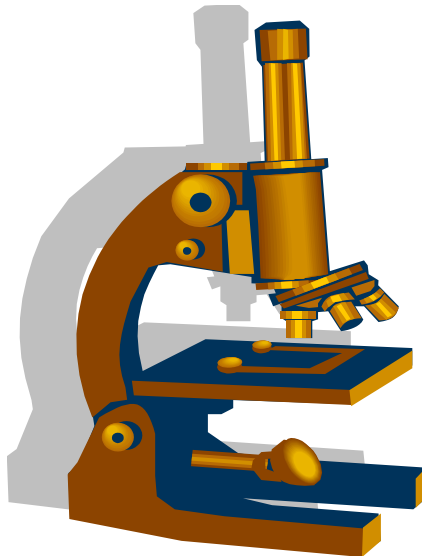


Beaufort County Community College  
Medical Laboratory Technology Program  
Handbook  
2016



**Beaufort County Community College  
Medical Laboratory Technology Program**

The Medical Laboratory Technology (MLT) Program is approved by the North Carolina Community College System and accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

In addition to the general [policies and procedures](#) of Beaufort County Community College (BCCC), which can be accessed under the Current Students tab at [www.beaufortccc.edu](http://www.beaufortccc.edu), MLT students are expected to follow the policies and guidelines of the MLT program, as presented in this handbook.

Approval:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Student Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, Allied Health and Public Services  
Program Director, MLT

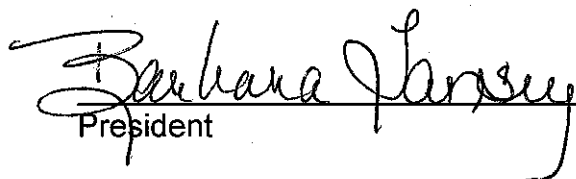
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**Beaufort County Community College  
Medical Laboratory Technology Program**

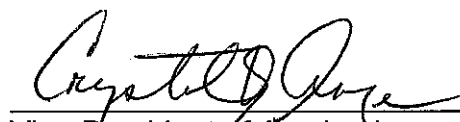
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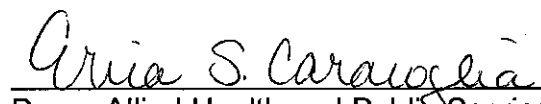
8-7-16  
Date

  
\_\_\_\_\_  
Vice President of Academics

8/4/16  
Date

  
\_\_\_\_\_  
Vice President of Student Services

8/4/16  
Date

  
\_\_\_\_\_  
Dean, Allied Health and Public Services  
Program Director, MLT

8/4/16  
Date

## **MLT Program Handbook Contents**

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## **American Society of Clinical Laboratory Science Code of Ethics**

### **Preamble**

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

### **I. Duty to the Patient**

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

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

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

### **II. Duty to Colleagues and the Profession**

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

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

### **III. Duty to Society**

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

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

### **Pledge to the Profession**

As a clinical laboratory professional, I strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession.
- Preserve the dignity and privacy of others.

- Uphold and maintain the dignity and respect of our profession.
- Seek to establish cooperative and respectful working relationships with other health professionals.
- Contribute to the general well-being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

<http://www.ascls.org/about-us/code-of-ethics>

## **Beaufort County Community College Vision, Mission, and Strategic Directions**

### **Vision**

Beaufort County Community College will continue to be an innovative community leader, providing an open door to the future through educational opportunity, economic development, and public service.

### **Mission Statement**

Beaufort County Community College is a public comprehensive community college committed to providing accessible and affordable quality education, effective teaching, relevant training, and lifelong learning opportunities for the people served by the College.

### **Strategic Directions**

Provide courses and support services for personal enrichment and lifelong learning centered around the community's civic, economic, and cultural needs.

Promote community awareness of programs and services through innovative and targeted marketing to increase enrollment, retention, and degree completion for underserved student populations.

Dedicate resources to support and maintain a reliable, robust, secure infrastructure to capitalize on current and emerging technologies and promote excellence in the teaching and learning environment and all facets of the college.

Support new and existing partnerships with employers, organizations, educational institutions, and economic development agencies to promote the College as a cost effective training resource.

Collaborate with business and industry leaders to introduce cutting edge technologies and provide educational programs which meet the demand for employees with multiple certifications, educational achievements, and soft skills.

Prepare students to succeed in a globally competitive work environment, recognizing the increased use of technology and multi-cultural awareness.

Develop and promote curricula, programs, courses, and prior learning assessments that provide flexibility in entry, exit, and modality to meet the dynamic educational needs and interests of our diverse populations.

Recruit and retain high quality faculty and staff who embrace technology and reflect the diversity of the community, and provide faculty and staff with a wide variety of professional development opportunities.

## **Beaufort County Community College Organizational Structure**

The organizational chart on the next page is provided to assist the student in understanding the chain of command in this organization. Students are encouraged to voice questions and concerns about grades directly with the instructor who provided the grade. The students should start at the bottom of the chart and work upward when concerns or grievances need to be addressed.

Students may also seek out Student Services for support, counseling, and complaints. All appeal processes are administered by the Vice President of Student Services.

Course instructors will be identified on each course syllabus.

### **MLT Faculty**

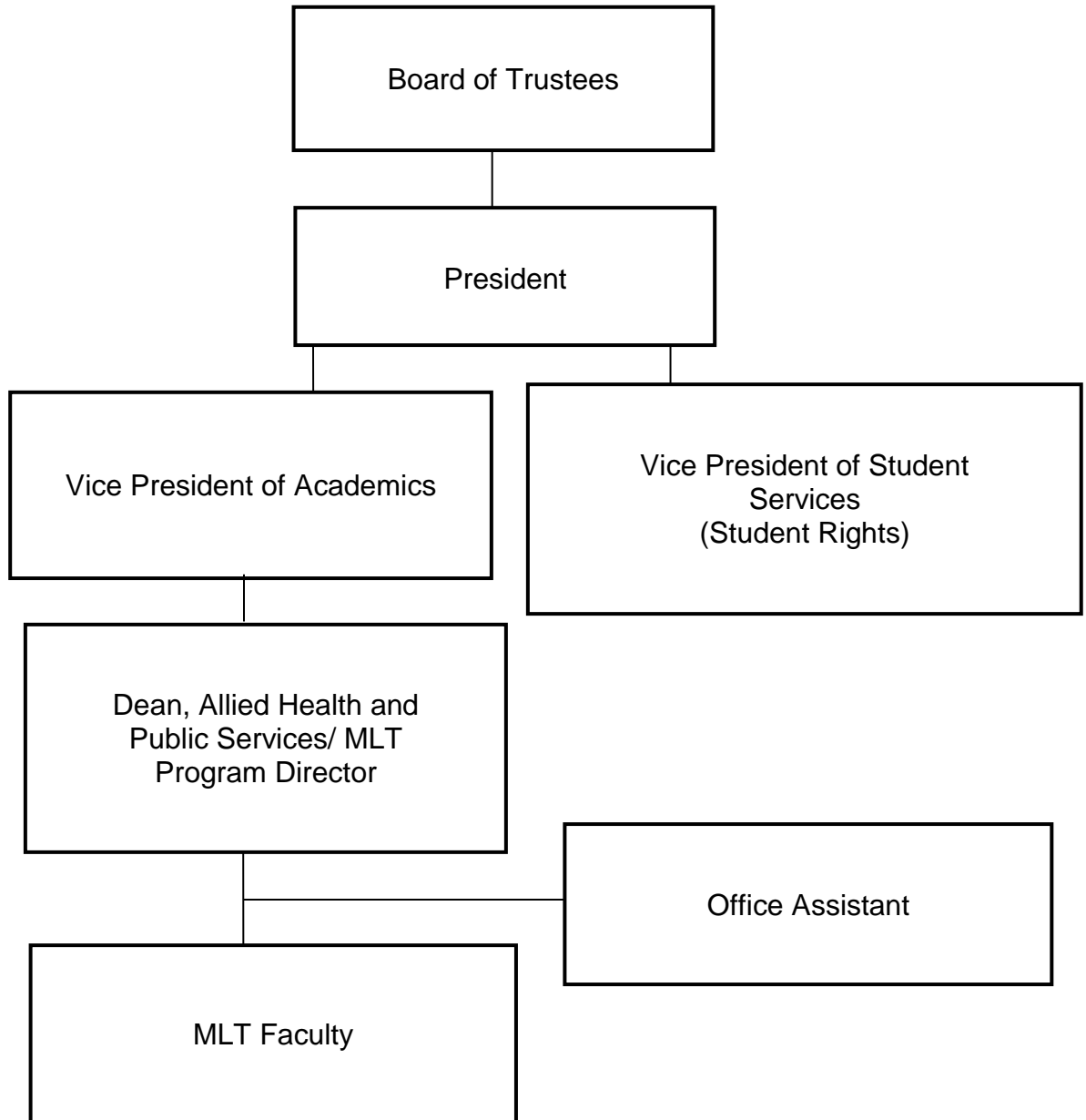
MLT Program Director:  
Erica Caracoglia, MAEd, MT(ASCP)SM<sup>cm</sup>  
Building 12 Room 1223  
940-6425  
Email: [erica.caracoglia@beaufortccc.edu](mailto:erica.caracoglia@beaufortccc.edu)

MLT Faculty:  
Fashikie Smith  
Building 12 Room 1230  
940-6285  
Email: [fashikie.smith@beaufortccc.edu](mailto:fashikie.smith@beaufortccc.edu)

Part time faculty will vary by semester and their contact info will be available on the course syllabus.



# Organizational Chart Beaufort County Community College



## DESCRIPTION OF THE MEDICAL LABORATORY TECHNICIAN PROFESSION

The medical laboratory technician is qualified by academic and applied science education to provide service in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical laboratory technicians perform, 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 medical laboratory technician has diverse and multi-level functions in the areas of collecting, processing, and analyzing biological specimens and other substances; principles and methodologies, performance of assays, problem solving, troubleshooting techniques; significance of clinical procedures and results; and principles and practices of quality assessment, for all major areas practiced in the contemporary clinical laboratory.

Medical laboratory technicians 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. Communication 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.<sup>1</sup>

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<sup>1</sup> National Accrediting Agency for Clinical Laboratory Science. (2014). *NAACLS standards for accredited and approved programs*. Retrieved from <http://www.naacls.org/docs/standards2012.pdf>

## **Medical Laboratory Technology Program Mission and Goals**

### **Mission:**

The mission of Beaufort County Community College's Medical Laboratory Technology Program is to prepare qualified, competent professionals entering the clinical laboratory profession by providing quality academic and practical education based on standards promoted by the National Accrediting Agency for Clinical Laboratory Sciences.

### **Program Goals/Outcome Measures**

1. At least 70% of students entering the second year of the Medical Laboratory Technology (MLT) Program will successfully complete the program.
2. At least 75% of students taking the ASCP Board of Certification (ASCP-BOC) examination within one year of graduating from the MLT program will pass on their first attempt.
3. At least 70% of the students graduating from the MLT program will find employment or continue their education within one year of graduation.

### **Student Learning Outcomes**

1. The medical laboratory technology student will obtain the technical skills needed to perform laboratory test procedures accurately and efficiently as an entry-level medical laboratory technician.
2. The medical laboratory technology student will demonstrate the ability to communicate effectively with others.
3. The medical laboratory technology student will differentiate between normal and abnormal laboratory test results and correlate laboratory findings to common disease processes.

### **Student Competencies**

Upon graduation, the Medical Laboratory Technology student will:

1. Have the knowledge and understanding to meet entry level competencies in the specific cognitive learning areas of:
  - a. Microbiology
  - b. Hematology/Hemostasis
  - c. Clinical Chemistry
  - d. Immunology/Immunohematology
  - e. Urinalysis/Body fluids
  - f. Phlebotomy

2. Demonstrate the necessary entry level skills to function in:
  - a. Collecting, processing, and analyzing biological specimens.
  - b. Performing analytic tests.
  - c. Recognizing factors that affect procedures and results and taking appropriate actions within predetermined limits when corrections are indicated.
  - d. Performing and monitoring quality control within predetermined limits.
  - e. Recognizing the need for preventive and corrective maintenance of equipment and instruments.
  - f. Applying principles of safety.
  - g. Relating laboratory findings to common disease processes.
  - h. Demonstrating technical training sufficient to orient new employees within the clinical laboratory
3. Exhibit the critical thinking skills needed to solve problems.
4. Demonstrate a professional attitude as an effective member of the health care team by:
  - a. Exhibiting professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and the public.
  - b. Recognizing the responsibilities of other laboratory personnel and interacting with them with respect for their jobs and patient care.
  - c. Recognizing the importance of continuing education as a function of growth and maintenance of professional competence.

## BCCC Medical Laboratory Technology Program Outcome Measures

<b>BCCC MLT Program Graduation Rate<sup>1</sup></b>				
Class of:	2014	2015	2016	3-Year Avg
Students entering 2 <sup>nd</sup> year	2/3	10/10	4/5	16/18
NAACLS Threshold	70%	70%	70%	70%
Attrition Rate	33%	0%	20%	11%
Graduation Rate	67%	100%	80%	89%

<sup>1</sup>To meet NAACLS Standards, graduation rates are calculated based upon the number of students entering the final half of the MLT program. BCCC has determined the entry point of the final half of the program to be the 2<sup>nd</sup> fall semester of the program.

<b>BCCC MLT Program Graduate Certification Rates<sup>2</sup></b>				
Class of:	2013	2014	2015	3-Year Avg
NAACLS Threshold	75%	75%	75%	75%
BCCC Certification Rates	None have taken	0/2 = 0%	5/5 = 100%	5/7 = 71%

<sup>2</sup>Certification rates of those taking the examination for the first time within the first year of graduation

<b>BCCC MLT Program Graduate Placement Rates<sup>3</sup></b>				
Class of:	2013	2014	2015	3-Year Avg
NAACLS Threshold	70%	70%	70%	70%
BCCC Placement Rates	6/7 = 86%	2/2 = 100%	9/10 = 90%	17/19 = 89%

<sup>3</sup>Employment in field of study or a closely related field or continuation of education within one year of graduation

## **MEDICAL LABORATORY TECHNOLOGY**

### **Associate of Applied Science Degree**

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

This program prepares a student to assume an important responsibility in detecting, diagnosing, and treating disease while working under the supervision of Clinical Laboratory Scientists and Pathologists. Employment opportunities include hospital laboratories, doctors' offices, clinics, public health agencies, veterinarians' offices, industrial, research, and pharmaceutical laboratories. Career mobility is provided through employment opportunities and possible transfer to Bachelor of Science programs leading to higher degrees and specialty certifications.

The Medical Laboratory Technology Curriculum is offered through joint collaborative efforts between Beaufort County Community College and area hospitals. Students receive both academic and practical experience in the field of laboratory medicine. Students spend four full semesters and one summer session on campus and at various clinical sites.

Current Clinical sites include:

- Vidant Beaufort Hospital, Washington
- Vidant Chowan Hospital, Edenton
- Naval Health Clinic Cherry Point, Havelock
- Vidant Edgecombe Hospital, Tarboro
- Martin General Hospital, Williamston
- Vidant Medical Center, Greenville
- Vidant Roanoke-Chowan Hospital, Ahoskie
- Washington County Hospital, Plymouth

Graduates of this program are awarded an Associate of Applied Science Degree in Medical Laboratory Technology. The granting of a degree is not contingent upon a student's passing of a certification examination. Upon graduation, students are eligible to take national certification examinations to become certified Medical Laboratory Technicians. BCCC recommends the American Board of Clinical Pathologists Board of Certification (ASCP-BOC). Successful completion of such an exam allows one to assume a professional role as a member of the health care team. The MLT program at BCCC is accredited by the National Accrediting Agency of Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL, 60018-5119, Phone: (773) 714-8880.

## Medical Laboratory Technology Curriculum Plan

Grade	Course Number	Course Title	Prerequisites	Class	Lab	Clin	Credit
Year 1		<b>1<sup>st</sup> Semester: Fall</b>					
	ACA 111	College Student Success		1	0	0	1
	ENG 111	Expository Writing	*	3	0	0	3
	CHM 151	General Chemistry I		3	3	0	4
	MAT 143	Quantitative Literacy <sup>1</sup>	*	2	2	0	3
	MLT 110	Intro to Medical Laboratory		2	3	0	3
	MLT 120	Hematology/Hemostasis I	**	3	3	0	4
		<b>Semester Totals</b>		<b>14</b>	<b>11</b>	<b>0</b>	<b>18</b>
Year 1		<b>2<sup>nd</sup> Semester: Spring</b>					
	ENG 112	Writing/Research in the Disc	*	3	0	0	3
	BIO 163	Basic Anatomy & Physiology <sup>2</sup>		4	2	0	5
	CHM 152	General Chemistry II	*	3	3	0	4
	MLT 125	Immunohematology	**	4	3	0	5
	MLT 111	Urinalysis and Body Fluids	**	1	3	0	2
		<b>Semester Totals</b>		<b>15</b>	<b>11</b>	<b>0</b>	<b>19</b>
Year 1		<b>3<sup>rd</sup> Semester: Summer</b>					
	HUM	Select one from below <sup>3</sup>	*	3	0	0	3
	MLT 140	Intro to Micro	**	2	3	0	3
		<b>Semester Totals</b>		<b>5</b>	<b>3</b>	<b>0</b>	<b>6</b>
Year 2		<b>4<sup>th</sup> Semester: Fall</b>					
	PSY 150	General Psychology		3	0	0	3
	CIS 111	Basic PC Literacy <sup>4</sup>		1	2	0	2
	MLT 240	Special Clin Microbiology	MLT 140 & **	2	3	0	3
	MLT 271	MLT Practicum III		0	0	3	1
	MLT 130	Clinical Chemistry I	CHM 151 &	3	3	0	4
		<b>Semester Totals</b>		<b>9</b>	<b>8</b>	<b>3</b>	<b>13</b>
Year 2		<b>5<sup>th</sup> Semester: Spring</b>					
	MLT 215	Professional Issues	**	1	0	0	1
	MLT 283	MLT Practicum I	**	0	0	39	13
		<b>Semester Totals</b>		<b>1</b>	<b>0</b>	<b>39</b>	<b>14</b>
		<b>Cumulative Totals</b>		<b>44</b>	<b>33</b>	<b>42</b>	<b>70</b>

<sup>1</sup> Higher level math courses will be accepted (i.e. MAT 152, 161, etc.)

<sup>2</sup> BIO 168/169 may be substituted

<sup>3</sup> Choose one to satisfy the Humanities/Fine Arts requirement: ART 111 ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, REL 110, REL 211, REL 212.

<sup>4</sup> CIS 110 may be substituted

\*See catalog for prerequisite information.

\*\* Must be accepted into the MLT Program.

Students in the Medical Laboratory Technology program must achieve a "C" or above in all curriculum courses.

This includes all MLT and non-MLT courses in the program of study.

**BEAUFORT COUNTY COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNOLOGY PROGRAM**

**STUDENT POLICIES**



**BEAUFORT COUNTY COMMUNITY COLLEGE**  
**Medical Laboratory Technology Program**

Students enrolled in the Medical Laboratory Technology (MLT) program are governed by the [Policies and Procedures](#) of Beaufort County Community College (BCCC). MLT students must also follow additional student policies specific to the MLT program. Each student should familiarize himself/herself with all [Policies and Procedures](#) of BCCC as well as the policies contained in the MLT Program Handbook.

The purpose of the MLT Program Handbook is to provide consistency and fairness in implementing the MLT departmental policies.

Students will receive an orientation to the MLT Program Handbook in the first MLT course. Students will sign a statement attesting to their understanding and willingness to abide by the handbook within the MLT program.

Students are governed by BCCC policies and procedures while on campus and in clinical settings.

In all matters related to the policies set forth in the MLT Program Handbook, the student shall be afforded full rights and due process set forth in the [Student Rights and Due Process Policy](#).

## Admission Policy

### I. General Admission

In addition to the requirements for general admission to Beaufort County Community College, the following requirements pertain to persons applying for admission to the MLT program. Selection for admission to the MLT program is based on academic performance. Applicants compete for admission based on quality points and the GPA earned by completing the general education courses required for the MLT program.

- A. Completion of placement testing with scores meeting the minimum for BCCC or qualify for a testing waiver as outlined in BCCC's [Placement Testing Procedure](#). Successful completion of the recommended developmental courses will satisfy this requirement. It is the responsibility of the student to submit verification of test scores, written approval of testing waiver, or transcript of developmental coursework to the Admissions Office. Applicants may test twice within a calendar year.
- B. Completion of a high school or college chemistry course with a grade of "C" or above within the last five years. There is no chemistry time limit for applicants with a Bachelor's degree or an AAS in an **approved** healthcare field.
- C. All anatomy and physiology courses must have been taken within five years of the student's application date.
- D. Have high school transcript or official GED report sent to BCCC (college transcripts, if applicable).
- E. A minimum GPA of 2.5 is required in specific Allied Health Program curriculum courses from all colleges and BCCC in order to apply to BCCC Allied Health Programs. A GPA of 2.0 is required on all coursework attempted in the MLT program.
- F. Attend a mandatory information session with the MLT Program Director and the Allied Health Admissions Coordinator. Notification of available sessions will be based on weighted ranking of candidates that have completed all the above requirements. Students who fail to attend the information session must contact the Allied Health Admissions Coordinator within 24 hours in order to keep their admissions status.
- G. Before being admitted into the program, the student must sign a statement of understanding that explains the following MLT special program topics:

- Alternate Status

- Clinical Training
- Travel, Transportation
- Student Course Completion Status
- Criminal Background Checks, Citizen Status and Drug Testing
- Patient Confidentiality
- Immunization and Physical Forms
- Malpractice insurance, health insurance
- Technical Standards

\*\*The BCCC MLT Program Statement of Understanding can be found in the Appendix of this document.

## **II. Application Deadlines – September 1- April 30**

In addition to the general application to the college, a separate application packet for the MLT program is required. Completed Allied Health application packets are taken and reviewed by appointment on a first-come, first-served basis with the Allied Health Admissions Coordinator. Incomplete application packets will not be considered.

## **III. Evaluation Criteria/Weighted Ranking System**

Admission to Allied Health Programs with limited enrollment is competitive and based upon the selection of those candidates who possess the ability to succeed in a demanding academic program. The number of qualified applicants accepted will be determined by available clinical facilities. Each applicant will be evaluated and awarded points using the criteria below. Those applicants with the highest rank will be selected to continue in the admissions process. If two or more students have the same rank, the GPA will be considered. The application date will be the determining factor if rank and GPA are the same.

### **Academic Performance (142 points)**

- Cumulative quality points from the non-core general education courses. To calculate quality points, multiply the number of credit hours for each course by the quality point value assigned to the grade earned (A=4, B=3, C=2,D=1,F=0).
- Bonus points for an A or B in BIO 168 or BIO 163
  - A = 30 points
  - B = 20 points
  - ½ points for retake of BIO course in less than 5 years
- High school students who apply for entry in the fall following graduation with no college credit receive their Academic Performance Points from the numerical grade from the following courses: Math I, Math II, English IV, and Biology. The total will be divided by 3.5 (400/3.5 = 114 possible points)

### **GPA (200 points)**

- A GPA of 2.5 for courses in the program of interest from all colleges attended in addition to BCCC. If the student has completed less than 12 semester hours, the high school GPA will be used.
- If the student has completed at least 12 semester hours of non-core general education courses, the GPA from those courses will be used.
- Divide the GPA by .02.

### **Chemistry (30 points)**

- A = 30 points
- B= 20 points
- C= 10 points

## **IV. Readmission**

A. Students who have withdrawn or been dismissed from the MLT program due to academic or nonacademic reasons must reapply through the Allied Health Admissions Coordinator. To be considered for readmission students must:

- i. Complete a new application for admission and submit to the Allied Health Admissions Coordinator. Students must meet with the Allied Health Admissions Coordinator by appointment to review the application packet on a first-come, first-served basis. MLT courses will be accepted for evaluation for one academic year after exiting the MLT program.
- ii. Update medical and educational records.
- iii. Receive prescriptive course of study that may require the student to retake or audit any course which the MLT faculty deems necessary.
- iv. Prepare to retake any MLT or other non-core required courses in which a grade of less than "C" was attained.

Readmission is contingent on space being available in the program. The readmitted student will be considered to be an alternate and, if necessary, will be sent to clinicals when space is available after all other students have been placed.

B. Students who have withdrawn or been dismissed from the MLT program due to academic or nonacademic reasons may be granted **one readmission**. Consideration of additional petitions for readmission will be reviewed on an individual basis by the MLT Program Director, MLT program faculty, Dean of Allied Health and Public Services, and VP of Academics.

## **V. Special considerations**

- A. A student must have available transportation to travel to all required clinical experiences. Clinical hours may vary from 8 – 12 hours and may be scheduled at any time of day or night. Clinical hours may involve weekends.
- B. Beaufort County Community College has an Accessibility Services Coordinator (ASC) available to provide consulting and planning strategies for students with special needs. Students who feel that they are in need of these services should make an appointment with the ASC in order to apply for services. Students are then required to acquire sufficient documentation to support their requests. The ASC must have the documentation to formulate a written plan for accommodations. Accommodations will take place when a written plan has been received by the Program Director of the MLT program from the ASC. The faculty will cooperate with the ASC to assure that reasonable accommodations for class and clinical are met.

## **VI. Alternate Status**

- A. Students who have met all of the admission requirements, but were not accepted, will be ranked according to the evaluation criteria. If space should become available, the student with the highest ranking will be given the opportunity to fill the opening. This procedure will continue to be used if additional space becomes available.
- B. Applicants are only accepted each year for the following academic year. Students may reapply by updating their application with the Allied Health Admissions Coordinator. Beaufort County Community College does not utilize a “waiting list” for Allied Health Programs.

## **General Program Policies**

### **I. Academic Progression/Graduation**

- A. MLT students are expected to maintain a minimum 2.0 GPA in the MLT program. Failure to maintain a 2.0 GPA on all courses required to graduate from the MLT program will lead to dismissal.
- B. A student making less than a “C” in any course required for graduation from the MLT program will be dismissed from the program.
- C. Students receiving an incomplete in a MLT course will be allowed two weeks, or an appropriate timeframe as determined by the MLT faculty, into the subsequent semester to remove the incomplete. If this is not accomplished, a grade of “F” will be assigned to the course in which the “I” was given and the student will be dismissed from the MLT program.
- D. In accordance with BCCC policy, students must have an overall GPA of 2.0 or higher upon finishing the curriculum to be awarded an Associate of Applied Science Degree in Medical Laboratory Technology.
- E. Denial of access to any clinical facility will stop the student’s progression in the MLT program. This includes, but is not limited to, criminal background checks and positive substance abuse screens.

### **II. Transfer Credit**

If the medical laboratory course for which the student desires transfer credit is one taken through a NAACLS accredited medical laboratory technology program within the last year, the course may be transferred providing the course description meets the criteria of the Beaufort County Community College MLT course and the minimum grade was a “C.” Non-medical technology courses will be transferred at the discretion of the appropriate department with no time limit being imposed, with the exception of chemistry and anatomy and physiology courses, which have a five year time limit.

### **III. Insurance**

All MLT students will be required to have liability insurance, paid in full each year as a part of student fees. This will be renewable each year. No student may participate in any clinical activity without this protection. Students are urged to subscribe to accident insurance and must provide their own health insurance. Some clinical affiliates require that the student has health insurance. The college does provide an emergency health insurance plan that the student can purchase.

### **IV. Assignment to Clinical Rotations**

Assignment to a clinical facility will be based on facility availability. Clinical assignments for each student will not be made until:

- A. The student has successfully progressed through the program up to the point of clinical assignment which is currently the second fall semester after being admitted into the program.

- B. The program immunization requirements have been met.
- C. The student has purchased the liability insurance.
- D. All hospital requirements, which may include signing patient confidentiality statements, providing a criminal background check, and submitting to drug testing, have been completed.
- E. A student's acceptance, participation, and continuation at any clinical site is subject at all times to the approval and consent of the clinical site. Students must be able to attend and progress in each assigned clinical facility. Alternate assignments will not be made because of inability to progress into an assigned clinical setting.

#### **V. Criminal Background Check and Drug Screening**

MLT students will be required by clinical sites to have criminal background checks and drug screens prior to clinical rotations. Students are required to cover the cost for each. By applying for admission to the MLT program, a student consents to a drug screening and criminal background checks as required by the contracted clinical affiliate and will be responsible for payment. A written consent form must be signed by each student prior to the performance of a background check and drug screen. Information obtained within the criminal background check and drug screen will be provided to any hospital or other clinical facility prior to clinical rotations upon request. BCCC MLT Program Director and faculty do not have access to the information obtained within the criminal background check and drug screen. BCCC does not guarantee the admission of any student to a clinical facility or clinical site. Denial of access to a clinical site due to criminal background or drug testing results will lead to dismissal from the program due to failure to meet the standards required by the clinical facility.

#### **VI. Progressive Disciplinary Action Policy**

Faculty is committed to assisting students to be successful in the program. To afford students due process, MLT students who are not meeting attendance policies or course objectives in class/lab or clinical will be apprised of their performance status using the progressive discipline process.

##### **A. Step 1: Warning**

- i. The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include, but are not limited to, utilization of peer study groups, tutors, or seeking assistance from the Allied Health Admissions Coordinator.
- ii. At the discretion of the instructor and depending on the situation, this step may be skipped and a conference will be done.

## **B. Step 2: Conference**

- i. The student meets with the instructor in a formal conference to review the performance deficit. A written conference report will identify specific course/program objectives not being met and a remediation plan/contract, including deadlines for completion, will be designed to assist the student in correcting the deficit.
- ii. If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or dismissed from the program.

## **C. Step 3: Probation**

- i. Probation is a trial period in which the student must improve or be dismissed from the program. The student meets with the instructor and Program Director. The Allied Health Admission Coordinator may be asked to assist in representing the student. The student, MLT Program Director, and instructor will review and sign an MLT probation contract explicitly stating expectations that must be followed during the probationary period and signed.
- ii. Probation may be implemented for:
  1. Failure to meet program attendance policies or course objectives.
  2. Inability to maintain physical and mental health necessary to function in the laboratory field.
  3. Unethical, unprofessional behavior, and/or unsafe clinical practice.
  4. Refusal to participate, within reason, in a class, lab, clinical, or procedure.
  5. Unsafe or unprofessional clinical practice that compromises patient or staff safety.
  6. Behavior which compromises clinical affiliations.
  7. Failure to comply with all terms outlined in a conference report.

## **D. Step 4: Program Dismissal**

- i. If at any time during the probation period the student fails to meet any of the conditions of the probation contract or if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be dismissed from the program.
- ii. A student who is placed on probation for unsafe or unprofessional conduct will be dismissed from the program for subsequent safety or professional conduct violations at any time during the program. If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of "F" or "U" as applicable.



## **VII. Program Withdrawal/Dismissal**

Personal withdrawal - to receive a "personal" withdrawal the student must have a passing grade in the MLT course at the time of withdrawal.

Academic dismissal - At the end of each semester MLT students will be dismissed from the MLT program for any of the following reasons:

- A. Failure to achieve a "C" or above in all curriculum and clinical courses. This includes all MLT and non-MLT courses as outlined in the academic progression section of this handbook.
- B. Failure to comply with MLT program progressive disciplinary action policy, as outlined in this handbook.
- C. Failure to meet the standards defined in clinical rotation policies, as outlined in this handbook.
- D. Non-compliance with the BCCC [Academic Dishonesty](#) procedure.

## **VIII. Immediate Dismissal from the MLT Program**

In addition to BCCC Catalog Campus Conduct Policy, students in the MLT program will immediately be dismissed for any of the following reasons:

- A. Adjustment problems that seriously affect the health and well-being of patients, other students, college, or healthcare personnel.
- B. Demonstration of conduct not in accordance with the ethical standards of medical laboratory technology. Misconduct related to medical laboratory technology includes, but is not limited to, substance abuse, misuse and/or abuse, abandonment, breeching confidentiality, and falsifying records.
- C. Failure of acceptance by a clinical facility for clinical rotations.
- D. Possession or use of any illegal substances (drugs) or alcohol while at the college or any clinical facility. Any student who is found to possess or who appears in the classroom or clinical facility under the influence of such drugs/alcoholic beverages will be evaluated for dismissal from the MLT program. While in clinical practice, a student may at any time be required to provide a urine or blood sample for testing to validate or to disprove use of controlled substances/alcoholic beverages. Such testing will be at the student's expense. Failure to submit to such testing or provide body fluid samples will be interpreted as supportive of impairment. Test values indicating use of controlled substances/alcoholic beverages will be grounds for dismissal from the nursing programs.

## **IX. Procedures for Exiting**

- A. Drop/Add procedure – A student withdrawing from the program must follow the BCCC [Drop/Add/Withdrawal Procedure](#). A student may not drop a class after the published last day to drop without penalty for reasons other than those of documented medical or other emergency, and must also obtain the permission of the VP of Student Services.
- B. Exit Interview – The student must meet with the MLT Program Director for the exit interview upon withdrawal or dismissal from the MLT program.

## **X. Grading Policy**

Grades for the academic portion of the program will be based on class and lab assignments, test scores, lab practicals, self-study packages, and final examinations. For most courses, the course grade will be a combination of lecture and laboratory.

Grades for the clinical portion of the program will be based on completion of study questions, quizzes, comprehensive subject exams, departmental checklists, performance evaluations, and affective evaluations completed by the clinical liaisons. All assignments must be completed according to the schedule assigned by the on-campus MLT faculty.

The MLT Program uses the 7 point grading scale to assign grades: "A" = 93-100%, "B" = 85-92%, "C" = 78-84%, "D" = 70-77%, "F" = less than 70%. A grade of "C" or higher is required in all coursework.

## **XI. Absence Policy**

Punctual attendance is expected for scheduled lecture, laboratory, and clinical days for each MLT course. Routine medical or dental appointments, well child check-ups, etc. should be scheduled outside of class time.

Specific attendance policies are found in the syllabus of each MLT course. According to each course's syllabus, excessive absences will result in implementation of the Progressive Disciplinary Action Policy (see p. 22) possibly resulting in dismissal from the course and program.

## **XII. Student Work Policy**

Students who feel they must work part-time while attending school shall comply with the following:

- A. Report employment to MLT Program Director.
- B. A reduction of working hours will be recommended if the student is unable to maintain an acceptable level of academic performance.
- C. While assigned to the clinical facility, the student will act in the capacity of a learner. Students must be supervised at all times and not sign off on any work beyond what is required for learning.
- D. Students must successfully complete their clinical evaluation before working independently as a technician or phlebotomist to ensure all MLT competencies have been demonstrated.

## **Clinical Rotation Policies**

The following policies are for medical laboratory technology students participating in clinical coursework. These policies are to be followed explicitly. Additional policies may exist at each clinical facility and be particular to that facility only. Students are expected to adhere to any additional requirements made at individual clinical facilities.

### **I. Grading Policy**

A grade of “C” or higher is required for all MLT clinical rotation courses.

Grades for the clinical portion of the program will be based on completion of study questions, quizzes, comprehensive subject exams, departmental checklists, performance evaluations, and affective evaluations completed by the clinical liaisons. All assignments must be completed according to the schedule assigned by the on-campus MLT faculty.

### **II. Attendance**

Students are expected to attend all scheduled clinical days. When absent from an assigned clinical area, the student is responsible for notifying the clinical liaison of that institution and the MLT faculty before the time to report. Failure to do so will indicate a less than professional attitude regarding responsibility and will be reflected in the student’s evaluation. If the student is going to be absent multiple days for an illness, they should notify the hospital each subsequent day absent or notify the hospital that they will be absent for an estimated period of time.

All clinical absences will be made up at the discretion of the clinical liaison and the MLT faculty based upon availability at the facility. The student is responsible for scheduling make-up time with the clinical liaison at the convenience of the facility. If there is not enough time in the semester to make up missed time, the student will be assigned a grade of incomplete and will be expected to make up missed time at the convenience of the facility.

The MLT student is responsible for reporting to the clinical area at the assigned time. If the student will be tardy to the clinical facility, he/she must notify the clinical liaison at the facility before the assigned time to report.

Absences and tardiness will be handled utilizing the MLT program Progressive Disciplinary Action Policy (see p. 22). Multiple absences and/or repetitive tardiness will result in probation or program dismissal. If the student cannot physically get to the clinical site within the time limits set by the hospital and the situation cannot be worked out, the student will be allowed to withdraw from the program. The student will be readmitted when his/her situation has improved, pending the availability of clinical space.

### III. Clinical Probation

A student may be placed on clinical probation at any time for reasons including but not limited to:

- A. Acts which potentially threaten the well-being and/or safety of patients by:
  - 1. Demonstrating unsafe methods in laboratory practice.
  - 2. Inadequate preparation for assigned duties.
- B. Consistently demonstrating inability to meet the clinical objectives as outlined in the individual course syllabus.
- C. Repeated failure to submit written assignments.
- D. Absences or lateness as outlined in the attendance section of the course syllabus.

The clinical liaison or the MLT faculty member who places a student on clinical probation will do the following:

- A. Direct the student to leave the clinical area and report to the MLT Program Director.
- B. Immediately notify the MLT Program Director.
- C. Aid the MLT Program Director in filling out an MLT probation contract, which will explicitly describe the behavior which led to clinical probation, outline guidelines detailing what the student must do to correct the behavior, and identify a specific time frame in which the behavior must be corrected. This contract is to be signed by the MLT Program Director, faculty member or clinical liaison, and the student.
- D. Failure to comply with the terms of the clinical probation contract will result in program dismissal, as outlined in the MLT program Progressive Disciplinary Action Policy (see p. 22). The MLT Program Director, clinical liaison, and the MLT faculty will make the determination as to whether a student has complied with the guidelines outlined in the clinical probation contract.
- E. In all matters related to clinical probation and program dismissal, the student shall be afforded full rights and due process as set forth in the section on [Student Rights and Due Process Policy](#) outlined on the BCCC website.

### IV. Clinical Dismissal

In addition to reasons outlined previously, a student may be dismissed from clinical rotations at any point during a semester for:

- A. Threatening the well-being and/or safety of patients or staff by demonstrating unsafe methods in laboratory practice.
- B. Being inadequately prepared for assigned duties that leads to mistakes and unsafe practice.
- C. Threatening the organization and workflow of the laboratory by creating detrimental situations that run against laboratory policies. The student is a guest in the facility and does not have the rights of employees.
- D. Demonstrating adjustment problems in relation to patients or allied health personnel.

- E. Demonstrating conduct *NOT* in accord with the ethical standards of medical technology.

If a clinical liaison or MLT faculty decides that the student has infringed on one of the above policies, the liaison should:

- A. Direct the student to leave the clinical area and report to the MLT Program Director.
- B. Notify the MLT Program Director.
- C. Aid the MLT Program Director in filling out an MLT probation contract detailing the unacceptable behavior.
- D. The MLT Program Director and clinical liaison will determine if the student should be immediately withdrawn from clinicals, resulting in dismissal from the MLT program, or if the student may continue with clinical training. If the Program Director and clinical liaison decide that the student may continue with clinical training, the Program Director and clinical liaison will set forth guidelines as to what the student must do to correct the behavior. This contract is to be signed by the MLT Program Director, clinical liaison, and student. Failure to comply with the terms of the contract will result in a failing grade for the course and dismissal from the program. Any missed time due to this process must be made up.
- E. Failure to comply with the guidelines outlined in the probation contract will lead to immediate program dismissal.
- F. In all matters related to clinical probation and dismissal, the student shall be afforded full rights and due process as forth in the section on [Student Rights and Due Process Policy](#) outlined on the BCCC website.

## **V. Ethics and Standards of Practice**

- A. Confidentiality: Students are expected to keep all patient information confidential. Discussion of clinical experiences takes place only in clinical conferences or private conferences with instructors.
- B. Accountability: Students are not allowed to perform any testing without instructor supervision. Bench supervisors must approve of and sign off for any work done. Students may not report patient test results without supervision.
- C. Integrity: Students are expected to be truthful at all times when communicating with faculty/staff. Falsification on patient records and/or course work/assignments will result in program dismissal.
- D. Clinical orientation: Students will complete the required orientation guidelines for each clinical.

## **VI. Dress Policy**

The individual facility sets dress policy. The student must dress professionally and will need to consider laboratory safety requirements.

- A. Uniforms must be approved by the clinical facility and may include scrubs or professional dress clothing such as khaki pants, polo shirts, and blouses.
- B. Tops shall be sufficiently long enough to cover the midriff and skirts need to be at least knee length.
- C. Cleavage shall be covered at all times.
- D. Colored t-shirts may be worn under scrub tops.
- E. Shoes are to be clean and closed-toed.
- F. Personal hygiene must be practiced at all times.
- G. Perfumes are not permitted in any clinical setting.
- H. Hair must be neat, clean, and worn in a conservative style at all times.
- I. Male students should be clean-shaven or have a neatly trimmed mustache/beard.
- J. Make-up should be used only in moderation.
- K. Jewelry should be conservative. Large necklaces, rings, and earrings are unacceptable. Jewelry worn in nose, eyebrow, or tongue or other visibly pierced body parts is not acceptable.
- L. Visible tattoos must be covered, at all times while in the clinical setting.
- M. Fingernails should be short, clean, and well-manicured. Artificial nails are not allowed.
- N. A Beaufort County Community College student ID or facility issued ID must be worn at all times.

If the above policies regarding dress are not complied with, the student will be asked to leave the clinical area and an absence recorded for the day. Dress codes at affiliating agencies may be more restrictive than the above policies. If so, students will be expected to adhere to that institution's policy.

## **VII. Safety**

All facilities require that the student follow all OSHA Safety Requirements. Safety violations may lead to the student being placed on probation or dismissed from the MLT program. All students must have attended BCCC's OSHA Bloodborne Pathogens lecture before they will be permitted to attend clinical. All facilities require that the students follow the OSHA rules for HBV immunization. The immunization series should be completed by the end of the student's first semester in the MLT program. The student may opt to sign the hepatitis B refusal form if there is an allergy or other health concern. Before attending clinical, the student must be checked for TB, either by skin test, chest X-ray, or by a physician. If injured, the student will report to the hospital lab manager or liaison and notify the MLT Program Director. Treatment is to be made available for accidents, however the student will be expected to cover the expense of any treatment. Students are encouraged to have health insurance. Some facilities require that the student have this insurance before they will be allowed to attend clinical.

### **VIII. Clinical Student work policy**

Students are not to assume the duties of the hospital staff while participating in clinical rotations. While assigned to the clinical facility, the student will act in the capacity of a learner. Students must be supervised at all times and not sign off on any work beyond what is required for learning. Students must successfully complete their clinical evaluation before working independently as a technician or phlebotomist to ensure all MLT competencies have been demonstrated.

## **Communicable Disease Protection**

### **I. Infectious Disease Guidelines**

Health care professionals have an increased risk for exposure to infectious diseases. Students participating in clinical educational experiences must comply in the implementation of standard precautions (gloves, safety glasses, gowns, hand washing, and masks where appropriate) to protect the patient and themselves from transmission of infectious diseases.

#### **A. Protecting the Patient and Self:**

1. Students are responsible for being aware of school and clinical agency policies. Students are responsible for informing their clinical instructor of any health problem that poses a threat to self or patients. Common examples include skin lesions on exposed skin areas, sore throats, colds, conjunctivitis, and latex allergies.
2. The faculty member and Program Director will determine the student's eligibility to participate in clinical experiences. Students will not participate in clinical experiences if a significant risk of disease transmission exists.
3. Students must read and sign the form, "Certification by Student of Physical Status." This is a requirement of Vidant Hospitals.
4. All students are required to attend an annual bloodborne pathogen in-service in order to participate in clinical experiences.
5. Students will be required to be tested for tuberculosis through a skin test or chest x-ray twice within 12 months prior to beginning clinicals. If the PPD is positive, a previous chest X-ray report and symptoms review form is required.
6. According to the immunization requirements of the clinical facility, students should demonstrate adequate immunity through titers or receive vaccination against: Influenza, Tetanus, Diphtheria, Pertussis, Rubeola (Measles), Rubella, Mumps, Varicella, and Hepatitis B.

#### **B. Exposure to Infectious Disease:**

1. Students are responsible in obtaining medical care following exposures and to follow recommendations from employee health, health department, and/or a physician. Expenses occurred are the responsibility of the student. Exposure includes percutaneous injury with a contaminated needle, lancet, or other sharp objects or exposure to mucous membranes, open skin lesions, blood, or body fluids of patient. The student must notify the clinical liaison and instructor immediately for any exposure. The clinical liaison and/or instructor will consult the employee health nurse to identify the recommended protocol and complete required report.



2. Efforts should be made by the employee health department to identify the status of the blood source.
3. Prophylactic treatment is an option for HIV positive blood exposure and immediate intervention is needed by infectious disease specialists.
4. Exposure to other diseases will require referral for treatment and blood testing.
5. In the event a client is exposed to a student's blood or body fluids, the student will immediately report the incident to the clinical liaison, who will report the incident to the agency's occupational health designee. This procedure of reporting applies to all students regardless of their HIV/HBV status. A student is ethically and legally obligated to undergo testing for a blood pathogen when a client has been clearly exposed to the student's blood or body fluids.
6. All students are required to adhere to Standard Precautions, including the appropriate use of handwashing, protective barriers, and care in the use and disposal of needles and other sharp instruments. Known pregnant students will not be intentionally assigned to clients with known cytomegalovirus infections. Since these infections and status of pregnancy are not always known, standard precautions shall be followed at all times.
7. The student must provide the school with documentation that reflects completion of all recommended screening and/or treatment. Information verifying the student's health status will be communicated to the agency as needed to assure patient/student safety.

#### C. Students with Bloodborne Pathogens

1. Students should report a positive HIV or Hepatitis B status to the MLT Program Director as soon as this result is known and shall report status to the State Health Director as indicated by North Carolina law (10A NCAC 41A.0207). Students who are infected with HIV or Hepatitis B (and are HBsAG positive) shall not perform exposure prone invasive procedures until evaluated. Exposure prone procedures are invasive procedures which have been identified by the CDC as procedures which have been implicated in the transmission of HBV from health care workers to client(s). Exposure-prone procedures are determined by the individual clinical agencies.
2. Any applicant or currently enrolled student in a program who has HIV, Hepatitis B, or other bloodborne disease will be individually evaluated and all enrollment decisions concerning the individual shall be based upon a consideration of the following factors:

- a. The student's physical and mental ability to perform the objectives of the program.
  - b. The ability of the program and clinical affiliates to comply with reasonable accommodations to ensure students infected with bloodborne pathogens are given reasonable opportunities to continue their career or complete all required components of their education and clinical experiences.
  - c. The student's ability to comply with policies concerning Standard Precautions.
3. The evaluation of an applicant or currently enrolled student with a known bloodborne disease will include a physician's statement of the individual's health status as it relates to the individual's ability to adequately and safely meet the objectives of the curriculum.
4. Students with HIV or Hepatitis B infection, who have secondary infection(s) or open lesions which would place clients at risk, do not provide direct client care.
5. If it is determined that the individual student's health status (i.e. multi-drug resistant TB, open lesions, weeping dermatitis, immunosuppressed) does not allow the individual to safely and adequately meet the objectives of the curriculum, the student shall be dismissed from the program.
6. In each instance, a determination must be made as to an appropriate and limited confidential release of the student's positive bloodborne disease status to the student's clinical instructors. This is to ensure that their safety will be adequately reviewed and supervised on an ongoing basis.

## **Program General Cleaning and Safety Rules**

- A. Keep your belongings out of the way of your work area.
- B. Wear a disposable lab coat and gloves when performing laboratory exercises. Leave the lab coat in your drawer in the lab. Do not remove lab coats from the lab!
- C. Tie back long hair and do not wear jewelry while performing laboratory exercises.
- D. Keep fingers and writing utensils out of your mouth.
- E. Do not eat, drink, or apply cosmetics in the laboratory. Drinks may be placed in the laboratory prep room during class.
- F. Do not bring children into the lab.
- G. Clean off your workplace with an approved disinfectant before and after laboratory exercises.
- H. Clean up any blood or biohazard spill with an approved disinfectant ASAP.
- I. Clean up centrifuges. Every time you use a centrifuge, inspect it; if you see it needs to be cleaned, clean it with an approved disinfectant.
- J. Clean your dirty glassware and place on the appropriate racks to dry.
- K. Do not leave your lab materials on bench tops – properly dispose of all blood bank tubes, micro plates, etc. Put away all unused reagents.
- L. Do not leave any chemical, even water, in an unmarked container.
- M. Discard biohazardous materials in the red bag lined boxes. Only infectious materials should be thrown into red lined containers, not regular trash!
- N. Dispose of sharps in red sharp containers.
- O. Empty the red lined benchtop biohazard boxes into the large red bag lined box when they are about half full.
- P. Do not take any laboratory specimens or cultures home with you.
- Q. Wash your hands before leaving the lab and when visibly soiled.
- R. Do not touch incinerators or bacterial loops in the microbiology laboratory. They may be contaminated or hot.
- S. Be familiar with the location of safety equipment.

## **Student Responsibilities**

- A. Pay attention to instructions. Read over the lab materials before doing anything, and if you have any questions, ask.
- B. Attend class and lab. You may not be able to make up labs.
- C. Be there when the sessions start. You may miss important instructions if you're late.
- D. Turn in assignments promptly.
- E. Share the work when working with a partner.

BEAUFORT COUNTY COMMUNITY COLLEGE  
**Inclement Weather Policy**

INCLEMENT WEATHER POLICY

During extremely bad weather it sometimes becomes necessary for a decision to be made concerning closing the College. When a decision is made in the early morning that the College will be closed for the day, it must be relayed quickly to all students, staff, and faculty. Announcements will be sent by the College Information Distribution Team via the website, Blackboard, phone, media, social media, Nixle/BCCC Alert, Alertus, email, and campus monitors. In order to accomplish this task efficiently and with maximum coverage, College officials ask everyone to cooperate by following the directions listed below:

1. Listen to one of the area radio stations:

WERO --	93.3 FM Washington
WRRF --	930 AM Washington
WWGN --	1320 AM Washington
WPNC --	1470 AM Plymouth
WKLY --	95.9 FM Plymouth
WKJA --	92 FM Belhaven

2. Watch one of the following television stations in the early morning or late evening for announcements concerning closing:

WITN --	TV Washington, Channel 7
WNCT --	TV Greenville, Channel 9
WCTI --	TV New Bern, Channel 12

3. Sign up for Nixle (BCCC's Text Messaging Service) by referencing [Nixle/BCCC Alert](#) on the BCCC website.
4. **DO NOT TELEPHONE** the National Weather Service, radio or television stations, newspaper offices, College officials, or College offices.
5. The decision to close the College or delay opening will be announced by 6:00 a.m. when possible. The decision to cancel evening classes will be made by 4:00 p.m. when possible.
6. Cancellation of the clinical is at the discretion of the instructor and Program Director. Students will be notified regarding cancellations.
7. **The absence of any announcement means that the College will open as usual.**

When a decision is made to close the College, the primary concern is the safety and welfare of each student, faculty, and staff member. (BCCC Faculty/Staff Manual)

# Appendix

## **Appendix A. Beaufort County Community College MLT Program Statement of Understanding**

This statement must be signed by the student before admission into the MLT program.

### **Alternate Status**

The MLT Program's initial enrollment is limited by availability of clinical training space that has been approved by the National Accrediting Agency of Clinical Laboratory Science (NAACLS). This number depends on the availability of clinical space at the time assignments are made. If more students reach the clinical assignment phase of the program than there are clinical spaces available, the students will be ranked according to their GPA in the MLT major courses. The students of the lowest rank will be considered to be alternates and will be assigned to a hospital when space becomes available.

Any student who receives less than a "C" in any curriculum course, MLT or non-MLT, will be dismissed from the program. Students may apply for re-admission and enter at the point of exit the following academic year. Each student may be readmitted to the program only one time. Any student readmitted into the MLT program will be considered an alternate.

### **Clinical Training**

The final part of the MLT program consists of rotating through the different departments of a laboratory facility. The facilities used for training are located throughout Eastern North Carolina. A list of facilities used for clinical rotations will be presented to the student during the summer before rotations begin. A current list of facilities used can be found on the MLT program website. **Travel to and from these sites or relocation to the facility is entirely the student's responsibility.** The student will also be expected to periodically attend class or meetings at the college campus during clinical.

### **Travel, Transportation**

Assignment to a clinical facility will be based on facility availability. The final decision about clinical assignments will be made by the MLT Program Director. Students will be rotated from site to site to even out travel expense, and to ensure the student gets a chance to see the operations of more than one hospital.

### **Student Status**

Students must have completed all required curriculum course work before participating in clinical assignments.

Students on the alternate list will be placed when clinical space is available and according to the alternate's GPA accrued by the end of the summer semester before clinicals begin.

### **Criminal Background Checks, Citizen Status and Drug Testing**

Most clinical sites require a criminal background check and/or drug testing prior to participation in clinical training. **All students will be expected to incur the cost of a background check and drug testing prior to entering clinical rotations.** Denial of access to a clinical site due to criminal background or drug testing results will lead to dismissal from the program due to failure to meet the standards required by the clinical facility. In addition, criminal background checks and drug testing may be required after graduation by examination boards, state licensing boards and employing agencies. A graduate may be disqualified from examination eligibility, state licensure, and or/employment.

### **Patient Confidentiality**

Students are expected to keep all patient information confidential. Discussion of clinical experiences takes place only in clinical conferences or private conversations with the instructors. Students will be required by clinical agencies to complete requirements addressing the health care and the Health Insurance Portability and Accountability Act (HIPAA). Failure to comply with this policy will be grounds for immediate dismissal from the MLT program.

### **Health and Safety**

#### **Immunization and Physical Forms**

Admission to the MLT Program is dependent upon physical and emotional health compatible with the ability to perform essential functions (including physical requirements, data collection, and communication) and the ability to provide safe patient care. The health and safety of students, faculty and patients associated with student activities must be safeguarded. Therefore, documentation of a physical examination and all required immunizations must be completed before students are assigned to clinical sites.

#### **Malpractice insurance, health insurance**

Student Liability Insurance and some form of health insurance are required. The liability insurance will be purchased through the college. Student activity fees include an Accidental Injury Policy that provides coverage during any BCCC sponsored activity including the practicum experience.

## **Technical Standards / Essential Functions**

Technical standards are the essential, non-academic standards that a student must be able to master, with or without reasonable accommodation, to participate successfully in the MLT program, graduate, and obtain entry-level employment. Each student must attest they can meet the following abilities and skills listed below before entry into the program.

**Observation:** The student must:

- Actively participate in all classroom and laboratory sessions including: demonstrations, lecture, student laboratory, and clinical practicums.
- Characterize color, odor, clarity, and viscosity of biological, reagents, or the products of chemical reactions.
- Possess functional use of the senses of smell, vision, and somatic sensation.
- Competently utilize a microscope to discern fine differences in structure and color.
- Recognize alarms, both visual and auditory.

**Communication:** The student must:

- Communicate effectively and sensitively, both orally and in writing, with all members of the healthcare team and/or patients.
- Read and comprehend written material such as textbooks, test materials, procedure manuals, instrument manuals, and safety/personnel policies.
- Transmit information clearly, accurately, and efficiently.
- Utilize a computer and/or electronic devices for instructional and laboratory related activities.

**Physical and Motor skills:** The student must:

- Be able to move freely about the laboratory.
- Possess gross and fine manual dexterity to perform a variety of laboratory techniques to include (but not limited to): Manipulation of a variety of types of pipettes, microscopes, specimen inoculation techniques, phlebotomy equipment, instrumentation, glass slides, and computer keyboard.
- Perform moderately taxing continuous physical work, including prolonged sitting and/or standing.
- Be able to reach laboratory benches and shelves.
- Be able to access patients in beds or seated in specimen collection chairs.

**Behavioral and Social Skills:** The student must:

- Possess the emotional health skills required for full utilization of intellectual abilities to include: exercising sound judgment, recognizing emergency



situations, working in a changing and stressful environment, and functioning independently in the face of uncertainties.

- Demonstrate the ability to follow directions/procedures with accuracy and precision.
- Demonstrate the ability to maintain intellectual and emotional stability and maturity.
- Possess the ability to manage time, organize workload, and meet deadlines
- Practice discretion and confidentiality.
- Adhere to safety guidelines to ensure safety of themselves and others.
- Function independently as well as part of a team.
- Be prepared to give and receive constructive feedback.

**Intellectual, Conceptual, Integrative, and Quality Skills:** The student must:

- Be able to measure, calculate, analyze, interpret, synthesize and evaluate data.
- Be able to prioritize based on the needs of the patient and/or situation.
- Use sufficient judgment to recognize and correct performance problems and problem solve unexpected outcomes/observations.
- Be able to determine when to seek supervisory help in a clinical setting.

**Ethical Standards:** The student must:

- Demonstrate professional demeanor and behavior.
- Demonstrate honesty and integrity.
- Be willing to admit to mistakes and take responsibility for one's own actions.
- Perform in an ethical manner in dealing with peers, faculty, staff, and patients.

I have read the above policies and Essential Functions, have had the opportunity to ask questions, and understand them to the best of my ability. My signature below signifies that I believe I am capable of complying with program policies and of successfully performing the Essential Functions of the Beaufort County Community College MLT Program with or without reasonable accommodation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
BCCC Representative

\_\_\_\_\_  
Date

**Appendix B.  
Beaufort County Community College MLT Program  
Informed Consent**

I, the undersigned, volunteer for venipuncture and micro-collection procedures to be performed on me as a part of the medical laboratory classes. I am aware that these are invasive procedures and there are bloodborne pathogen risks if the procedures are not followed as instructed.

I agree to follow all lab rules and procedures for my protection and the safety of others as outlined in the MLT safety policies. I have no knowledge of having any communicable disease such as hepatitis, HIV or other bloodborne pathogens.

I do not hold Beaufort County Community College, faculty or classmates responsible for any unexpected effects from these procedures.

I can obtain the instructor's permission to be exempt from either/or both venipuncture and/or micro-collection procedures to be performed on me. My grade will not be jeopardized by an exemption from these procedures.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Date

## MLT Program Handbook Acknowledgment

I have read and understand the academic and clinical policies outlined in the 2016 MLT Program Handbook. I am willing to abide by these academic and clinical policies. I understand that progression in the MLT program is based on abiding by the standards set forth in this handbook and failure to abide by any standard can lead to program probation or dismissal.

Name (print):

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Signature:

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Date:

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MLT Program Director/faculty signature:

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Date:

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