



# **Jackson State**

COMMUNITY COLLEGE

Medical Laboratory Technician  
Program Handbook  
2024 – 2025

# MLT Program Handbook

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## Section I

### INTRODUCTION

The contents of this handbook have been compiled for use in the Medical Laboratory Technician Program at Jackson State Community College. It is designed to help acquaint the students with policies and regulations governing their participation in the MLT Program. This two-year program is designed to enable the students to obtain an Associate of Applied Science Degree from Jackson State Community College, qualify to make application for a State of Tennessee Laboratory License (MLT), and sit for the National Certification Examinations (ASCP) for Medical Laboratory Technicians.

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

### ACCREDITATION

Jackson State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees. Questions about the accreditation of Jackson State Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

The Medical Laboratory Technician Program is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences. Questions about the accreditation may be directed to NAACLS, at 5600 N. River Road, Suite 720, Rosemont, IL 60018, (773) 714-8880 or by their website at <http://www.naacls.org>.

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

## DESCRIPTION OF THE CLINICAL LABORATORY SCIENCE PROFESSION

The clinical laboratory professional is qualified by academic and applied science education to provide service and research in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Clinical laboratory professionals perform, develop, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The clinical laboratory professional has diverse and multi-level functions in the areas of analysis and clinical decision-making, information management, regulatory compliance, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed. Clinical laboratory professionals possess skills for financial, operations, marketing, and human resource management of the clinical laboratory. Clinical laboratory professionals practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.

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

## DESCRIPTION OF CAREER ENTRY OF THE MEDICAL LABORATORY TECHNICIAN

As career entry, the medical laboratory technician will be able to perform routine clinical laboratory tests (such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and other emerging diagnostics) as the primary analyst making specimen-oriented decisions on predetermined criteria, including a working knowledge of critical values. Communications skills will extend to frequent interactions with members of the healthcare team, external relations, customer service and patient education. The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of pre-analytical, analytical, and post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

## Section II

Jackson State Community College sponsors a two-year Medical Laboratory Technician Program which, upon completion, qualifies a student to receive an Associate of Applied Science degree. Awarding this degree is not contingent upon the student passing any type of external certification or licensure exam. Graduates are eligible to apply for a license in the State of Tennessee and are eligible to sit for the national certification examinations with the following organizations: American Society for Clinical Pathologists (ASCP), American Medical Technologists (AMT), and/or American Association of Bioanalysts, AAB Board of Registry (ABOR).

### Mission Statement:

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

### Vision:

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

### MLT Program Goals and Student Objectives

- ❖ The MLT Program at JSCC will provide students with the knowledge and skills necessary to competently perform diagnostic laboratory tests.
  - The student should:
    - Apply the knowledge gained in lecture and laboratory sections to the work environment as well as the certification exam.
    - Perform routine laboratory testing in each clinical rotation with minimal supervision using both manual and automated procedural techniques
    - Strive for accuracy in test performance with minimal errors
- ❖ The MLT Program at JSCC will assist students in developing critical thinking and problem-solving skills which are applicable to the medical laboratory's diagnostic purpose.
  - The student should:
    - Recognize irregularities in test results and make corrections according to laboratory strategy and criteria
    - Recognize instrument errors or failures and take appropriate action
    - Correlate laboratory data in order to confirm or disprove a diagnosis
    - Demonstrate and explain routine procedures to others in the clinical laboratory
    - Adapt to various work environments and situations efficiently

- ❖ The MLT Program at JSCC will assist students in developing effective communication skills with fellow laboratorians as well as other medical professionals.
- ❖ The MLT Program at JSCC will strive to provide the foundation for professional growth, career advancement, and life-long learning.
- ❖ The MLT Program at JSCC will strive to produce graduates who can adequately meet the needs of the medical laboratory communities by practicing with honesty, integrity, and ethically.

### MLT Program Assessment Policy

The MLT Program faculty and other administrators recognize the importance of an ongoing Assessment and Continuous Improvement Plan. This plan will recognize outcomes, set activities, and measure or assess for validation of quality, as well as identify areas that need improvement. For more information, please refer to Program Assessment and CI Plan, available from the Program Director.

Among the outcomes, there are three which are consistently monitored and reported: graduation rate, certification examination pass rate, and the graduates' employment rate. Data from these outcomes will be found on the MLT program page on the college website.

### Professional Commitments

#### Certification Examination

Upon completion of the MLT Program and after graduating with an Associate of Applied Science Degree, a student is not guaranteed a position in a laboratory. Passing a certification exam helps with successful employment. There are three organizations by which this can be accomplished: American Society ASCP/BOC, AMT, or AAB. To be certified by the American Society for Clinical Pathology, an MLT must pass the National Board of Registry Examination. Applications are available through the program director's office and should be filed with the ASCP Board of Registry several months before the exam. A student may also be certified by the American Medical Technologists (AMT) exam.

#### Licensure

In many Tennessee facilities, laboratory personnel are required to have a laboratory license for their specific work category. Completion of an AAS and successful certification are steps in the process, but do not guarantee the State of Tennessee Medical Laboratory Board will grant a license. Application for licensure is available online and more information is available through the program director's office. The application fee is approximately \$60.00 and as part of the application process, the student will be required to have a background check for the Tennessee Medical Licensing Board at an approximate cost of \$58.00.

#### Professional Societies or Organizations

Students are encouraged to join professional societies such as American Society for Clinical Pathology (ASCP), American Society for Clinical Laboratory Science (ASCLS) as a "Developing Professional", or American Medical Technologists. Information is available from the Program Director.

## Section III

### Curriculum

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

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

Students seeking admission to this professional health program must follow proper admission procedures. Note the June 1 program application deadline. This program is designed for the student who does not intend to directly transfer to a baccalaureate program (Tennessee Transfer Pathway), but one who may return to school at a later date to complete a bachelor's degree in medical laboratory sciences, or related field.

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



Recommended Curriculum Schedule  
(Six Semesters)

**FIRST YEAR**

<u>First Summer Term (optional)</u>			CREDIT HOURS
PSYC	1030	General Psychology	3
ENGL	1010	English Comp I	<u>3</u>
Total:			6

First Fall Semester

MLAB 1301	Introduction to the Medical Laboratory		3
MLAB 2402	Hematology and Hemostasis		4
MLAB 2401	Clinical Chemistry		4
BIOL 2010	Anatomy and Physiology I		<u>4</u>
Total:			15

First Spring Semester

MLAB 2403	Clinical Microbiology		4
MLAB 2201	Clinical Immunology		2
MLAB 2202	Urinalysis and Body Fluids		2
BIOL 2020	Anatomy and Physiology II		4
CHEM1110 or BIOL 2230		General Chemistry I / Microbiology	<u>4</u>
Total:			16

Summer Term

MLAB 230	Immunohematology/Blood Bank		3
MLAB 2150	Special Topics/Medical Laboratory Technician		1
	One Humanities Course Elective		<u>3</u>
Total:			7

**SECOND YEAR**

Second Fall Semester

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

Second Spring Semester

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

Last Summer Term (optional)

PSYC 1030	General Psychology	3
ENGL 1010	English Comp I	<u>3</u>
	Total:	6
	<b>FULL TOTAL HOURS</b>	<b>67</b>

Course Descriptions

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

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

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

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

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

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

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

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

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

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

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

The student will be given the opportunity to develop a broader application of the clinical laboratory scientist's role as a health professional in a variety of learning experiences, including seminars, lectures, practices quizzes, and discussions in the seven knowledge areas (hematology, blood bank, clinical chemistry, microbiology, laboratory operations, immunology, and urinalysis/body fluids). It is also a seminar course designed to give students experience in researching and presenting case studies with

emphasis on correlation of laboratory results. Included in this course are review and practice examinations as well as a comprehensive battery of examinations encompassing seven knowledge areas to prepare students for certification examinations.

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

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

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

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

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

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

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

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

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

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

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

An overview of clinical chemistry theory, principles, procedures, and correlations. Tests for glucose, urea, creatinine, uric acid, proteins, bilirubin, enzymes and electrolytes are included. Colorimetric and photometric techniques used in examining normal and abnormal clinical specimens are introduced

along with special procedures such as immunoassays and electrophoresis. (three hours lecture; four hours laboratory)

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

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

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

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

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

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

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

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

## Organization of the Program

The Medical Laboratory Technician Program is incorporated into the Division of Professional and Technical Studies of Jackson State Community College. Academic courses and specific courses in basic laboratory theory and skills are furnished by the College and clinical experience is obtained at affiliate hospitals listed below.

The faculty shall include:

- A. Medical Director of MLT Program: Dr. Chris Giampapa, WTH, Jackson Pathology Group
- B. Program Director and Associate Professor: Carla D. Simpson, MAEd, MLS(ASCP)
- C. Education Coordinator and Associate Professor: Haley Castellaw, MLS(ASCP)
- D. Administrative Assistant: Jennifer (Jen) Jakubowski
- E. Clinical Instructors, and laboratory officials are listed below by the facility. Medical Directors and Pathology lecturers are listed last.

### **Jackson-Madison County General Hospital:**

Laboratory Administrative Director	Jerry Barker, MBA, MLS(ASCP)
Clinical Liaison	Vickie Mayo, MLS(ASCP)
Hematology	Holly Quinn, MLS (ASCP)
Chemistry	Bryant Lovelace, MLS (ASCP),
Blood Bank	Sharon Carson, MLS(ASCP),
Immunology & Serology	Angie Sterling, MLT(TN),
Microbiology -	Shannon Thomas, MT(ASCP),
Urinalysis	Laura Blankenship, MLS(ASCP)
Blood Collection	Vickie Mayo, MLS(ASCP), Liaison / Manager

### **West Tennessee Healthcare – Dyersburg Hospital**

Laboratory Manager	Angie Spain, MLS (ASCP)
Clinical Coordinator	Angie Spain, MLS(ASCP)
Hematology/Coagulation	Ruhanni Suan, MT (ASCP)
Chemistry	Abigail Lockhart, MLT (ASCP)
Urinalysis	Ruhanni Suan, MT (ASCP)

### **Baptist Memorial Healthcare Systems**

Laboratory Manager and Liaison	Erica A. Miller, MLS(ASCP)
Hematology	Amy Crawford MLS(ASCP)
Chemistry	Kim Verdell MLS(ASCP)
Blood Bank	Amy Crawford MLS(ASCP)
Immunology & Serology	Tammy Sykes MLT(ASCP)
Urinalysis	Amy Crawford MLS(ASCP)

**The Jackson Clinic**

Laboratory Manager

Clinical Liaison

Hematology

Chemistry

Microbiology

Urinalysis / Immunology

Doris Knott, MLS(ASCP)

Amanda Chilcutt, MT(TN)

Jennifer Hendrix, MLT(ASCP)

Brooke Emerson, MLT(ASCP)

Kristi Saxon, MLT(ASCP)

Michelle Douglas, MLT(ASCP)

**Henry County Medical Center**

Laboratory Manager

Clinical Liaison

Hematology/Coagulation

Chemistry

Blood Bank

Immunology & Serology/Urinalysis

Microbiology

Shelley Winn, MLS(ASCP)

Christy Roberson, MLS(ASCP)

Drew Boyd MLS(ASCP)

DeLecia Townsend MLS(ASCP)

Rebecca Alexander, MLS(ASCP)

Drew Boyd MLS(ASCP)

Christy Roberson, MLS(ASCP)

**Other ACTIVE Clinical Affiliations:**

WTH – North Hospital

WTH – Volunteer (Martin) Hospital

Maury Regional Medical Center

Pathology Lectures by:

**WTH / Jackson-Madison County General Hospital**

Dr. Chris Giampapa, Medical Director

Dr. Mark Burton, Chief Pathologist

Dr. Joseph Coleman

Dr. Paul Sims

Dr. Ashley Porter

## Advising for MLT Students

Advising for currently enrolled MLT Students will be handled by Program faculty, and by extension our HS Coordinator, as well as any Advisor on staff before admissions to the College.

Career ladder advising will also be handled by Program faculty.

## Program Closure Plan

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

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

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

## Admissions

The Medical Laboratory Technician program has specific admission requirements;

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

## Essential Functions

### Physical and Sensory Skills:

- Visual acuity to perform macroscopic and microscopic analyses to identify objects, structures, and shapes, precipitates or agglutinates; and to read procedures, requests, graphs, charts, scales, devices, readouts, etc.
- Ability to visually differentiate colors, clearness/turbidity, opaqueness, viscosity,
- Adequate hearing ability to answer phones, monitor and respond to prompts, beepers, alarms, and reply to questions, converse with other patient care providers, and receive directions.
- Adequate fine motor skills to collect, obtain, manipulate, and measure specimens safely with precision; also manipulate reagents, materials and adjust instruments which use hand-to-eye coordination and dexterity; operate keypads, switches, dials, perform manual testing and operate analytical equipment safely with speed and accuracy.
- Be able to stand and sit for prolonged periods of time, walk, bend, stretch, and lift equipment, tools, and supplies up to 20 lbs. and move them (up to 65 lbs.), as well as be able to move between departments, areas of hospital/or care areas, or sites as needed.

### Communication, Behavioral, and Emotional Skills:

- Ability to follow verbal and written instructions, and adapt to and accept constructive criticism.
- Demonstrate interpersonal abilities to effectively communicate both verbally and non-verbally, in a courteous and respectful manner with faculty/students, patients, fellow health care employees, physicians, and other laboratory personnel; also, being respectful and compassionate of cultural and socioeconomic diversity.



- Maintain sufficient emotional stability to function effectively in stressful situations, prioritize requests, complete responsibilities, exercise sound judgment, recognize emergency situations and take appropriate actions,
- Maintain a cooperative and productive working environment and relationships with fellow (students) laboratory personnel, patients, and other healthcare providers.
- Project a professional image and display social skills acceptable to a hospital setting.
- Comprehend and comply with legal and ethical standards; (examples: maintain patient confidentiality, exercise ethical judgment, integrity, honesty, dependability, and accountability)

#### Intellectual and Computational Skills:

- Comprehend, measure, analyze, calculate and synthesize various information from a variety of sources.
- Master relevant content in both didactic/applied course work related to the medical laboratory curriculum in a variety of learning formats or platforms.
- Demonstrate the ability to think critically to solve a problem, and initiate corrective action.
- Recognize potentially hazardous materials or situations to act in order to minimize risk or injury to self or others nearby.

#### Requirements and Health Records

As a condition for any assignment to an affiliate hospital for the clinical practicum portion of the student's education, there are immunization requirements as well as a drug screen collection and a criminal background check. The clinical affiliate hospitals and most healthcare employers in the West Tennessee area now require students and employees to have clear records on background checks for patient abuse, sexual abuse, and felonies. Proof of immunizations, criminal background screening and a clear urine drug screen will be required **before** admission to clinical rotations. Positive results/findings will potentially interfere with student placement in affiliate hospitals and will, therefore, can result in dismissal from the MLT program.

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

### Testing Prior to the Clinical Experience

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

### Reasonable Suspicion Testing

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

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

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

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

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

## Consent and Release of Liability

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

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

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

My signature below indicates that:

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

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

---

Student's Signature

Date

## Health Records

Below you will see a list of all required immunizations or other health/physical requirements that will need to be proven prior to beginning the clinical practicum portion of the MLT Program.

- Record of recent TB skin test (within the past year), a chest x-ray recommended if skin test is positive, or the blood test known as Interferon-Gamma Release Assay (IGRA).
- Hepatitis B vaccinations, or a Hep B Antibody Titer NOTE: A student release form must be attached if the student chooses not to be vaccinated.
- MMR vaccination
- Rubella Titer (if available)
- Varicella vaccines – evidence of 2 Varicella vaccines, proof of illness provided by a Physician, or a Varicella titer.
- Tetanus (tDap) vaccination (within the past 10 years)
- Flu vaccine in season, or a declination.
- Signed Physician's Statement

### Hepatitis Information:

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

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

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

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

## Financial Information:

A full “Estimated Cost” will be made available by the start of classes, but one can be found on the MLT academic page. Tuition costs can also be found on the college’s website: <https://www.jsc.edu/about-jackson-state/student-services/business-services/fees-tuition/fees-and-tuition.html>

### Financial Aid:

Any student needing financial aid may contact the financial aid officer at the college. Several state and national grants, loans, and scholarships are available to those who apply and are qualified. Students may also have opportunities to make application for scholarships made available by organizations such as TSCLS, ASCP, the Chester Jones Foundation of West Tennessee Healthcare, the JMCGR Volunteer Auxiliary Service, the Jackson Pathology Group, and Dade Behring Corporation.

## Professional Behavior and Conduct

### Medical Laboratory Technician Code of Ethics:

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

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

### Integrity and Ethics

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

### Jackson State Community College Statement on Academic Honesty

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

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

You commit plagiarism if you submit as your own work:

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

You are an accomplice in plagiarism if you:

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

## Electronic / Social Media Conduct

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

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

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

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

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

## Academic and Clinical Policies

### Attendance Policy

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

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

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

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

### Grading Policy

The "didactic" portion of the grading system for the MEDICAL LABORATORY TECHNICIAN PROGRAM

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

All MLT courses require at least a C or 75% **final** average, as well as a 75% average in each of these domains (cognitive and psychomotor) for satisfactory completion. Any student failing to satisfactorily complete an MLT course is automatically dismissed from the program. Any first-year student dismissed may apply for readmission to the next class if they meet minimum admissions criteria. Science (A&P I, II,



and General Chemistry or Microbiology) courses must be satisfactorily completed with a “D” or better in order to remain in the MLT program. A failing grade in a required science course while enrolled in the MLT Program will result in dismissal from the program. A grade of “D” will result in the student being placed on academic probation.

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

If a student is dismissed from the didactic/classroom or the clinical portion of the program for academic reasons, they may apply for readmission to the program per the Admission Requirement and start the program over from the beginning. Refer to the “Readmissions and Leave of Absence” section of this Student Handbook.

Students may appeal a college course grade they feel is unjust by following procedures described in the College Catalog.

Clinical MLT Courses, Practicum I, II, III, and IV

Clinical Rotation grades are calculated as follows:

- 50% Cognitive
  - Pretest, Study Question Set, Case Studies, Media Lab, and Comprehensive Final
- 50% Practicum, Psychomotor and Affective
  - Rotation Practical, facility specific quizzes, Competencies, Patient Review, Evaluations

Examples of forms (and others) may be found in the back of this handbook.

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

With respect to the Pre-Test that the student will take on the first day of the clinical rotation at the campus: the student is required to make a 75% or better in order to begin practicum rotations. If they do not make the required 75%, they will be allowed to study and retake the exam again. A passing grade must be obtained before any clinical rotation.

General Academic Requirements

Incidence Reports: As mentioned, once a student has a documented three (3) incidence reports, there will be a three (3) point deduction from the final course average. All documentations will be signed and copies maintained by the Program Director.

Dismissal and Probation: A minimum grade of C is recommended for successful completion of math science-related support courses in the curriculum such as algebra, anatomy and physiology, and general

chemistry/microbiology. Any student making a D in such courses will be placed on program probation and the decision concerning retention of this student will be made by the Admissions Committee at the end of the next term if poor math or science-related curriculum course performance continues. Students who are enrolled in the MLT Program and achieve an "F" in a required math or science-related curriculum course are dismissed from the program. As stated before, the student may apply to the next class for readmission if they meet minimum admissions criteria.

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

### Discipline, Dismissal, and Student Appeal Procedures

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

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

When a program or hospital policy or objective is violated, an incident report will be made to document the violation. The report will be signed by the instructor and the student and will be placed in the student's file. After three reports of violations, a counseling session will be held and a report filed to document corrective and/or disciplinary action. A decision regarding the necessary disciplinary action will be made by an MLT disciplinary committee composed of the program director, the education coordinator, a clinical coordinator, and a clinical instructor from the area in which the problem occurred. Some violations such as dishonesty, leaving without permission, unethical/illegal behavior, or practices unsafe to students, patients or others at the clinical site will result in immediate action and possible dismissal from the program. Refer to attached Student Incident Report and Counseling Record forms.

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

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

In the event that a student is dismissed from the program while in clinical rotations due to clinical misconduct (failure to follow hospital or program policies) or due to an unsatisfactory grade (having below a 75 overall course average or below a 75 average in the cognitive or practicum domains of

evaluation), the college insures "due process of appeal" if the student so chooses. The appeal process is outlined below.

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

1. Submit a written appeal to the program director within two working days of receipt of notification of dismissal. Upon receipt of the appeal, the program director will immediately present the student's written appeal to the MLT disciplinary committee for review and notify the Dean of Professional and Technical Studies and the Vice President for Academic Affairs.
  - a. The MLT disciplinary committee must reach a decision on the appeal within three working days of receipt. The decision of the disciplinary committee will be communicated to the student in writing within two working days of the final group decision. If these time limits are not observed, the student may go to the next level of the appeal process.
2. If the complaint is not satisfactorily resolved, the student may request to appeal to the Appeals Committee of the Division of Professional and Technical Studies. A written request must be submitted to the Dean of Professional and Technical Studies within two working days of notification of the decision by the course/clinical faculty or disciplinary committee. Upon receipt of the request and within two working days, the Dean of Professional and Technical Studies will appoint a division appeal committee consisting of:
  - a. three faculty members from programs within the division including one for the MLT program
  - b. one faculty member from outside the Division of Professional and Technical Studies
  - c. the Dean of the Division of Professional and Technical Studies (ex officio)
  - d. the laboratory manager or medical director for the assigned clinical affiliate

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

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

The president's decision on the matter shall be final, subject only to any appeal provided by policies of the Tennessee Board of Regents.

4. Disciplinary Dismissal – Students who have been dismissed from the program due to disciplinary offenses and/or criminal activity will be considered for readmission on a case by case basis per the discretion of the Readmission Committee and the Office of Student Services. Readmission as determined by these entities will be regulated by the current Program Admission Policy and on a slot availability basis during the following year in line with the curriculum sequence.

#### Readmissions and Leave of Absence

For academic dismissals: As previously stated, 1) any first-year student dismissed may apply for readmission to the next class if they meet minimum admissions criteria; 2) any second year MLT students in clinical rotations who are dismissed from the program may appeal for readmission to continue in the program and possibly repeat the rotation(s) they did not successfully complete.

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

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

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

## Transfer Policy

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

The student requesting transfer would be required to:

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

Students must take a minimum of 15 credit hours at JSCC in order to be eligible.

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

Transferring INTO the JSCC MLT Program from a state of TENNESSEE NAACLS accredited MLT Program:

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

## Incident Reporting and Counseling Report

There are circumstances that warrant an "Incident" report or even a "Counseling" record. Attendance is an event that usually garners the most incident reports, so you will find an explanation of how it is used in the "attendance" portion in the prior pages. Other circumstances can be seen on the example of the form in the Appendix.

## Clinical Placement

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

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

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

**Option 1:** If a clinical slot is available at another affiliate, the student can choose to stay in the current cohort at JSCC.

**Option 2:** Per the Program's policy on Transfer (Item XXIV in Program Handbook), a student may have the option to transfer to a state of Tennessee sister program, IF an opening is available.

**Option 3:** The student could choose to defer their Clinical Practicum experience for one calendar year and begin with the next cohort scheduled.

**Option 4:** If possible, the student could complete the Clinical Practicum in virtual or simulated clinical practice.

## Requirements for Beginning Clinical Practicum

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

## Insurance and Liability

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

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

## Service Work and Employment

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

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

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

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

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

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

## Evaluations – Faculty, Students, and Clinical Instructor

Evaluating systems are in place for all faculty, students, and clinical instructors. Faculty evaluation by the students are conducted in both Fall and Spring semesters hosted by the college. Student evaluations are held in both first- and second-year courses. There are Lab Evaluations of psychomotor and affective skills in the laboratory sections during the student's first year experience and Clinical Skills Evaluation of cognitive and practicum domains are recorded by the clinical instructors during the second year of the Program. Clinical Instructors are evaluated by the students after each clinical rotation by using an online survey engine.

## General Policies

### Safety of Students:

To ensure safety of students working in the student laboratory:

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

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

### Instructional Methods

We utilize on-ground instruction in both the lecture and the laboratory sections. Zoom recordings can be made of the lecture. Jackson State uses BrightSpace, or d2L, eLearn, for its online learning platform. Material, notes, assignments, and some exams will be held in "eLearn". The "pulse" app is also available.

### Textbooks

Students are provided in advance of a list of textbooks required at the for each semester term. These textbooks may be purchased in the college bookstore or online with a vendor of the student's choice. It is recommended that students keep the textbooks for the duration of the program and not rent them for short term semester use.



## Uniforms

Students are not expected to wear uniforms to MLT lectures or laboratory classes at the college, but can if they choose; fluid-resistant, disposable lab coats will be provided for on campus lab sections. All students are expected to wear uniforms during their clinical rotations, scrub colors are graphite, black, or a green (hunter, olive, etc.). Students are responsible for their own uniforms, but lab coats are provided by the clinical affiliate hospitals while the students are in rotation. Students will be provided a copy of the dress code policy for the clinical facility to which they are assigned if it differs from the MLT dress code. Students should be clean and well-groomed at all times; ladies should refrain from wearing heavy jewelry, bright scarves, and heavy perfumes. Remember, you are a healthcare professional and should dress as one.

## Inclement Weather

The course syllabi will have more details on how we react when the threat of inclement weather postpones or cancels courses for the college. Clinical attendance is slightly different than on-campus courses in that IF you can attend the affiliate hospital or lab, then you can do so.

## Communication

Communication will be handled electronically and officially through your JSCC email address. Emails to the instructor will be handled as quickly as possible, but within 24 hours, M-F when classes are in session and no later than Monday when received on weekends or on a break.

## Disability Accommodations

Details concerning compliance with ADA can be found in the course syllabi. Accommodations must be on file with the Dean of Students prior to the first week of class.

## Compliance and Risks Policy Review

JSCC has an office of Compliance & Risk, and the coordinator is responsible for monitoring various local, state, and federal guidelines and policies, campus risk assessment and aversion, business continuity planning efforts, and an array of other campus compliance areas. The Titles of concern, VI, VII, and IX, cover situations which fall under discrimination, harassment, and sexual misconduct. For more information visit: <https://www.jsc.edu/about-jackson-state/administration/financial-affairs/compliance-and-risk.html>

## Phlebotomy Procedures and Consent

There are times during the duration of the didactic courses of the MLT Program that you may need to have a venipuncture or a capillary/dermal puncture performed by a fellow student and you perform one on a classmate under the direct supervision of the MLT faculty. The right to give/withhold consent for participation is your choice. In the Appendix section you will find an "Informed Consent" signature page. Knowledge of the benefits and the potential risks are part of the educational experience both with the program and our profession.

## Benefits

- Gain experience and develop expertise in performing venipunctures by using various collection devices
- Develop interpersonal skills necessary to appropriately interact with patients

## Potential Risks:

- Slight, temporary pain with the needle puncture
- Minimal risk for nerve, soft tissue, or muscle damage
- Bleeding that could result in bruising or a hematoma
- Minimal risk of infection

A phlebotomy rotation will be held during the weeks of a student's Urinalysis rotation. Any student who is an employed PCT, MA, phlebotomist, etc. whose primary responsibility is specimen collection is exempt from this rotation once a competency form has been completed and signed from a direct supervisor. The MLT Program's required number of successful venipunctures is 100, and forms are made available to the student and the program's clinical instructors.

## Laboratory Safety and HIPAA Training

As part of the curriculum of the MLAB 1301 Introduction course, all student will complete training courses in Biosafety and HIPAA. Included (but not limited to) in the Media Lab assignments are OSHA Bloodborne Pathogens, HIPAA Privacy and Security Rules, OSHA Electrical Safety, OSHA Hazard Communication and Chemical Hygiene, and Ethics and Code of Conduct in Healthcare. Completion of these courses will serve as proof of training and a signed agreement will be kept on file. Any information obtained during your educational experience will be considered by law "confidential" and examples of information may include patient information, physician, hospital account numbers, etc. Disclosure of any unauthorized information can result in dismissal from the MLT Program.

## Appendix

The following evaluation examples are included here in the handbook so that all student have direct access to how and on what basis they will be evaluated. Also included is an example of the "Incident Report" as well as the "Counseling Record". There are also copies of acknowledgment / signature pages pertaining to the criminal background check, drug/alcohol testing, and the licensure statement about the state of Tennessee.

## Jackson State Community College – MLT Professional Skills Evaluation

Student: \_\_\_\_\_ Clinical Site and Rotation: \_\_\_\_\_

Evaluate the student performance of each skill according to the scale below:	Excellent	Good	Average	Poor	Unacceptable	Not Applicable
<ul style="list-style-type: none"> <li>• Excellent (5): student exhibited a superior performance, student rarely required assistance</li> <li>• Good (4): student exhibited a careful performance, showed adequate attention to detail, needs minimal supervision</li> <li>• Average (3): student exhibited an acceptable performance with supervision</li> <li>• Poor (2): student exhibited inconsistent performance in lab tasks, needed constant detailed instruction</li> <li>• Unacceptable (1): student exhibited extreme difficulty grasping concepts and lacked functioning ability in the lab</li> </ul>						
<b>Attendance:</b> Attends practicum regularly and gives adequate notice when absences are unavoidable; arrives on time and is prepared for the day						
<b>Safety and Cleanliness:</b> Complies with biohazard protocols and demonstrates proper handling of specimens; maintains clean and organized workspaces, replenishes supplies and reagents; adheres to affiliate and college dress code						
<b>Integrity:</b> Admits and accepts responsibility for errors or mistakes; follows procedures without shortcuts; displays honest and ethical conduct						
<b>Interest:</b> Exhibits interest by asking relevant questions, and able to answer questions appropriately; volunteers for tasks during the rotation						
<b>Initiative and Motivation:</b> Performs and completes routine assigned tasks with effort and persistence; exhibits the ability to work independently						
<b>Interpersonal Relationships:</b> Able to work as a TEAM member and helpful; cooperates with instructors, techs, and classmates						
<b>Organizational Skills:</b> Comes prepared for the day; able to prioritize workload for efficiency; exhibited good time managements skills; utilizes downtime efficiently						
<b>Communication and Composure:</b> Communicates effectively in all situations; able to accept constructive feedback and uses suggestions for improvement; functions well under stressful situations						
<b>Application of Theory and Skill Performance:</b> Adapts cognitive knowledge to practical lab procedures and tasks; readily learns new procedures and demonstrates proper technique						
<b>Confidence:</b> Display of self-confidence after instruction and able to perform tasks with minimal supervision; able to recognize limitations						
<b>OVERALL PERFORMANCE:</b> The student consistently performed tasks with precision and accuracy and recorded results in an appropriate manner; able to consistently evaluate results correctly and identify errors and provide possible corrective actions.						
<b>Student Performance Rating Score _____ / total points</b>						

Clinical Instructor's Comments on student's strengths:

Clinical Instructor's comments on student weaknesses:

Student Comments:

Clinical Instructor  
Signature:

\_\_\_\_\_

Date

\_\_\_\_\_

Student  
Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

# Clinical Rotation Grade Sheet

## Jackson State MLT Program

Student: \_\_\_\_\_ Semester: \_\_\_\_\_  
Rotation: \_\_\_\_\_ Instructor: \_\_\_\_\_

### Cognitive Domain – 50%

Pretest Score: \_\_\_\_\_  
Study Question Set: \_\_\_\_\_  
Case Studies: \_\_\_\_\_  
Media Lab: \_\_\_\_\_  
Comprehensive Final: \_\_\_\_\_ Cognitive Average: \_\_\_\_\_

### Practicum (Psychomotor and Affective Domains) – 50%

Rotation Practical: \_\_\_\_\_  
Rotation Quizzes: \_\_\_\_\_  
Portfolio / Competencies: \_\_\_\_\_  
Patient Review / Criticals: \_\_\_\_\_  
Evaluation Average: \_\_\_\_\_ Practicum Average: \_\_\_\_\_

**OVERALL GRADE:** \_\_\_\_\_

**JACKSON STATE COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNICIAN PROGRAM  
STUDENT INCIDENT REPORT**

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

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

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

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

I have read this report:

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

Incident #:    1        2        3

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

**JACKSON STATE COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNICIAN PROGRAM**

**COUNSELING RECORD**

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

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\_\_\_\_\_ Corrective Action Plan.

Describe: \_\_\_\_\_

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

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

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Faculty/Instructor Comments:

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

Student Comments:

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

## Criminal Background Check

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

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

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

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

\_\_\_\_\_  
MLT Applicant's Signature

\_\_\_\_\_  
Date



## Tennessee Medical Laboratory Licensure

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

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

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

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MLT Applicant's Signature

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Date

## MLT Student Confidentiality Agreement

Over the course of the Medical Laboratory Technician Program, you as a student will have access to confidential (by law) patient information both in on campus laboratory sections and in clinical practicum. Any information obtained during class, lab, or your rotations which pertains to the patient (name, age, sex, diagnosis, etc.), the physician, employees, or hospital matters is considered confidential by HIPAA regulations.

Disclosure of such information to any unauthorized individual will be considered grounds for immediate disciplinary action and dismissal from the MLT Program.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## MLT Student Informed Consent

My signature on this form indicates that I agree to participate in all required phlebotomy activities of the Medical Laboratory Technician Program.

I have been made aware of the possible risks and discomforts, benefits, and appropriate alternatives pursuant to my voluntary participation. I agree to abide by the safety rules and regulations outlined by Jackson State Community College's MLT Program and the instructor(s) as they relate to my participation in these courses.

I will make the Program Director aware of any pre-existing condition (i.e. seizure disorder, communicable disease) that I have that might place me or others at risk through my participation in the program. I further state that I am of legal age, legally competent to sign this agreement, that I have read and understand the terms of this agreement, and that I sign the agreement as my own free act. I have been provided with an opportunity to ask questions and be provided with answers

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Printed Student Name

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Date

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Signature

## MLT Student Handbook Agreement

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

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Printed Student Name

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Date

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Signature