches
- Function with hands free for related care and transporting items
- Transport self and client without the use of electrical devices
- Flex, abduct, and rotate all joints freely
- Respond rapidly to emergency situations
- Maneuver in small areas
- Coordinate fine and gross motor hand movements to provide safe effective care
- Calibrate/use equipment

- Execute movement required to provide related care in all health care settings
- Operate a computer

PROFESSIONAL BEHAVIOR

- Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others
- Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
- Handle multiple tasks concurrently
- Understand and follow the policies and procedures of the college and clinical agencies
- Understand the consequences of violating the student code of conduct
- Understand that posing a direct threat to others is unacceptable and subjects one to discipline
- Meet qualifications for credentialing as stipulated by the sponsoring institution
- Not to pose a threat to self or others
- Function effectively in situations of uncertainty and stress inherent in providing related care or working in a laboratory
- Adapt to changing environments and situations
- Remain free of chemical dependency
- Report promptly to clinicals and remain for 6-12 hours on the clinical unit
- Provide care in an appropriate time frame
- Accepts responsibility, accountability, and ownership of one's actions
- Seek supervision/consultation in a timely manner
- Examine and modify one's own behavior when it interferes with client care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. To be admitted one must be able to perform all the essential eligibility criteria with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential eligibility criteria cannot be met with or without reasonable accommodations, the student will be withdrawn from the Medical Laboratory Technology Program. The MLT faculty reserves the right at any time to require an additional medical examination at the student's expense to assist with the evaluation of the student's ability to perform the essential eligibility criteria. Requests for reasonable accommodations should be directed to the College's Office of Disability Services.

BACKGROUND CHECK POLICY

Healthcare educational programs within the Alabama Community College System are contractually obligated to comply with the requirements set forth by clinical affiliates. Students enrolled in healthcare educational programs must conform to the rules, policies, and procedures of the clinical affiliates in order to participate in clinical learning experiences, which includes background checks. Failure to participate in clinical learning experiences for courses containing a clinical component result in failure of the course(s). A student denied clinical access by any clinical affiliate may be dismissed from the program.

Licensure Implications
Students enrolled in healthcare educational programs should be aware that positive findings on background checks can have licensure implications.

Background Check Guidelines
Background checks will be conducted according to the following guidelines:

- Students shall receive notification of the background check prior to admission and upon admission.
- Students must sign the appropriate consent(s) prior to the background check. The student or the healthcare program's designee(s) will provide applicable consent(s) to the vendor conducting the background check. The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not receive a background check and will be prohibited from participating in clinical learning experiences.
- The background checks will be scheduled and conducted by a designated vendor determined by the College. Background checks performed by any other vendor or agency that is not approved by the healthcare program designee will not be accepted. Results of the background check will be sent to the healthcare program designee(s) and/or the applicable clinical affiliate(s). Some clinical affiliates may continue to require an additional background check, which may include fingerprinting.
- The student should contact the healthcare program designee if he/she is unable to submit to the background check at the designated time due to extenuating circumstances. Background checks must be completed before newly admitted or reinstated students are allowed to attend healthcare related courses. If the student fails to submit to the background check as delineated, the student will be prohibited from participating in clinical learning experiences. Failure to be able to participate in clinical learning experiences will result in a 'F' for the course(s) if the student does not officially withdraw from the course(s). A student denied clinical access by any clinical affiliate may be dismissed from the program.
- If the student has a positive background check and is not allowed by the clinical affiliate(s) to participate in clinical learning experiences, the student may receive a 'F' for the course if the student does not officially withdraw from the course(s).
- If a student is unable to complete the clinical component of the course(s) that he/she is enrolled in due to a positive background check, the student will be advised regarding options.
- The background check may include, but is not limited to:
    a. Positive identification.
    b. Maiden/AKA name search.
    c. Social Security Number trace which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
    d. Residency history.
    e. Driving license/driving history/motor vehicle records including any traffic citations.
    f. Education verification.
    g. Employment verification which may include the reason for separation and eligibility for re-employment for each employer. The last seven years may be searched if the student is 21 years of age or older.
    h. Healthcare employment verification network search.
    i. Nurse aide registry.
    j. Professional license/certification verification.
    k. Personal credit history, which is based on reports from any credit bureau.

l. Personal references/interviews.
m. Seven year criminal and civil record search reveals felony and misdemeanor convictions, and pending cases usually including the date, nature of the offense, sentencing date, disposition, and current status. The seven-year criminal background check may occur in current and previous counties of residence and employment through search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, etc.
n. Most wanted list.
o. National criminal database searches, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
p. Adult and child abuse/neglect registries.
q. National sex offender/predator registry search which includes a search of the state or county repository for known sexual offenders.
r. Misconduct registry search.
s. Office of the Inspector General (OIG) List of Excluded Individuals/Entities which identifies those individuals who have committed offenses deeming them ineligible to care for clients receiving Medicare, Medicaid, and other Federal health care benefits.
t. General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS) which identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
u. Executive Order 13224 terrorism sanctions regulations.
v. Government suspect /watch list.
w. Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN) which includes individuals associated with terrorism and narcotics trafficking.
x. FACIS database searches to include OIG, GSA, OFAC and other sources.
y. National Healthcare Data Bank search and Sanction Report may include Medicare/Medicaid sanction search, OIG, GSA, and FDA debarment check.
z. Fingerprinting and the National Criminal Information Center which may reveal national wants and warrants information.
aa. International Criminal.
bb. Applicable State Exclusion List.
cc. Any Other Public Record.

- The student with a positive background check will be informed of the results by the healthcare program designee and/or by the background check vendor.
- Positive background checks will be reported to the individual(s) at the respective clinical affiliate(s) that is specifically designated by the clinical affiliate(s), which often is the Director of Human Resources. The individual(s) will be responsible for determining whether the student will be allowed to participate in clinical learning experiences with the respective clinical affiliate(s) according to the rules, policies, and procedures of the clinical affiliate(s). Students will sign consent(s) prior to disclosure of a positive background check to clinical affiliate(s).
- The student will be provided with a copy of the background check results, if positive. Students should contact the vendor for background checks to see a copy of the report and to dispute information reported. The student will be responsible for clearing any denials to participate in clinical learning experiences with the clinical affiliate(s). Students unable to resolve the denial to participate in clinical learning experiences may be withdrawn from the healthcare program.
- Background checks which could render a student ineligible to participate in clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of clients and sanctions or debarment. Felony or repeated misdemeanor activity and Office of the Inspector General violations will normally prohibit

participation in clinical learning experiences with clinical affiliate(s), but each positive background check will be reviewed individually by the clinical affiliate(s). In certain circumstances, for example repeated behaviors, the vendor may conduct a background check further back than the past seven years; findings on such a background check can also render an individual ineligible to participate in clinical learning experiences.

Confidentiality
The healthcare program designee(s) will have access to the results of the background check as will the clinical affiliate(s) designee(s). The results will be shared only on a need-to-know basis.

DRUG SCREEN POLICY
Students must perform in the clinical setting in such a manner that will promote safe client care. Clinical agencies are obligated to assure that clients are protected to the extent reasonably possible from harm due to completion of clinical rotations. As stipulated in health agency contracts for clinical experience, students must abide by the rules, policies, and procedures established by these agencies relative to drug screening and any subsequent revision to these policies to participate in clinical experiences at the agencies.

All students who enroll in the Alabama Community College System Medical Laboratory Technology Program and desire to participate in courses which have a clinical component are required to have an initial preclinical drug screen. Students must abide by the Alabama Community College System drug screen policy and the clinical agency policy for which the students are assigned clinical practice. This includes preclinical and annual drug screening, random drug screenings, and screenings required on the basis of reasonable suspicion.

Pre-Clinical Screening
1. All students will receive notice of the drug screening guidelines.
2. The program will maintain on file a signed consent to drug screening from each student. Students have the right to refuse to consent to drug testing under this program; however, students who decline participation in drug testing will not be permitted to participate in courses with a clinical component. Failure to participate in clinical learning experiences for courses containing a clinical component will result in failure of the course.
3. Drug screening will be scheduled and conducted by a drug screening company and laboratory designated by the College where the student is enrolled. The fee for the screening will be paid by the student.
4. Any student failing to report for screening at the designated time and place must complete testing within 24 hours of that date and provide documentation of extenuating circumstances.
5. Failure to complete drug screening with a negative test result required by the College and/or Clinical Agency will prohibit the student from completing the clinical component of required MLT courses. (Drug screens considered inconclusive, such as ‘diluted’, will need to be confirmed with further testing at the expense of the student). Failure to attend clinicals will result in failure of the course if the student is enrolled and does not officially withdraw from the course.
6. Positive drug screens will be confirmed by the Medical Review Officer (any costs will be the responsibility of the student).
7. Results will be sent to the Program Director, Chair and/or Dean of the College where the student is enrolled.
8. A student who is unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to the Medical Laboratory Technology Program. The student will be considered for readmission according to the criteria specified in this document.

Random Drug Screening
At any point in time during a student's enrollment, the student may be subject to a random drug screen. The Dean and/or Director of the program will establish the number of random screening samples. The selection will be made from all currently enrolled students using a statistically random procedure. After being notified of their selection, students will report to the designated Drug Screen Company or Laboratory at the designated time and place. The same procedural steps outlined above will be used. The fee for the random screen will be paid by the student.

Reasonable Suspicion Screening
Students may also be required to submit to reasonable suspicion testing while participating in clinical experiences. Reasonable suspicion is defined as, but not limited to, the following behaviors:

- Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug, such as, but not limited to: Unusual slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent rhinorrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
- Presence of an odor of alcohol.
- Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness, or deterioration in performance.
- Suspect of theft of medications or chemicals
- Evidence of tampering with a drug test.
- Information that the individual has caused or contributed to an incident/accident in the clinical agency.
- Evidence of involvement in the use, possession, sale, theft, solicitation, or transfer of drugs while enrolled in the health sciences program.

At any point or time during a student's enrollment, the student may be subject to a reasonable suspicion drug screen. If a student's behavior is noted as suspicious, the student will be immediately dismissed from the clinical agency, classroom, or laboratory. The faculty is to contact the Program Director, Associate Dean of Allied Health, and/or Dean of the Program. If after consultation with the faculty involved it is determined that there is reasonable suspicion, the student will be screened. The student will report to the designated laboratory at the designated time and place for the drug screen. If the student fails to consent to the screening, the student may be immediately terminated from the program.

Student Drug Screen Procedure
Drug screening procedures generally follow the procedures below:

1. Students must pay the designated fee prior to the time of specimen collection.
2. Students must submit a photo ID and social security number at the time of specimen collection.
3. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with Chain of Custody and Control procedures. The collector will explain the collection procedure and Chain of Custody form to the student and provide a sealed collection container.
4. Students must remove unnecessary outer garments (coats, sweaters, bags, etc.) and remove items from pockets when entering the collection site.
5. The collector may ask the student about current medications.
6. The collector will collect monitored urine, blood, saliva and/or other specimen types.
7. In the presence of the student, the collector will seal the urine, blood, saliva and/or other specimen type with a tamper proof security seal and affix an identification label with code number.

8. The student will verify the information on the identification label, initial the security seal, read, and sign the Chain of Custody Form.
9. The collector will sign the Chain of Custody Form and give the student the appropriate copy.
10. The collector will forward the sealed urine, blood, saliva and/or other specimen type and Chain of Custody Form to the designated certified testing center/laboratory for testing.
11. Specimens will be screened for but not limited to the following classes of drugs:
    Alcohol
    Amphetamines
    Barbiturates
    Benzodiazepines
    Cocaine
    Cannabinoids (Marijuana)
    Methaqualone
    Opiates (OxyContin)
    Phencyclidine
    Propoxyphene
12. Positive screens will be confirmed by the Medical Review Officer of the designated drug screen company. If applicable the Medical Review Officer will contact the student who has a positive screen and request a prescription.
13. Students will be informed of positive screening results by the Program Director, Chair and/or Dean of the Program within seven (7) working days of the notification of results.

Note: Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing. The fact that a student has a prescription for one or more of the classes of drugs which are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy. The Medical Review officer will follow up and report the results. Individual Colleges may require students to adhere to additional guidelines.

Confidentiality
The Dean, Program Director, or designee will receive all test results. Confidentiality of the test results will be maintained in the Allied Health Department. Only the Dean, Program Director/Chairperson, designee, and the student will have access to the results, the exception being if any legal actions occur which require access to test results, and results requested by clinical agencies.

Appeals Process for Positive Drug Screen
1. If a student drug screen is positive, the student will contact the Medical Laboratory Technology Program Director.
2. The student will then contact the Medical Review Officer and follow the procedure for split specimen testing as stipulated by the lab.
3. The student is responsible for any costs associated with the split specimen testing procedure.
4. Once the student obtains the results of the split specimen testing, the student should contact the MLT Program Director. If the student remains unsatisfied, the student should explain in writing the complaint. The MLT Program Director will have seven working days to respond.
5. If the student cannot reach an agreement with the MLT Program Director, the student's next step is to present documentation to the Associate Dean of Allied Health, then the Dean of that program. The Dean will have seven working days to respond.
6. If the student does not reach a satisfactory conclusion with the Dean, the student may choose to complete a formal student complaint form.

Readmission
To be considered for readmission, students who withdraw from or are removed from the program due to a positive drug screen must:

1. Have an approved treatment agency mail a letter verifying **completion** of a substance abuse treatment program which is approved by the Health Program and the Regulatory Body of the Program.
2. Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.

Additional Information
Drug screening policies/programs required by the Alabama Community College System, and the College, and/or various clinical agencies with which the College contracts may vary from time to time in any or all their aspects.

In General
Nothing in the Family Education Rights and Privacy Act (FERPA) or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent of legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

Coastal Alabama Community College
Medical Laboratory Technology (MLT)

Mission Statement

Coastal Alabama Community College Medical Laboratory Program invests in the success of ALL students, providing excellence in teaching and learning in the classroom and a variety of community settings.

The vision is to facilitate active learning for ALL to thrive in the healthcare community.

Program Goals

At least 75% of students will pass the certification exam on the first attempt.
70% of students entering the third semester of the MLT program will graduate.
80% of graduates find employment in the field within 12 months of graduation.
70% of students that enter the program will complete in 150% (6 semesters) of time.

Learning Outcomes

Upon completion students will analyze hematology specimens to correlate laboratory results with specific disorders and/or disease states at 75% accuracy. (C)
Upon completion students will analyze urinalysis results to correlate laboratory results with specific disorders and/or disease states at 70% accuracy. (P)
Upon completion of the MLT program, the student will practice all governmental safety regulations while working in the medical laboratory at 80% accuracy. (A)
Upon completion students will analyze microbiology specimens to correlate laboratory results with specific disorders and/or disease states at 75% accuracy. (C)
Upon completion students will analyze chemistry specimens to correlate laboratory results with specific disorders and/or disease states at 70% accuracy. (P)
Upon completion of the MLT program, the student will exhibit professional conduct at 80% accuracy. (A)
Upon completion students will analyze immunology specimens to correlate laboratory results with specific disorders and/or disease states at 75% accuracy. (C)
Upon completion students will analyze immunohematology specimens to correlate laboratory results with specific disorders and/or disease states at 70% accuracy. (P)
Upon completion of the MLT program, the student will exhibit communication sufficient to serve the needs of patients, the public, and members of the health care team with 80% accuracy. (A)

MEDICAL LABORATORY TECHNOLOGY (MLT) CURRICULUM

Prerequisite Courses:
BIO 103 - Principles of Biology (4 credit hours); MTH 116 – Mathematical Applications (MTH116) or higher-level Math such as MTH 100 or MTH 112 (3 credit hours); ENG 101 – English Composition (3 credit hours); PSY 200 - General Psychology (3 credit hours) or PSY 210

First Semester

Course	Theory	Lab	Clinical	Credit
MLT 111 Urinalysis & Body Fluids	3	1	0	4
MLT 131 Laboratory Techniques	3	1	0	4
MLT 181 Clinical Immunology	1	1	0	2
BIO 201 Human Anatomy and Physiology I (if not already completed)	3	1	0	4
Total				**14**

Second Semester

Course	Theory	Lab	Clinical	Credit
MLT 141 Microbiology I	3	2	0	5
MLT 151 Clinical Chemistry	3	2	0	5
BIO 202 Human Anatomy and Physiology II (if not already completed)	3	1	0	4
Total				**14**

Third Semester

Course	Theory	Lab	Clinical	Credit
MLT 121 Hematology	3	2	0	5
MLT 142 Microbiology II	2	1	0	3
MLT 191 Immunohematology	3	2	0	5
Total				**13**

Fourth Semester – Complete Graduation Application

Course	Theory	Lab	Clinical	Credit
MLT 293 Clinical Seminar	2	0	0	2
MLT 294 Medical Laboratory Practicum Hematology and Urinalysis	0	0	2	2
MLT 295 Medical Laboratory Practicum Microbiology	0	0	2	2
MLT 296 Medical Laboratory Practicum Immunohematology	0	0	2	2
MLT 297 Medical Laboratory Practicum Chemistry and Immunology	0	0	2	2
Humanities/Fine Arts Elective (if not already completed)	3	0	0	3
Total				**10**

Grand total Credits = 68

ESTIMATED PROGRAM COSTS

Estimated program costs are available for viewing on the Coastal Alabama Community College Medical Laboratory Technology Program webpage MLT Program Cost.

STUDENT RESOURCES

Medical Laboratory Technology students should refer to the Coastal Alabama Catalog and Student Handbook for student resources. Information on financial aid is located in the Financial Aid section. The student is referred to the Student Services section for counseling and career information, job placement, learning resources, and academic advisement. The Student Support Services Program is also available for qualified students and provides tutoring, counseling and financial aid assistance. Drug counseling and treatment is located under the Campus Security Report Section. Coastal Alabama offers *Uwill Student Health & Wellness* to all students and faculty. *Uwill* offers students free immediate access to teletherapy, a direct crisis connection, and wellness programming through its easy-to-use online platform. Health services are not available on campus. For healthcare needs, students should refer to their private or local healthcare providers or activate emergency medical services (911). Campus security should be notified for all emergencies at 251-580-2222.

BOARD CERTIFICATION EXAMINATION INFORMATION

ASCP BOC Eligibility

The American Society for Clinical Pathology (ASCP) is responsible for the development of the ASCP BOC exam. The ASCP Board of Certification is an administratively independent certification agency that prepares relevant standards and develops procedures that will assure the competence of medical laboratory personnel. The ASCP Board of Certification certifies those individuals who meet the academic and clinical prerequisites and who achieve acceptable performance levels on examinations. The ASCP BOC determines the application process, testing locations, mechanics of administration, application criteria, and policies for retesting.

Successful completion of the Medical Laboratory Technology Program does not guarantee eligibility to take the ASCP BOC. The application for certification by exam inquires about history of arrests or convictions of DUI, criminal offenses (misdemeanor or felony), history of chemical dependency or mental illness, record of abuse, court martial, or military discipline. Applicants need to respond honestly or risk denial of application for certification.

ASCP BOC Candidates Requesting Special Accommodations

Requests for modification of the procedures for administering the examination for candidates with disabilities must be submitted to ASCP with the application for certification and must include an evaluation of the disability by the applicant's licensed physician or licensed psychologist and a statement from the director of the Medical Laboratory Technology program addressing any accommodations made during the Medical Laboratory Technology education process.

ASCP BOC Application

Students must make individual arrangements to take the ASCP BOC after completion of the requirements. Each candidate will submit an application to ASCP BOC.

The ASCP will issue to the candidate an Authorization to Test and a list of locations where the exam is administered. Addresses of all the ASCP BOC questions may be obtained from the American Society for Clinical Pathology website.

The questions presented to the candidate in the ASCP BOC are determined by the candidate's response to previous questions. Each candidate will answer questions selected from the same test bank; however, the test is adapted to each candidate.

OTHER ACCEPTABLE CERTIFICATION AGENCIES

- American Medical Technologist (AMT). More information about the AMT certification exam can be found on the American Medical Technologist (AMT) website.

Alabama Community College System
Medical Laboratory Technology (MLT)

Faculty and Staff Directory

Clinical Coordinator: Kerri Chalk MT (ASCP)
Office Location: Atmore - F105
Phone Number: 251-368-7665
Email: kerri.chalk@coastalalabama.edu

Program Director: Jennifer Bullard DrPH, MPH, MLS (ASCP)CM
Office Location: Atmore - F109
Phone Number: 251-368-7614
Email: Jennifer.Bullard@coastalalabama.edu

Associate Dean: Natalie Dukes, DNP, RN, CNE
Office Location: Bay Minette – T162
Phone: 251-990-0443,
Email: Natalie.dukes@coastalalabama.edu

Dean of Nursing & Allied Health: Tiffany Scarborough, DNP, RN
Office Location: Bay Minette – T162
Phone: 251-580-2256
Email: tiffany.scarborough@coastalalabama.edu

Nursing & Allied Health Advisor: Morgan Watkins
Office Location: T162 - Bay Minette (multiple)
Phone Number: 251-580-2257
Email: Morgan.watkins@coastalalabama.edu
Once the student is accepted into the MLT Program, their advisor will be Morgan Watkins. Students may contact Ms. Watkins during or prior to program admission for assistance.

Administrative Assistant II Nursing & Allied Health: Greg Overall
Office Location: T101 – Bay Minette
Phone: 251-580-4890
Email: greg.overall@coastalalabama.edu

Alabama Community College System
Medical Laboratory Technology (MLT)

Clinical Affiliate Sites

1. Escambia County Healthcare Authority
    a. Atmore Community Hospital – Atmore, AL
    b. DW McMillan Memorial Hospital – Brewton, AL
2. Evergreen Medical Center - Evergreen, AL
3. Infirmary Health System
    a. Mobile Infirmary Medical Center – Mobile, AL
    b. Thomas Hospital – Fairhope, AL
    c. North Baldwin Infirmary – Bay Minette, AL
4. Monroe County Hospital – Monroeville, AL
5. University Hospital – Mobile, AL
6. USA Children's & Women's Hospital – Mobile, AL
7. Singing River Hospital – Ocean Springs, MS & Pascagoula, MS
8. Springhill Medical Center – Mobile, AL

COASTAL ALABAMA Medical Laboratory Technology Program: Affirmation and Release Form

I, _____ (print name) affirm that I:

Received a copy of the Medical Laboratory Technology Program Handbook and agree to abide by the policies, procedures, and guidelines referred to and within. I understand that I must have a PC or MacBook laptop with webcam and microphone as well as access to high-speed internet.
_____Initials

Agree that neither the College nor any member of the Medical Laboratory Technology department is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while participating in any academic function related to program participation, including but not limited to the Medical Laboratory Technology lab, and/or clinical practicum setting.
_____Initials

Agree to maintain medical insurance for the duration of the program understanding that the College, Medical Laboratory Technology instructors, and clinical agencies are not responsible for any claims or expenses incurred while participating in the Medical Laboratory Technology Program, including at a clinical site and/or at the campus lab.
_____Initials

Agree not to practice invasive procedures outside of the supervised lab or clinical setting.
_____Initials

Agree to perform clinical facility orientations as specified prior to the performance of clinical experiences.
_____Initials

Will not receive monetary or other compensation for participation in the clinical course from either the institution or healthcare facility unless enrolled in an apprenticeship with a participating facility.
_____Initials

Will provide updated immunization records prior to the beginning of the semester for which they fall due.
_____Initials

Understand that I will be required to undergo background screening/drug testing and any untoward findings may result in termination from the program. Drug testing is required a minimum of every 12 months and randomly as requested.
_____Initials

Meet the essential eligibility criteria with or without accommodations in order to fulfill the program requirements and perform in the clinical settings.
_____Initials

Student Signature: _____Date:_____

Coastal Alabama Medical Laboratory Technology Program: Consent Form

Coastal Alabama Community College Medical Laboratory Technology Program: Consent to Maintain Healthcare Records

I understand that the Coastal Alabama Medical Laboratory Technology Program will maintain copies of my health records required for clinical/program participation. This information is severely restricted to the legitimate operational use of the Coastal Alabama Medical Laboratory Technology Program. To protect my privacy, this information will be maintained securely and not disclosed to anyone without my written permission unless required by law.

The Coastal Alabama Community College Medical Laboratory Technology Program may use this information to notify me of expiring immunizations or other related health requirements. I agree that information may be revealed to attending health providers in the event of a medical emergency or for clinical participation. All physical healthcare records maintained by the Coastal Alabama Medical Laboratory Technology Program will be destroyed three years following the completion of, or termination from the program.

Student Signature:_____

Transfer of Records

I give permission for the Allied Health division to write a letter of good standing to other institutions as needed in the case of a transfer request. Students will make the request from Medical Laboratory Technology Program Director and/or instructors prior to placement of such letter.

Student Signature: _____

Criminal Charges

I will inform the Program Director of any criminal charges incurred after admission to the Medical Laboratory Technology Program. The Program Director will report to the clinical agencies to determine the student's eligibility to continue in the program.

Student Signature: _____

Background Check and Drug Screen

I give permission for the Coastal Alabama Medical Laboratory Technology Program to forward the results of my background check and/or drug screen as requested of the clinical agencies used by Coastal Alabama.

Student Signature: _____

Date: _____

COASTAL ALABAMA COMMUNITY COLLEGE
NURSING AND ALLIED HEALTH
FLU VACCINCATION FORM

Flu Vaccine

I verify that I understand I may be required to obtain a flu vaccination in Fall semester and for subsequent Spring semester clinicals.

Student Signature: _____

Records Due

Students will **not** be allowed to attend clinical until requested information has been received by DISA Healthcare or the administrative assistant at the respective campus. It is the responsibility of the student to verify that information submitted to Castle Branch was received.

Student Signature: _____

Date: _____

ALABAMA COLLEGE SYSTEM
STUDENT DRUG SCREEN POLICY PARTICIPATION FORM

I understand that any student who enrolls in an Alabama Community College System Medical Laboratory Technology Program and desires to participate in courses which have a clinical component is required to have an initial pre-clinical drug screening. I certify that I have received a copy of the Alabama Community College System Drug Screen Policy, have read, and understand the requirement of the policy and guidelines. I further understand that if I fail to provide a certified negative drug screen result, I will be unable to participate in the clinical portion of the Medical Laboratory Technology Program. **Failure to participate in clinical learning experiences for courses containing a clinical component will result in failure of the course.**

BY SIGNING THIS DOCUMENT, I AM INDICATING THAT I HAVE READ, UNDERSTAND, AND VOLUNTARILY AGREE TO ABIDE BY THE REQUIREMENT TO HAVE A DRUG SCREEN AND TO PROVIDE A CERTIFIED NEGATIVE DRUG RESULT PRIOR TO PARTICIPATION IN THE CLINICAL COMPONENT OF THE MEDICAL LABORATORY TECHNOLOGY PROGRAM.

A COPY OF THIS SIGNED AND DATED DOCUMENT WILL CONSTITUTE MY CONSENT FOR THE DESIGNATED CERTIFIED LABORATORY PERFORMING THE DRUG SCREEN TO RELEASE THE ORIGINAL RESULTS OF ANY DRUG SCREEN TO THE COLLEGE'S MEDICAL LABORATORY TECHNOLOGY PROGRAM.

I understand that my continued participation in the Alabama Community College System is conditional upon satisfactorily meeting the requirements of the Drug Screen Policy as well as such related requirements by the clinical agencies providing clinical rotations for the Medical Laboratory Technology Program.

I hereby release the Alabama Community College System, the College and designated Drug Screen Company and Laboratory, Medical Review Officer, Medical Laboratory Technology faculty and staff from any claim in connection with the Drug Screen Policy.

I further understand that should any legal action be taken because of the Drug Screen Policy, that confidentiality can no longer be maintained.

_____ _____
Student Signature Witness Signature

_____ _____
Student Printed Name Witness Printed Name

COASTAL ALABAMA COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY PROGRAM
REQUEST FOR INSTRUCTOR REVIEW OF EXAM ITEM

STUDENT: _____ COURSE NUMBER: _____

DATE SUBMITTED: _____ EXAM NUMBER: _____

TIME SUBMITTED: _____ EXAM ITEM NUMBER: _____

- This form must be submitted to the instructor of record within 72 hours of exam/test review period. Requests submitted later than 72 hours will not be accepted due to failure to follow policy.
- No more than one exam item per request form.

Chosen response and student rationale with documented reference:

_____

_____

_____

_____

_____

Instructor Review Decision:

_____

_____

_____

_____

_____

Submission of this form does not guarantee that credit will be provided for an incorrect answer, but it may be considered.

Student Signature _____ Instructor Signature _____

Date _____ Date _____

COASTAL ALABAMA COMMUNITY COLLEGE MEDICAL LABORATORY TECHNOLOGY PROGRAM
COACHING AND FEEDBACK RECORD

Student Name: Date of Report:

Department: Medical Laboratory Technology Student #:

Counseled By:

Coaching and Feedback needed due to:

☐ Attendance ☐ Safety ☐ Insubordination* ☐ Policy/Rule Violation ☐ Tardiness

☐ Unsatisfactory Clinical Performance ☐ Failure/Refusal to Follow Instructions

☐ Unsatisfactory Lab Performance ☐ Unsatisfactory CREs ☐ Other

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*Refusing to obey orders, authority, or rules. It describes a person—or their actions and speech—who displays a rebellious, defiant, or disrespectful attitude toward someone in authority.

Action/Comment (Include dates/times as appropriate):

Corrective Measures:

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

COASTAL ALABAMA MEDICAL LABORATORY TECHNOLOGY PROGRAM: PROBATION/MISCONDUCT FORM

Student	Date	Course
This form represents a written plan and agreement between the faculty and student that identifies unsatisfactory performance or misconduct. This form describes changes that must occur to correct the unsatisfactory performance or misconduct.		
Unsatisfactory Performance or Misconduct		
Corrective Measures		
Length of Probation		
Student Signature	Date	
Instructor Signature	Date	
Evaluation		
Outcome _____ Student <u>has</u> satisfactorily met/complete corrective measures _____ Student <u>has not</u> satisfactorily met/complete corrective measures		
Comments of Medical Laboratory Technology Faculty/Director		