

**HINDS COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY PROGRAM**

STUDENT HANDBOOK



The following program procedures and guidelines along, with grading systems will be in effect for the MLT student in the courses. All students enrolled in the Medical Laboratory Program must read the program policy statement and sign the attached form, stating that it has been read and understood

The Health Programs at the Nursing/Allied Health Center of Hinds Community College are preparing you to take a vital role in the community. You will be responsible for decisions and performance of tasks that may be critical to the health or life of another individual. This campus and its students are different. All should strive to obtain as much knowledge as possible, become a professional, and be the best you can be.

What is vision?

It is a compelling image of an achievable future.

Laura Beman Fortang

Take Yourself to the Top (Warner)

The Hinds Community College Department of Medical Laboratory Technology is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL, 60018-5119, phone (773) 714-8880, and adheres to the description of the profession given in the **STANDARDS**.

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Dear MLT Student:

Welcome to Hinds Community College and congratulations on being admitted to the Medical Laboratory Technology Program. As you begin this new phase of your life, you will be faced with many new challenges. You will also experience a great deal of personal growth. We want you to know that we are dedicated to helping you grow as a student and as a profession so that you will also continue this process of growth in a successful career.

The next two years will also be very rewarding in many aspects. Your life will be filled with new friendships, new experiences, fun, and lots of hard work. You will eventually come to a point in your studies where you will be able to look back and be amazed at how much you have learned and accomplished. The key to this success in the Medical Laboratory Technology Program is to: study, study, study; follow the rules, procedures, and guidelines; always be professional and courteous; and **DO NOT FALL BEHIND!**

The medical laboratory technology program is a technical program and should not be confused with general academic classes. The medical laboratory technology program is a two year program and must be completed consecutively in order to continue each semester and to finally complete the program. We want you to realize that all programs at Hinds Community College Nursing Allied Health Center are different. Each program may have some similarities but each program has their own set of guidelines for the students to follow in order to complete the program.

Therefore, the information contained in this student manual is designed to provide specific information about the program as well as behavioral guidelines. Following these guidelines will make your educational experience more productive and pleasant. You are expected to be aware of and comply with the policies and procedures contained in this manual. There are several forms within this manual that we will ask you to sign the agreement for us to keep in your file. Any questions regarding this information can be answered by the program faculty.

Again, we are excited to have you in the program. We are looking forward to a great next two years with you. **GOOD LUCK!**

LaJuanda D. Portis, MS, MLS(ASCP)^{CM}
Program Director

Celia Lea Amber Reulet, M.S.Ed., MLT, M^{CM}(ASCP)
Education Coordinator

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MLT Faculty

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Purpose of the Manual

The **Student Manual** is intended to provide the student with the basic information regarding procedures and guidelines of the Medical Laboratory Technology (MLT) Program. **The rules and regulations listed are only for the MLT Program and are enforced in addition to the rules and code of conduct provided in the current Hinds Student Handbook, Nursing/Allied Health Center Student Handbook, and the Hinds Community College Catalog.**

It is assumed the student is familiar with the basic procedures and guidelines of Hinds Community College and the Nursing/Allied Health Campus as provided in the current **Hinds Catalog**, **Hinds Student Handbook** and NAHC **Student Manual**.

Procedures, guidelines, and college regulations are fully accessible to students on the College website at www.hindsc.edu. There you will find the **Hinds Student Handbook**, the **College Catalog**, **NAHC Student Manual**, transfer guides, and many other helpful links.

Program Philosophy

We believe that, as educators, our role is to aid each individual's growth in self-worth and recognition of their maximum potential. Learning should be an intrinsic process evidenced by a lasting change in behavior. It is dependent upon individual abilities, needs, and motivation, and is based upon realistic goal setting developed through positive self-regard and self-knowledge. This learning is facilitated when the individual participates in the learning process and in the practice of applying principles and techniques in varying situations. Graduates should be prepared for entry-level positions in a variety of clinical service areas. They must also have the academic foundation to enter into advanced educational programs, and to assume responsibilities for their own continued professional growth. The program was developed with the philosophy that clinical training and theory are of equal importance in clinical laboratory education. The curriculum reflects a balance of courses, which provide each student the opportunity to develop their potential cognitive, effective and psychomotor abilities.

In the health care process, Medical Laboratory Technology is primarily concerned with the diagnosis and treatment of illness. In order to become skilled in these areas, it is of prime importance to understand the concept of health and realize, when dealing with the ill, the importance of helping the patient to become a well person. MLTs should be dedicated to the promotion of health and the prevention and cure of disease

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while serving their fellow man by being a part of the medical team dedicated to alleviating suffering, developing new technology, and participating as teachers. Finally, we believe that MLT should not simply be a means of material gain, but a labor of love and respect for the progress of medicine in the preservation of human life with regard for human dignity and compassion for suffering of others.

Program Goals

1. To define clearly what is expected of each student at all levels of the program and to help each student to achieve those expectations.
2. To develop desirable ideals and attitudes as they apply to the service of the sick, and in personal and professional conduct and relationships.
3. To encourage development of a well-rounded sense of responsibility, integrity, tolerance and tact which are essential qualities for health care professionals.
4. To present and help develop the legal and ethical principles involved in the practice of medical laboratory technology.
5. To provide the biological, mathematical, and chemical scientific foundations as well as the technological education and clinical practice enabling graduates to:
 - a. Perform effectively as entry level Medical Laboratory Technicians as defined in the Standards of Accredited Educational Programs of the Medical Laboratory Technician.
 - b. Perform effectively as members of the health care team.
 - c. Successfully write an examination offered by a national certification agency.
6. To encourage an interest in and a desire for further professional growth and education.
7. To increase the body of knowledge of the profession
8. To promote a sense of civic responsibility and community service in regard to community health education and public health services.
9. To provide the community with an adequate supply of medical laboratory technicians who will be able to adapt to many variables by using problem-solving and critical thinking abilities with the guidelines of established procedures.

Program Objectives

Cognitive Domain: Throughout the course of study in the Hinds Community College MLT program, the student shall develop the ability to:

1. Correlate the physiologic functions of the human body with laboratory assessment of each.
2. Integrate patient data for evaluation of validity of laboratory test results.
3. Recognize a problem or discrepancy in test results, identify the cause, and determine what action should be taken to correct the problem.
4. Evaluate (analyze) laboratory procedures/techniques and equipment.
5. Describe the value of education for maintaining professional expertise (proficiency).
6. Outline the basic principles of management as they pertain to the clinical laboratory.
7. Describe the function and utility of information systems in the clinical laboratory.

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Psychomotor Domain: Throughout the course of study in the Hinds Community College MLT program, the student shall develop the ability to:

1. Perform all collection and testing procedures of blood and body fluids with the highest degree of proficiency.
2. Follow established procedures/directions in the process of performing routine and complex laboratory testing.
3. Demonstrate time management skills when performing multiple laboratory assays while maintaining accuracy.
4. Organize work flow and keep work area safe, neat and clean.
5. Comply with safety regulations and universal precautions 100% of the time.
6. Evaluate quality control and quality assurance assessments.
7. Implement corrective action to maintain accuracy and precision in laboratory testing.
8. Develop and perform preventive/corrective maintenance of laboratory instruments.
9. Apply computer technology in clinical laboratory data processing, data reporting and information retrieval.

Affective Domain: Throughout the course of study in the Hinds Community College MLT program, the student shall develop the ability to:

1. Interact with fellow laboratory professionals, other members of the healthcare team, patients, and the general public in a professional consultative manner.
2. Recognize and appreciate the importance of professional behaviors.
3. Honor the confidentiality of patient information by maintaining strong professional ethics and not sharing such information with unauthorized personnel.
4. Respect the MLT/CLT profession by maintaining a professional appearance and behavior, which is in accordance with safety guidelines and dress code/professional hygiene.
5. Display dependability by arriving at school and clinical on time, adhering to program/clinical site regulations regarding attendance, notifying those in charge when late or absent, and complete assignments within established deadlines.
6. Pursue quality in work by following procedures accurately, using quality control techniques, and solving problems.
7. Assume responsibility for personal actions.
8. Work cooperatively with fellow laboratorians by seeking to assist with section/department workload, when appropriate.
9. Participation in Hinds CC/MLT required activities, events, and sessions.

The student will demonstrate the development and growth of attitudes, behavior, and position as an important member of the health care team. Each student will:

1. Demonstrate safety consciousness by:
 - A. The practice of proper procedures when using any machine or instrument.
 - B. The utilization of all appropriate safety equipment such as pipetting devices, safety glasses, fume hoods, and so on.
 - C. Wearing gloves when handling potential infectious materials or agents; including: blood specimens, urine samples or any other biological specimens.
 - D. Storage of chemicals, including flammables, in the appropriate designated areas.

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- E. Adequate explanation of location and use of fire extinguishers when questioned by member of an affiliate safety committee.
 - F. Accurately describe the proper procedures for the disposal of any biohazard waste.
 - G. Adherence to safety policies and procedures as defined by the affiliate laboratory.
2. Demonstrate a professional commitment to the patient and his/her care and wellbeing by:
- A. Respecting the patient's rights.
 - B. Ensuring the patient's comfort and wellbeing at all times when performing any procedures, such as that of phlebotomy.
 - C. Maintain the confidentiality of all patient information.
 - D. Reporting patient test results to authorized persons only.
 - E. Projecting a professional image through adherence to the clinical affiliate dress code and personal hygiene.
3. Demonstrate professional skills in all laboratory tasks assigned or assumed by:
- A. Handling all specimens, using all safety equipment, with attention to proper patient identification, labeling, correct container use, timing of collection, and storage.
 - B. Following the procedures as written without alteration.
 - C. The observation of all quality assurance limitations, as defined by the Clinical Affiliate.
 - D. Recording and reporting results without transcription errors.
 - E. Verification of all abnormal results; correlating test results and seeking help when in doubt.
 - F. Checking one's work for errors before submission to supervisor for reporting.
 - G. Responding to variable workload situations, special requests, problems, instrument malfunctions, etc. in a constructive and cooperative manner.
 - H. Following through on a problem to the extent of his/her knowledge and refers those problems that are beyond the student's scope of expertise.
 - I. Using supplies/expendables in a cost-conscious manner.
 - J. Maintaining a neat, well-stocked work area.
 - K. Practicing punctuality. When absences are unavoidable, provide adequate notice to both the clinical affiliate and the MLT program faculty of such absence.
4. Demonstrate a personal commitment to the profession and to co-workers by attempting to improve human relationships by:
- A. Looking for additional things to do when assignments are completed.
 - B. Accepting differences of race, religion, and culture.
 - C. Accepting own limitations as well as those of others.
 - D. Encourage communication among all personnel by being receptive, interested, and open-minded.
 - E. Being supportive of the clinical affiliate and the College and their procedures and guidelines.
 - F. Adapting to changes in the schedule or procedures.
 - G. Attempting to discuss problems with the appropriate person rather than consistently complaining.
 - H. Not repeating mistakes; thus, demonstrating regard and acceptance of advice and suggestions.
 - I. Refrain from discussion of personal problems at school or work.

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- J. Maintain good attendance and punctuality records.
5. Demonstrate a personal commitment to one's own development as a person and as a professional member of the health care team by:
- A. Being receptive to new ideas, methods, and procedures.
 - B. Participate in one's own learning process by asking questions, seeking clarification, and/or additional information.
 - C. Being attentive to both academic and clinical instruction.
 - D. Volunteering for special assignments.
 - E. Suggesting techniques, methods, or ideas to improve the educational process.
 - F. Praising a co-worker or classmate when appropriate.
 - G. Participation in continuing education programs held in the clinical affiliate, or college.
 - H. Utilize constructive criticism.
 - I. Taking ownership of one's learning by participating in Learning to Learn (MLT orientation course)
 - J. Participation in continuing education programs and student bowl competitions provided by MS-LA ASCLS State Convention

Nursing and Allied Health Civility Statement

Faculty and students are expected to contribute to the creation of a community environment of learning which focuses on positive outcomes. The atmosphere of learning demands respect and courtesy for all involved. In order to achieve positive outcomes, faculty and students are expected to be professional at all times, take responsibility for teaching and learning, and to encourage an environment which is free of distraction or disruptions. Inappropriate behavior will be addressed in accordance with the College policies, procedures, and guidelines.

Notice of Non-Discrimination Statement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following have been designated to handle inquiries regarding these policies:

EEOC Compliance: Sherry Franklin, Vice President for Utica Campus and Administrative Services, Box 1003, Utica, MS 39175; Phone: 601.885.7002 or Email: EEOC@hindsc.edu.

Title IX: Randall Harris, Vice President for Advancement and Student Services, Title IX Coordinator, Box 1100 Raymond MS 39154; Phone: 601.857.3889 or Email: Titleix@hindsc.edu.

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Disability Support Services Statement

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campus to establish a plan for reasonable, appropriate classroom accommodations.

Jackson Campus – Academic/Technical Center
601.987.8158

Jackson Campus – Nursing/Allied Health Center
601.376.4803

Rankin Campus
601.936.5544

District Coordinator 601.857.3359

Raymond Campus and fully online
601.857.3646

Utica Campus academic 601.885.7022

Utica Campus career-technical
601.885.7128

Vicksburg-Warren
Campus 601.629.6807

Individuals with a hearing impairment may call 601.526.4918 (video phone)
Email SMO-disabilitysupportservices@hindsc.edu

Emergency Procedures

Emergencies either man-made or natural can occur at any time and for any reason. Hinds Community College strives to keep our students, faculty, staff, and visitors' safe at all times. Hinds Community College's Emergency Alert System is called EagleOne Alerts. The EagleOne Alert Network uses SMS/Voice messages, Emails, Emergency Info Line (601.857.3600), Eagle-One Website and Eagle Vision to communicate vital information to let students and staff know when there is an emergency on or around campus and what they need to do to be safe. EagleOne Alert is the accurate source for emergency information for Hinds Community College. More information about the EagleOne Alert Network and can be found at <http://eagleone.hindsc.edu/>. The EagleOne Alert Network is tested on the first day of every month at noon (weather permitting).

Video Surveillance

Hinds Community College utilizes Video Surveillance Cameras in order to enhance security and personal safety on its campuses. It has been determined that use of this equipment may prevent losses and aid in the law enforcement activities of the Hinds Campus Police. To ensure the protection of individual privacy rights in accordance with the law, a formal Policy on the Use and Installation of Video Surveillance Equipment has been written to standardize procedures for the installation of this type of equipment and the handling, viewing, retention, and destruction of recorded media. Under no circumstances shall the contents of any captured audio or video recordings be exploited for purposes of profit or commercial publication, nor shall recordings be publicly distributed except as may be required by law.

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Netiquette

The term "netiquette" is a compound of the words "network" and "etiquette". It refers to acceptable codes of practice for interacting with others while online. In order to prevent misunderstandings and promote engaging and meaningful collaboration, extra care must be taken into how you express yourself in your written communication.

How to Communicate:

- **Be professional** as you communicate. Reread your written text before posting or emailing. In much of the corporate world, writing in all caps is considered yelling and, therefore, is not acceptable in any online communication, nor is texting lingo.
- **Be considerate**. Think about how your words affect others.
- **Be respectful** of the opinions of others and respect your instructor.
- **Be calm**. Try to keep your emotions out of class.
- **Humor and sarcasm**. Because there are no visual cues in distance education, humor and sarcasm are impossible to discern. Be very careful when interjecting humor and refrain from using any remarks that are sarcastic in nature.
- **Harassment and other offensive behavior**. The online learning environment is no place to harass, threaten, or embarrass others. Comments that can be viewed, as offensive, sexist, or racially motivated will not be tolerated.
- **Offensive material**. Students may not post, transmit, promote, or distribute content that is racially, religiously, or ethnically offensive or is harmful, abusive, vulgar, sexually explicit, otherwise potentially offensive.
- **Copyrights and intellectual property**. Plagiarism will not be tolerated. Ideas that are copied should always be cited correctly.

Student Conduct

Proper classroom conduct includes mutual respect, common courtesy, and civility. Guidelines for conduct are listed in the HCC Catalog, HCC handbook, HCC Student Handbook, NAHC Student Handbook, and the MLT Student Handbook. Failure to behave in an appropriate manner or to cause disturbance will result in disciplinary action. Refer to the NAHC Student Handbook for accountability, conduct, and civility guidelines.

Program Description

The MLT program curriculum includes courses in basic sciences, mathematics, behavioral/social sciences, and the humanities, as well as the professional courses. Included are routine laboratory procedures and tasks in the areas of hematology, microbiology, clinical chemistry, parasitology, immunology/serology, and urinalysis. All MLT courses must be current (less than two years) and the MLT curriculum must be completed within three years from the beginning of the MLT program.

Students spend the first three semesters and one summer session in traditional classroom study on the Hinds Community College, Nursing/Allied Health campus. As basic academic education progresses, more technical courses are added each semester. Technical courses offered on the college campus during these three semesters are taught in the MLT classroom and laboratory located on the Nursing/Allied

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Health campus. Each of the MLT courses includes a laboratory component in which the student is introduced to basic technical skills and application of laboratory principles. Several times during the first three semesters, students are required to visit laboratories for demonstration of automated procedures not available in the campus laboratory.

The practicum experience (clinical rotation) of 16 week duration with time being spent in each of the four major laboratory departments provides the first major contact with the real world of laboratory work. By the time the practicum begins, the student has completed all didactic courses and student laboratory training. In order to progress to the practicum, the student must have completed all previous courses maintaining a 'C' average in each. Students are assigned to clinical affiliates by the MLT faculty. The student experiences at the clinical affiliates are equivalent with the same learning objectives, clinical evaluations, and competency check-sheets being used at each affiliate.

The purpose of the practicum is to focus on application of principles and to broaden and refine clinical skills to the point of producing competent, productive medical laboratory technicians. The clinical instructors give no formal lectures during the practicum, but provide students opportunities to gain essential laboratory skills. The Hinds MLT faculty visits each clinical affiliate one day per week to evaluate the student progress. Students return to the Hinds campus one day a week when MLT faculty give review lectures and administer written testes to the students in their respective departments. The total time required to complete the degree requirements is twenty-four (24) calendar months.

Upon completion of the program, students are eligible to sit for a national certification examination. The students are eligible for certification through the American Society of Clinical Pathology Board of Certification (ASCP). Mississippi does not require a state license, though a number of states do. Completion of the MLT program is not contingent upon passage of any external certification examination.

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ASSOCIATE IN APPLIED SCIENCE DEGREE

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>LECTURE HOURS</u>	<u>LAB HOURS</u>	<u>CREDIT HOURS</u>
<u>FALL SEMESTER</u>				
BIO 2921/2923	Microbiology	3	2	4
MAT 1313	College Algebra	3		3
ENG 1113	English Composition I	3		3
MLT 1112	Fund of MLT	1	2	2
MLT 1212	Urinalysis/Body Fluids	1	2	2
MLT 1313	Hematology I	2	2	3
<u>SPRING SEMESTER</u>				
SPT 1113/2173	Behavioral/Social Science Elective	3		3
MLT 1324	Hematology II	2	4	4
MLT 1413	Immunology/Serology	2	2	3
MLT 2522	Pathogenic Microbiology I	1	2	2
MLT 2614	Pathogenic Microbiology II	2	4	4
<u>SUMMER SESSION</u>				
CHE 1211/1213	General Chemistry I Or	3	3	4
CHE 1311/1313	Principles of Chemistry I	3	3	4
SPT 1113/2173	Public Speaking/ Inter- personal Communication	3		3
<u>FALL SEMESTER</u>				
MLT 1515	Clinical Chemistry	3	4	5
MLT 2424	Immuno-hematology	2	4	4
MLT 2711	Med Lab Tech Seminar	2	1	
	Fine Arts/Humanities Elective	3		3
<u>SPRING SEMESTER</u>				
MLT 2723	Cert. Fundamentals MLT	3		3
MLT 2943	Clinical Practicum I	3	9	3
MLT 2953	Clinical Practicum II	3	9	3
MLT 2963	Clinical Practicum III	3	9	3
MLT 2973	Clinical Practicum IV	3	9	3

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**Additional Graduation Requirement: Any student (first-time, transfer, and part-time) who begins at Hinds Fall 2007 and later will be required to take [LLS 1312 /RST 1312 /RSV 1312 - Orientation](#) course in order to graduate from the College. Exception: Orientation credit (1-3 hrs.) transferred to Hinds from another college will satisfy our orientation.

TOTAL SEMESTER HOURS REQUIRED 68

Note: A grade of C or above is required in all math, science, and MLT courses

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Course Name: Fundamentals of Medical Laboratory Technology/Phlebotomy

Course Abbreviation: MLT 1112

Description: The course includes an overview of the field of Medical Laboratory Technology, as well as familiarization with laboratory safety, microscopes, glassware, and equipment. It also includes laboratory organization, medical ethics, and employment opportunities. Basic laboratory specimen collection techniques are introduced. (2 sch: 1 hr. lecture, 2 hr. lab)

Prerequisite: None

Competencies and Suggested Objectives
<ol style="list-style-type: none">1. Explain the relationship between medical ethics and professionalism to the field of clinical laboratory science.<ol style="list-style-type: none">a. Discuss the history of the clinical laboratory, and state the major organizational structure of the hospital laboratory.b. Discuss the importance and impact of medical ethics on patient care, especially confidentiality of test results as required by current federal and state regulations.c. Differentiate among the roles of various health care professionals.d. Explain the responsibilities of each classification of laboratory staff.e. State the regulatory and professional agencies related to laboratories and discuss their functions.f. Discuss federal regulations that impact laboratory operations and management.g. Discuss employment opportunities available to the graduates of Medical Laboratory Technology Programs.
<ol style="list-style-type: none">2. Recommend and implement currently approved laboratory safety procedures.<ol style="list-style-type: none">a. Discuss the common laboratory hazards to include:<ol style="list-style-type: none">(1) chemical(2) fire(3) biological(4) mechanical(5) electricalb. Describe and demonstrate the proper method for handling and disposing of biological hazards.c. Describe and/or demonstrate the use of basic laboratory safety equipment.d. Describe basic first aid procedures.e. Explain the appropriate local safety procedures.f. Demonstrate compliance with standard precautions.g. Discuss and select the appropriate isolation technique for various clinical conditions.h. Demonstrate knowledge of MSDS by reading and interpreting Material Safety Data Sheets.
<ol style="list-style-type: none">3. Select and use basic equipment to perform selected laboratory skills.<ol style="list-style-type: none">a. List the basic tests performed in each of the major departments of the laboratory and explain their purpose.b. Perform introductory laboratory skills to include:<ol style="list-style-type: none">(1) pipetting(2) use and care of glassware(3) use and care of microscopes(4) use and care of other lab equipment

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| <ol style="list-style-type: none">4. Explain and practice laboratory specimen collection techniques.<ol style="list-style-type: none">a. Perform basic laboratory specimen collection techniques, including phlebotomy.b. Demonstrate protocols used in identification of specimens and the procedures used to maintain accurate patient identity.c. Discuss complications encountered in specimen collection.d. Select an appropriate method of resolving problems of specimen collection.e. Employ measures to maintain patient confidentiality. |
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Course Name: Urinalysis/Body Fluids

Course Abbreviation: MLT 1212

Description: This course is an introduction to urinalysis and laboratory analysis of miscellaneous body fluids. It includes the basic principles of routine and special urine tests and specimen examination through laboratory work. Theory and test profiles are also presented for miscellaneous body fluids with correlation to diseased states. (2 sch: 1 hr. lecture, 2 hr. lab)

Prerequisites: None

Competencies and Suggested Objectives
1. Describe the formation and composition of urine. a. Discuss the history and importance of urinalysis. b. Describe the functioning unit of the kidney. c. Trace the formation of urine. d. Discuss the special urinalysis screening test.
2. Explain the properties involved in the physical, chemical, and microscopic examinations of urine. a. List and describe the physical characteristics of urine. b. List and describe the chemical characteristics of urine. c. Identify the microscopic elements of urine. d. Describe specimen collection and handling of urine to include: (1) special instructions to patient (2) labeling of specimen (3) specimen containers (4) specimen preservation
3. Perform the testing involved in the physical, chemical, and microscopic examinations of urine. a. Perform the physical examination of urine including color, clarity, and specific gravity. b. List and describe the principles of the reactions of the reagent strip testing of urinalysis. c. Interpret chemical reactions of reagent strips. d. Identify microscopic elements in the urine. e. Correlate disease states with abnormal physical, chemical, and microscopic results.
4. Describe the laboratory testing and the formation of other body fluids (i.e., synovial, CSF, seminal, serous body fluids, amniotic fluids, etc.). a. List and describe physical, chemical, and microscopic tests performed on the following body fluids: synovial, CSF, seminal body fluids, serous body fluids, and amniotic fluids. b. Correlate abnormal test results with disease states.

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Course Name: Hematology I

Course Abbreviation: MLT 1313

Description: This course is a study of the function of blood, morphology, and maturation of normal cells, blood cell counts, differentials of white cells, and blood collection and handling.
(3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: None

Competencies and Suggested Objectives
<ol style="list-style-type: none">1. Discuss and identify the origin and characteristics of normal blood cell lines.<ol style="list-style-type: none">a. Identify sites of hematopoiesis.b. Outline the development of the blood cell lines to include:<ol style="list-style-type: none">(1) erythrocytes(2) granulocytes(3) lymphocytes(4) monocytes(5) megakaryocytes/plateletsc. Differentiate morphologic and functional characteristics of developmental stages of each cell line.
<ol style="list-style-type: none">2. Perform routine manual and automated hematology procedures.<ol style="list-style-type: none">a. State the principle of routine manual and automated hematology procedures.b. Prepare, stain, and evaluate manual peripheral blood smears.c. Perform manual and automated cell counts.d. Perform manual and automated hemoglobin and hematocrit determinations.e. Calculate red blood cell (RBC) indices.f. Correlate RBC indices with RBC morphology.g. Identify and recognize factors that may alter test values.h. State normal reference ranges for hematologic test procedures.
<ol style="list-style-type: none">3. Explain the role of hematology safety.<ol style="list-style-type: none">a. Identify appropriate hematology safety techniques.b. Demonstrate appropriate hematology safety techniques.
<ol style="list-style-type: none">4. Explain and perform quality assurance procedures and interpret quality control data.<ol style="list-style-type: none">a. Select the quality control techniques used for routine hematology procedures.b. Perform quality control procedures.c. Record and interpret quality control data.d. Analyze quality control data to determine validity of hematology lab test results.
<ol style="list-style-type: none">5. Correlate clinical conditions with hematology test results.<ol style="list-style-type: none">a. Correlate and verify automated cell counts and differentials with established criteria and/or peripheral smear exam.b. Assess physiologic and pathologic causes for variations in hematologic data.

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Course Name: Hematology II

Course Abbreviation: MLT 1324

Description: This course includes the study of abnormal cell morphology and diseases involving blood cells, test procedures used in laboratory diagnosis of hematological disease, normal and abnormal hemostasis, and diagnostic procedures for evaluation of bleeding abnormalities and anticoagulant therapy. (4 sch: 2 hr. lecture, 4 hr. lab)

Prerequisite: Hematology I (MLT 1313)

Competencies and Suggested Objectives
<ol style="list-style-type: none">1. Discuss and identify the origin and characteristics of abnormal blood cells.<ol style="list-style-type: none">a. Identify and describe physiology of each type of leukocyte.b. Describe red blood cell (RBC) production to include hemoglobin synthesis and catabolism and RBC biochemistry.c. Identify abnormal RBC and white blood cell (WBC) morphology, inclusions, and cytochemical stains.d. Evaluate platelets.
<ol style="list-style-type: none">2. Correlate clinical conditions with abnormal hematology laboratory results.<ol style="list-style-type: none">a. Calculate and correlate RBC indices with microscopic morphology and disease states.b. Assess lab data to identify major types of anemia.c. Recognize leukemic cells and assess lab data in major types of leukemia.d. Identify the clinical manifestations and cause(s) for hemostatic, thrombotic, and fibrinolytic disease states.e. Research new concepts and emerging technologies to include bone marrow/stem cell transplant and molecular techniques in diagnosis and treatment of hematologic diseases.
<ol style="list-style-type: none">3. Describe the interaction of blood vessels, platelets, coagulation factors, and fibrinolytic systems in normal and abnormal hemostasis and thrombosis.<ol style="list-style-type: none">a. Describe the production and characteristics of coagulation factors.b. Evaluate coagulation test data for clinical significance in diagnosis and treatment of hemostatic and thrombotic disorders.c. Explain the action and laboratory monitoring of anticoagulants in therapy of thrombotic disease.
<ol style="list-style-type: none">4. Perform and interpret manual and automated hematology and coagulation procedures.<ol style="list-style-type: none">a. Discuss the principle of manual and automated hematology coagulation procedures.b. Operate and interpret results from hematology and coagulant instruments.c. Assess results to evaluate validity and identify sources of error.d. Propose solutions to correct erroneous results.e. Interpret quality control data to assess validity of patient results.

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STUDENT HANDBOOK

Course Name: Immunology/Serology

Course Abbreviation: MLT 1413

Description: This course covers the science of immunology and serology through the study of theories and processes related to natural body defenses. Included are basic antigen-antibody reactions, complement action, cellular response, humoral immune response, and the basic serological procedures used to aid in the detection of certain diseases. Throughout this course, special emphasis is placed on correlating laboratory results with the patient's probable condition. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisites: None

Competencies and Suggested Objectives
<ol style="list-style-type: none">1. Describe the body's immune defenses.<ol style="list-style-type: none">a. Explain the principal mechanisms of acquired and natural immunity.b. Describe the function of the cells of the immune system.c. Explain the components of natural immunity and their functions.d. List the characteristics of antigens.e. Describe the primary immune response.f. Describe the secondary immune response.g. Differentiate among the five immunoglobulin classes and their functions.h. Outline the sequential steps of the classical and alternate complement pathways.i. Describe biologic functions associated with complement activation.
<ol style="list-style-type: none">2. Describe the principles of immunoassays.<ol style="list-style-type: none">a. Explain the principles of the commonly used immunoassays.b. Evaluate physiological and pathological causes for variation in expected test results.c. Examine test results to identify and correct technical sources of error.
<ol style="list-style-type: none">3. Perform routine immunology/serology procedures with emphasis on accuracy and precision.<ol style="list-style-type: none">a. Perform the commonly used immunoassay procedures.b. Summarize specimen requirements for commonly used immunoassay procedures.c. Demonstrate the use of proper quality control methods for each testing procedure.d. Interpret the validity of patient test results.e. Prepare accurate, simple, and serial dilutions.f. Calculate specimen concentrations involved in simple and serial dilutions.
<ol style="list-style-type: none">4. Correlate results of immunological procedures with clinical conditions.<ol style="list-style-type: none">a. State the expected serologic test results for commonly encountered clinical conditions.b. Assess causes of false positive and false negative test results.

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STUDENT HANDBOOK

Course Name: Clinical Chemistry

Course Abbreviation: MLT 1515

Description: This course is the study of human biochemistry as an aid in the diagnosis of disease processes. It includes chemistry procedures performed on body fluids for aiding in diagnosis of disease processes. (5 sch: 3 hr. lecture, 4 hr. lab)

Prerequisite: Approved Chemistry Elective

Competencies and Suggested Objectives
<ol style="list-style-type: none">1. Describe chemistry test methods used to measure substances in the blood and other body fluids.<ol style="list-style-type: none">a. Identify special safety procedures unique to clinical chemistry.b. Identify and discuss collection procedures and processing of specimens in clinical chemistry.c. Describe the procedures for specimen collection related to drug screening (chain of command, legal regulation, etc.).d. Describe the principles of selected chemistry methods to include:<ol style="list-style-type: none">(1) spectral techniques(2) competitive binding(3) ion-selective electrodese. Discuss the collection procedures of therapeutic drug monitoring and interpretation of test results.f. Discuss the uses of computerization in clinical chemistry including specimen identification and data management.g. Demonstrate data input, storage, and retrieval on a computer.
<ol style="list-style-type: none">2. Correlate health and disease states with chemistry test results.<ol style="list-style-type: none">a. Describe and evaluate diseases and chemistry test results associated with abnormal metabolism including carbohydrate, protein, and lipids.b. Describe and evaluate diseases and chemistry test results associated with abnormal function including liver, kidney, heart, and endocrine.
<ol style="list-style-type: none">3. Perform laboratory tests outlined by the test manufacturer to determine the presence and/or amount of substance(s) in the blood and other body fluids.<ol style="list-style-type: none">a. Perform selected chemistry tests including manual and semi-automated methods.b. Demonstrate the operating techniques of the equipment used in the clinical chemistry laboratory, with emphasis on accuracy and precision.c. Demonstrate calibration of selected instruments and test equipment.d. Indicate when to refer to an appropriate source for repairs or consultation.
<ol style="list-style-type: none">4. Solve laboratory mathematics problems.<ol style="list-style-type: none">a. Identify and utilize the basic units of measurement in the metric system.b. List and perform dilution calculations.c. List and utilize different methods used to state concentrations of substances in clinical chemistry.
<ol style="list-style-type: none">5. Perform quality control procedures as used in the clinical chemistry laboratory with emphasis on accuracy and precision.<ol style="list-style-type: none">a. List and describe various statistical methods used in clinical chemistry.b. Prepare quality control (QC) specimens, perform selected assays on QC specimens, and record results.

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| <ul style="list-style-type: none">c. Interpret QC data on selected clinical chemistry procedures.d. Document corrective action taken in troubleshooting instruments and out-of-range QC values. |
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Course Name: Immunohematology

Course Abbreviation: MLT 2424

Description: This course includes collection, processing, storage, and utilization of blood components. It also includes the study of immunological principles and procedures for blood typing, cross matching, antibody detection, identification, and investigation of hemolytic disease of the fetus and newborn. (4 sch: 2 hr. lecture, 4 hr. lab)

Prerequisite: Immunology/Serology (MLT 1413)

Competencies and Suggested Objectives
1. Relate principles of immunology to immunohematology. a. Correlate the immunologic response to the immunohematology theory. b. State antigen and antibody characteristics with reactions in various media and temperatures.
2. Describe the basic concepts of genetics. a. Apply basic concepts of genetics to various blood group systems. b. Evaluate and interpret inheritance from results of blood bank procedures. c. Determine statistical probability in inheritance of a given characteristic in an individual.
3. Assess component utilization in transfusion therapy. a. Explain techniques for collection, processing, storage, and shipment of blood components. b. Identify blood component of choice for transfusion therapy. c. Select pre-transfusion compatibility testing procedures required for component therapy. d. Identify types of transfusion reactions and perform investigative testing. e. Assess and perform appropriate tests in investigation of transfusion reactions.
4. Perform basic procedures used in a blood bank laboratory. a. Assess patient condition to select required procedures for immunohematology. b. Perform and interpret routine pre-transfusion and compatibility patient testing. c. Understand the principles applied for recognition for differentiation of blood group antigens and antibodies. d. Apply the principles of immunohematology to the procedures used in the blood bank laboratory.
5. Explain, perform, and interpret quality control in the blood bank laboratory. a. Identify and perform the daily quality assurance practices and safety practices used in the blood bank. b. Identify sources of error and recommend corrective procedures. c. Assess physiologic and pathologic causes for discrepant test results. d. Select and employ safe transfusion practices in the presence of unusual test results.

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Course Name: Pathogenic Microbiology I

Course Abbreviation: MLT 2522

Description: Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of parasites, viruses, and fungi of medical importance are emphasized in this course. This course covers the morphology, physiology life cycles, and epidemiology of parasites with emphasis on human pathogenic parasites. Identification of the parasites, viruses, and fungi from human material is also included. (2 sch: 1 hr. lecture, 2 hr. lab)

Prerequisite: None

Competencies and Suggested Objectives
1. Describe the life cycle of medically important parasites. a. Describe the modes of infection for medically important parasites. b. Recognize the diagnostic stages of medically important parasites.
2. Discuss isolation and identification techniques used in a clinical parasitology laboratory. a. Identify the various body fluids that might be examined for the presence of parasites. b. Describe the use of concentration techniques in parasitology. c. Describe the microscopic techniques used to identify medically important parasites.
3. Identify medically important parasites. a. Correlate test results with clinical conditions. b. Correlate other laboratory findings with results in the parasitology laboratory.
4. Identify organisms of medical importance, and correlate results with reading of plates, stain characteristics, biochemical studies, and molecular studies. a. Correlate laboratory test results with clinical conditions. b. Evaluate stain characteristics, colony morphology, and biological and differential tests for identification of pathogenic organisms including viruses and fungus. c. Perform tests and recognize criteria for identification of pathogenic organisms including viruses and fungus.

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Course Name: Pathogenic Microbiology II

Course Abbreviation: MLT 2614

Description: Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of microorganisms of medical importance are emphasized in this course. Included are techniques used in determining the sensitivity of pathogenic bacteria to different antibiotic and other drugs. (4 sch: 2 hr. lecture, 4 hr. lab)

Prerequisite: None

Competencies and Suggested Objectives
1. Discuss transmission methods of disease and host susceptibility. a. Describe the various ways that diseases are transmitted. b. Identify conditions that lead to increased host susceptibility. c. Identify a reportable disease.
2. Identify organisms of medical importance, and correlate results with reading of plates, gram stain reactions, biochemical studies, and molecular studies. a. Correlate laboratory test results with clinical conditions. b. Evaluate gram stain, colony morphology, and biological and differential tests for identification of pathogenic organisms including AFB and fungus. c. Perform tests and recognize criteria for identification of pathogenic organisms including AFB and fungus. d. Identify normal flora at various body sites.
3. Perform susceptibility testing. a. Compare and contrast the various in-vitro methods for determining antimicrobial susceptibility. b. Interpret results of in-vitro susceptibility tests as resistant, intermediate, and susceptible.
4. Perform safety, quality control (QC), and infection control practices of the microbiology laboratory. a. Perform routine diagnostic microbiologic testing using aseptic techniques. b. Explain and follow safety and universal precautions that are followed in and related to the microbiology laboratory. c. Perform routine QC procedures.
5. Explain the principle and operation of automated instrumentation. a. List and discuss examples of automated instrumentation for a microbiology laboratory.
6. Explain procedures used for collection of microbiologic specimens from various body sites. a. Describe appropriate specimen containers for aseptic collection of microbiological specimens. b. Explain the collection of specimens from various body sites.

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Course Name: Medical Laboratory Technology Seminar

Course Abbreviation: MLT 2711

Description: This course represents a synthesis of previous didactic, laboratory, and clinical experiences. It is designed to facilitate activities incorporated in student and professional organizations and to allow students to select and present a case study. (1 sch: 2 hr. lab)

Prerequisites: Completion of all didactic Medical Laboratory Technology courses

Competencies and Suggested Objectives
1. Demonstrate professionalism and team-building skills by participating in club activities and/or professional organizations. a. Attend scheduled club meetings and activities. b. Evaluate the financial needs of a club or organization.
2. Present and critique various case studies. a. Identify patient from laboratory or clinical experiences with an interesting diagnosis and a clinical course that includes medical laboratory work. b. Present case study to a peer audience.
3. Prepare for a certification exam. a. Complete assigned simulator computer questions in the area of laboratory operations, immunology/serology, hematology, coagulation, microbiology, bacteriology, mycology, virology, parasitology, clinical chemistry, urinalysis/body fluids b. Utilize test results to identify areas of knowledge that should be targeted for further study in preparation for a certification exam. c. Complete a practice Medialab CLS Simulator exam.

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Course Name: Certification Fundamentals for Medical Laboratory Technology

Course Abbreviation: MLT 2723

Description: This course is an in-depth study and review of material covered in the MLT curriculum. It is designed to prepare the student for the national registry/certifying exams.
(3 sch: 3 hr. lecture)

Prerequisite: Completion of all didactic Medical Laboratory Technology courses

Competencies and Suggested Objectives
1. Correlate laboratory skills from areas with knowledge obtained from didactic and clinical experiences. a. Recognize and relate disease states with abnormal test results. b. Demonstrate acceptable proficiency in the cognitive level on all areas tested. c. Recognize color plate visuals and correlate with each area studied.
2. Compare student's pre-testing results in each area with post-testing results. a. Recognize weak areas in knowledge and application. b. Diagnose strengths and weaknesses in each area by evaluating test results.
3. Practice computer constructed tests by using computer software. a. Develop computer skills to enable improved test taking strategies. b. Analyze the computer-aided testing results and formulate correct responses.
4. Correlate registry/certifying item descriptor list with curriculum content. a. Compare registry/certifying item descriptor list with the content of task areas tested. b. Construct test questions to correlate with item descriptor list. c. Recognize the three taxonomic levels and practice the utilization of each level.
3. Prepare for a certification exam. a. Complete assigned computerized Medialab CLS Simulator Pre, Midterm, and Posttest. b. Complete a written mock certification exam. c. Utilize test results to identify areas of knowledge that should be targeted for further study in preparation of a certification exam.

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Course Name: Clinical Practicum I, II, III, IV

Course Abbreviation: MLT 2943, MLT 2953, MLT 2963, MLT 2973

Description: This course includes clinical practice and didactic instruction in a clinical affiliate. Areas covered are hematology, clinical chemistry, immunohematology, urinalysis, microbiology, coagulation, and serology. (3 sch: 9 hr. clinical for each Clinical Practicum)

Prerequisites: All Vocational–Technical Core courses

Competencies and Suggested Objectives
1. Process and collect specimens for testing and analysis. a. Determine the suitability of specimens submitted for standard laboratory testing. b. Use appropriate protective techniques in collection and processing of laboratory samples.
2. Perform analytical examinations on cellular products and body fluids. a. Analyze laboratory specimens according to the laboratory procedure manual. b. Apply basic scientific principles in learning new methodologies and techniques. c. Correlate laboratory findings with disease.
3. Recognize factors that affect testing procedures and results, and take action when predetermined limits are exceeded. a. Specify technical factors influencing test results. b. Assess physical and pathologic causes for variation in test results. c. Interpret laboratory data and follow established protocol when predetermined limits are exceeded. d. Discuss and observe data input, storage, and retrieval on a computer.
5. Demonstrate professional conduct, communication, and interpersonal relations with laboratory personnel, patients, other health care professionals, as well as with the public. a. Interact and communicate with other laboratory and health care professionals to aid in patient care. b. Recognize the importance of continuing education as an ongoing process. c. Practice measures to protect confidentiality of patient test data.
6. Demonstrate technical processes sufficient to orient new employees. a. Communicate essential knowledge for job performance to new employees. b. Demonstrate laboratory procedures in order to orient new employees for skills required for the job. c. Practice using evaluation instruments to assess the performance of skills by new employees.

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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, 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. 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 Entry Level Competencies of the Medical Laboratory Technician

The objective of the MLT program at Hinds Community College is to produce competent employees for the laboratory employers in the surrounding area. In accordance with this objective, the general competencies as stated in the 2012 NAACLS Standards For Accredited and Approved Programs serves as a statement of general entry-level competencies.

**DESCRIPTION OF UNIQUE STANDARDS FOR MEDICAL LABORATORY TECHNICIAN
(NAACLS, 2012)**

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

The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of pre-analytical, analytical, post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

At entry level, the medical laboratory technician will have the following basic knowledge and skills in:

- A. Application of safety and governmental regulations compliance;

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- B. Principles and practices of professional conduct and the significance of continuing professional development;
- C. Communications sufficient to serve the needs of patients, the public and members of the health care team.

Essential Requirements for Medical Laboratory Technology

ESSENTIAL OBSERVATIONAL REQUIREMENTS FOR THE MLT PROGRAM

The MLT student must be able to:

- Observe laboratory demonstrations in which biologicals are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.
- Characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products.
- Employ a clinical grade binocular microscope to discriminate among the structural and color (hue, shading, and intensity) differences of microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

ESSENTIAL MOVEMENT REQUIREMENTS FOR THE MLT PROGRAM

The MLT student must be able to:

- Move freely and safely about a laboratory.
- Perform laboratory testing adhering to existing laboratory safety standards.
- Reach laboratory benchtops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Travel to clinical laboratory sites for practical experience.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting, over several hours.
- Grasp, hold, transport, and utilize specimens, reagents, hazardous chemicals and equipment in a safe manner as needed to perform laboratory testing.
- Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
- Control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- Use an electronic keyboard to operate laboratory instruments and to calculate, record, evaluate and transmit laboratory information.

ESSENTIAL COMMUNICATION REQUIREMENTS FOR THE MLT PROGRAM

The MLT student must be able to:

- Read and comprehend technical and professional materials.
- Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
- Clearly instruct patients prior to specimen collection.
- Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.

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- Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format.
- Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.
- Use a telephone.

ESSENTIAL INTELLECTUAL REQUIREMENTS FOR THE MLT PROGRAM

The MLT student must be able to:

- Comprehend, measure, calculate, reason, analyze, evaluate, correlate, problem-solve and compare.
- Recognize abnormal laboratory results (i.e. patient and QC) and take appropriate action.
- Demonstrate critical-thinking and judgement skills appropriate to a given situation.

ESSENTIAL BEHAVIORAL REQUIREMENTS FOR THE MLT PROGRAM

The MLT student must be able to:

- Organize work and perform multiple tasks within given time constraints and under stressful conditions while maintaining the ability to communicate clearly.
- Manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively apply knowledge and exercise appropriate judgement.
- Provide professional and technical services while experiencing stresses of task-related uncertainty (i.e. ambiguous test order, ambivalent test interpretation), emergent demands (i.e. stat test order), and distracting environment (i.e. high noise levels, crowding, complex visual stimuli).
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- Adapt to working with unpleasant biologicals.
- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps foster a team approach to learning, task completion, problem solving, and patient care.
- Be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept and act on constructive criticism, and look for ways to improve. The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.
- Show respect for individuals of different age, ethnic background, religion, and/or sexual orientation.
- Exercise independent judgment and accept responsibility for own work.
- Demonstrate qualities and attitudes that are necessary to develop as a competent professional in the field of medical technology.

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Professional Ethics and Attitudes:

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals practice their profession. They are given to the student to follow during their pursuit of their MLT degree.

I. Duty to the Patient

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

II. Duty to Colleagues and the Profession

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating 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.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

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III. Duty to Society

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general wellbeing of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

Pledge to the Profession

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

Hinds Community College MLT Program

The MLT Program is committed to the education of clinical laboratorians as professionals, and therefore subscribes to a strict polity of ethical student behavior. Dishonest or unethical activity by students will not be tolerated. Such instances such as disclosure of confidential information, cheating in examination, or falsification of laboratory data will be grounds for immediate dismissal from the program with a failing grade. Faculty and patients should be addressed with titles in all lecture, lab or clinical settings. Each faculty member will inform the student of his or her respective designations (Dr., Miss, Ms., Mrs., Mr., etc.). Patients should be addressed in the same manner unless indicated otherwise. Being professional requires interpersonal, professional, interprofessional, and community relationships of high standard, as well as high standards of personal appearance, conduct, and integrity.

It is our philosophy that we learn best by doing. Performance in the student labs prepares each student for performance in the laboratory workplace. The more practiced and confident each student is when he or she leaves the campus, the more efficiently they will perform during their clinical rotation. The MLT

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student should recognize the value of individual instruction and graciously accept constructive criticism, whenever given. For this reason, performance in the laboratory portion of our courses is equally as important as passing tests in the lecture portion. The MLT Department wants to help each student achieve competency, so the clinical rotation phase of the student's education is a time for polishing of their techniques and a graduation of the most sophisticated level of laboratory performance.

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General Information – MLT Students at Hinds Community College (A-Z)

Accreditation Status:

The Hinds Community College Department of Medical Laboratory Technology is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL, 60018-5119, IL 60631, phone (773) 714-8880, and adheres to the description of the profession given in the **STANDARDS**.

Admission Policy:

In addition to all of Hinds Community College's general admission requirements for a technical student, the Medical Laboratory Technology (MLT) Program has specific additional program admission requirements as listed below:

1. Program Application
Applicants must have the following documents on file at Hinds Community College to be considered for admission into the MLT program:
 - A. A completed MLT program application.
 - B. A high school transcript from an approved high school or GED test transcript with passing score.
 - C. An official copy of the transcripts from all colleges attended.
 - D. American College Test (ACT) scores

2. Minimum ACT/GPA scores
 - A. A composite score of 18 or above.
 - B. Obtain an ACT composite score of 15 or above if the ACT was taken prior to 1989.
 - C. Applicant must be eligible to take College Algebra (MAT 1313) and English Composition I (ENG 1113) as determined by the Hinds Community College mandatory Testing and Placement procedure.
 - D. GPA of 2.5 on high school course work or overall GPA of 2.5 on transferable college credits.

3. Process for selection
 - A. Preference deadline for file completion for fall classes is March 31st.
 - B. Individuals who have submitted all required admission documents by the specified deadline will be considered for program admission based on a rating scale that includes: ACT Composite Score; ACT sub-scores; previous certificates/degrees.
 - C. Applicants not selected for a class may reapply for subsequent classes by submitting a new Application for Selection to the Medical Laboratory Technology Program.

Background Records Check Procedure:

Pursuant to MS statute 43-11-13, students in nursing and allied health programs must meet the requirements of clinical agencies regarding background checks. Students must submit a background check, based on fingerprints, that confirms that the student has not been convicted of or pleaded guilty or nolo contendere to a felony of possession or sale of drugs, murder,

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manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23(f), Mississippi Code of 1972, child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult. In addition, other felony and some misdemeanor charges may disqualify the student from participating in clinical experiences. This includes, but is not limited to most felony charges, patterns of criminal charges, criminal charges within the past five years, no dispensation of charges, and pending charges.

Criminal Background Checks for new or progressing Nursing and Allied Health students must be completed at the Nursing/Allied Health Center (NAHC). Students will also be required to participate in additional screening through the Federal General Services Administration Excluded Parties List System (EPLS) and the Health and Human Services Office of Inspector General List of Excluded Individuals/Entities (LEIE).

The background check must be completed prior to admission to a program of study or prior to clinical courses, as defined by the program. Students will also be subject to repeat a background records check based on clinical agency requirements, changes in the Mississippi law, rules, or regulations, or any suspicion of criminal behavior. If a student has any interruption in admission or progression, and/or applies to another program of study, a repeat background check is required. If a student is denied admission due to a background record check, the student is required to reapply to the program.

Refer to the current NAHC Background Records Check procedure policy for more information.

Certification and Licensure:

Upon completion of the program, students are eligible to sit for a national certification examination. Most students choose certification through the American Society of Clinical Pathology Board of Certification (ASCP). The Program Instructors will provide the website for applications. The cost of the examination is assessed as part of the Healthcare Professionals fee. This may be charged against your Pell Grant.

Pass/Fail Results are received immediately. Official numerical scores are received within 1-3 weeks after your final transcript is received by the certifying agency. You may be employed as “registry eligible” before taking the examination or receiving scores.

Mississippi does not require a state license, though a number of states do. In most states requiring a license, national certification exams are accepted as proof of competency and no other testing is required.

Completion of the MLT Program is not contingent upon passage of any external certification examination.

Chain of Command for Communication and Due Process – Nursing and Allied Health Programs:

Student → Faculty Member → Program Director/Chairperson → Assistant Dean → Dean,
Nursing and Allied Health → Vice President → President

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Clinical Health Requirements/Clinical Record Packet:

Each student admitted to the MLT program is required to complete a physical examination and immunization annually. Student's immunizations, CPR certifications, TB skin test, and physicals are required to be completed prior to the first day of class. However, MLT faculty reserve the right to provide students with a designated date for all documentation to be submitted to CastleBranch. The flu vaccine is a requirement for all students as well. The deadline for the flu vaccination will be given for the month of October.

Each student is required to obtain immunization to the hepatitis B virus. This is a disease, which can be acquired by accidental exposure to blood or body fluid. The immunization consists of a series of three shots: the initial dose, a dose one-month later, and a dose six months after the initial dose. Most hospital laboratories require hepatitis B immunization. A declination form is required if the student declines to get the immunization. This form will be retained in the student's permanent records.

The health records packet is located under the health related professions department on the Hinds Community College website at <http://www.hindscc.edu>.

Each student will complete an emergency medical information form, which will be kept in the student's permanent records. All students will be required to upload health records to CastleBranch after you have been notified by the MLT Department Chairperson.

Students who have not met requirements will not be allowed to begin or progress in theory, laboratory, or clinical courses. For incoming MLT students, failure to submit the clinical health requirements on the due date will result in loss of placement. For students who are continuing in the MLT program, failure to submit clinical health requirements by the due date will result in disruption in progression. Attendance guidelines will be enforced. Faculty reserves the right to extend deadline for students based on extenuating circumstances.

Clinical Rotation Assignments:

In the event that more students are complete to begin clinical rotation than clinical rotation openings are available, the available openings will be assigned by a grade-point basis. Those students not assigned to a clinical site at that point will be given the next available openings that arise.

Any student unable to begin his/her clinical rotation due to valid extenuating circumstances must begin his/her rotation with the next available clinical site, or he/she will be withdrawn from the program.

The clinical affiliates of the MLT program are: Merit Health Central, Merit Health River Oaks, Merit Health River Region, Merit Health Rankin, Merit Health Woman's Hospital, Merit Health Natchez, Baptist Medical Center Yazoo, Baptist Medical Center Carthage, St. Dominic Hospital, Magee General Hospital, The University Mississippi Medical Center, GV Sonny Montgomery VA Medical Center and Copiah Lincoln Hospital.

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Communicable Disease Policy:

Since exposure to disease is inherent in performance of laboratory testing, it is required that students strictly adhere to established safety practices. Before handling laboratory specimens, students should begin the series of vaccinations against Hepatitis B virus. A signed declination statement is required if one chooses not to receive the vaccine.

Community Service:

All students in the Medical Laboratory Technology program are required to obtain five (5) semester hours per semester during the didactic courses. Community service is not required for students in the clinical phase of the program.

All hours must be documented by the organization coordinator. No hours may be verified by a parent or family member. Students must obtain hours through work or donations completed for agencies which are non-profit and outreach in nature. Students must complete all activities through an organized agency for accountability and protection purposes.

Hours may be offered by the MLT Program or NAHC-sponsored events at various times in the semester. Please confirm with the MLT Department Chairperson or faculty if there are questions regarding agency qualifications. Below are some suggested examples of agencies students have served in the past; this is not an exhaustive list:

- Big Brothers Big Sisters
- Boys and Girls Club
- Blair E. Batson Children's Hospital
- Gateway Rescue Mission
- University of Mississippi Medical Center
- Mississippi Museum of Art
- Mississippi Children's Museum
- Mississippi Blood Services
- TOPS Soccer
- Juvenile Diabetes Research Foundation
- Red Cross
- Salvation Army
- Stewpot
- Gateway Rescue Center
- Natural Science Museum
- Mississippi Craft Center
- Mississippi Veteran's Home
- Saint Catherine's Village
- Mississippi Food Network
- The Mustard Seed
- Lantern Medical Clinic
- American Heart Association
- American Cancer Society
- Ronald McDonald House

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- The Little Lighthouse
- Mississippi Animal Rescue League (MARL)
- We Will Go
- Community Animal Rescue and Adoptions (CARA)

Complaint Procedure for Nursing and Allied Health Programs:

If a student has a specific complaint about the student learning environment or program procedures/guidelines, the following steps should be taken:

1. Discuss the complaint with the appropriate faculty member, staff member, or administrator.
2. If the issue is not resolved, the student should put the complaint in writing and present it to the appropriate director/chairperson of the program.
3. The director/chairperson will direct the student on the next step to take.
 - a. This could include referring the written complaint to the appropriate person for a reply.
 - b. If the complaint is related to a program procedure, the director/chairperson will reply to the student complaint within five (5) working days.
4. If the issue is not resolved to the satisfaction of the student, the student may appeal in writing to the appropriate Assistant Dean and/or Dean, Nursing and Allied Health. The dean will respond to the complaint within five (5) working days.
5. If the issue is still not resolved to the satisfaction of the student, the student may continue to follow the Complaint Procedure for Students as published in the College Student Handbook (www.hindscc.edu).
6. No adverse action will be taken against a student for filing a complaint.

Confidentiality Agreement:

Students enrolled in the clinical experience will receive and be required to sign an Agreement to Respect Patient Confidentiality.

Counseling:

Counselors provide a variety of guidance and other helping services. Counselors assist students in choosing majors and careers, and in meeting their educational and occupational goals. When serving as advisors, counselors assist students in choosing and planning their course work as it pertains to Hinds Community College and/or prospective senior college requirements.

Counselors are also available to help students with personal difficulties through individual counseling or to assist students in finding appropriate medical, social, or psychological services when needed.

Course Evaluation/Grading Policy:

All MLT courses are graded by the College A-F grading scale. Grading systems and objectives to be used in each MLT course are included on the course syllabus provided to students at the first meeting for each course. Exams, lab practical, study questions, or any other criteria to be

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used in grading are marked and returned to the students promptly. All exams and lab practical will be initialed by the student, returned to the instructor, and filed in each student's folder.

CPR Certification:

Students in MLT Program are required to maintain current Healthcare Provider CPR certification issued by the American Heart Association. Other CPR courses, including the American Red Cross Community and first aid courses, do not meet the requirements of some affiliating agencies; therefore, they will not be accepted.

Drug and Alcohol Abuse Policy:

It is the goal of Hinds Community College to maintain an environment that is free from the effects of intoxicants or other behavior-affecting substances. It is our belief that a drug free environment is to the benefit of students and employees of Hinds Community College as well as the surrounding community.

Drug screening will be required as a part of the physical examination for all students admitted to the MLT program. **The drug screenings will be randomly given.** A student needs to notify the Chairperson of the department when using prescription drugs which affect behavior.

Any person in the role of a student at Hinds Community College who exhibits sensory symptoms or behavior indicative that he/she is under the influence of mind altering substances will be required to have a drug and/or alcohol screening performed immediately. Lab results, if indicated, must be submitted to Hinds Community College Nursing/Allied Health Center. Medical doctor, lab fees, or further treatment costs will be the responsibility of the student. If the test is positive the student will be asked to withdraw from the program and seek rehabilitation. The student will be considered for readmission following counseling and appropriate treatment. The student may appeal this action by following the District appeals process. Please refer to the NAHC Student Handbook for additional information.

Health and Safety:

The school is interested in not only your health when you are first enrolled, but also in your continued good health. After admission, you will complete a student health form. You will be taught and expected to practice good patient contact procedures. Due to the nature of the medical laboratory profession, you will come into contact with potentially infectious patient specimens. You will be taught the correct methods of handling and disposing of biological hazards. Failure to adhere to correct safety procedures may result in disease for you or for your fellow workers. Habitual disregard for safety will result in dismissal.

After instruction in safety precautions, the student assumes the risk for infection due to his own actions in the laboratory or to the inherent risk involved due to the nature of the profession.

If injury occurs in the classroom or student laboratory, the accident must be reported to the instructor and an incident report completed. Minor accidents will be treated with customary first aid procedures. If additional attention is needed, the policies published in the Hinds Community

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College Catalog and Hinds Community College Student Handbook will be followed. Help may be obtained by calling 911, Campus Police, or the Dean. The student is financially responsible for any emergency care provided by a physician or healthcare facility.

Health Insurance:

Because the college does not provide routine health insurance coverage and is not responsible for any illness or injury to students, even in the clinical area, the student is strongly urged to carry some type of health insurance.

The student and his/her spouse or parents are responsible for payment of all medical and emergency services provided for the student.

The college may make available the opportunity for students to subscribe to an accident and a health insurance policy. It is the student's and his/her parents' decision to purchase the insurance. Claim forms can be picked up from the Dean of Students.

Healthcare Professionals Fee:

MLT students will be assessed a Healthcare Professionals fee in addition to tuition and other college fees. Refer to the MLT Program Cost Sheet for current information.

Laboratory Safety:

1. The student must be ever aware of the potential hazards in the clinical laboratory environment, e.g., infectious agents, caustic and flammable chemicals, radiation, and mechanical and electrical equipment.
2. The instructor for each MLT course will review safety precautions and procedures with the student at the beginning of each respective course.
3. Each student is responsible for being familiar with the potential hazards and safety procedures, not only of the laboratory in general, but those unique to each laboratory section or activity.
4. All biological specimens are considered potentially infectious and must be treated utilizing Standard Precautions.
5. Students who have open cuts or lesions on their hands and arms must completely cover the area with a fluid resistant bandage and glove.
6. Immediately report all laboratory accidents, no matter how minor, to the instructor. The instructor will decide whether an Accident/Incident Report should be filed.

The following are safety regulations and general laboratory policy which apply to all MLT laboratories:

1. Do not smoke, eat, drink or chew gum in the laboratory at any time. Likewise, do not put fingers, pencils, or other objects in your mouth.
2. No food is to be stored in the laboratory refrigerators or freezers.
3. No eating/drinking during laboratory sessions. Eating/drinking is allowed in the classroom and office areas only.

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4. Do not pipette by mouth. Use a mechanical pipetting device or bulb for all solutions.
5. Wear gloves when handling any biological specimen. Gloves should also be worn when handling concentrated chemicals and all chemicals known to be toxic, including mercury, bromine, and cyanide.
6. Lab Dress:
 - a. Wear a fastened full-length lab coat or appropriate uniform at all times in the laboratory when engaged in laboratory exercises.
 - b. Wear safety glasses whenever handling or preparing caustic chemicals, reagents, and biohazardous materials if aerosols could be formed.
 - c. Hair that may interfere with the performance of laboratory procedures must be tied back while in the laboratory.
 - d. Shoes with closed toes and heels must be worn in the laboratory at all times.
 - e. Legs should be covered.
 - f. Loose or dangling jewelry will not be permitted.
 - g. Facial or body piercing should not be visible.
 - h. Refer to dress code/hygiene policy.
7. For the following tasks listed are the personal protection device(s) that should routinely be used in our labs:
 - a. General lab tasks – gloves, lab coat/apron
 - b. Phlebotomy – gloves, lab coat
 - c. Processing patient specimens – gloves, lab coat, goggles, masks, and/or safety hood.
 - d. Microbiology – gloves, lab coat, goggles, safety hood
 - e. Blood culture, blood tests, and all chemistry classes – gloves, lab coat, goggles, and/or safety hood. Goggles or eyeglasses will be worn at all times in clinical chemistry labs.
8. The following personal protection devices are available in all student labs provided by the department.
 - a. Specimen containers
 - b. Biohazard hoods
 - c. Eyewash stations
 - d. Gloves in appropriate sizes
 - e. Sharps containers
 - f. Goggles
 - g. Lab coats
9. You should routinely remove you lab coat in the following situations:
 - a. To go out of the general laboratory area.
 - b. To go to the tutorial area.
 - c. To go to any other floor in the building, when you leave the building to go elsewhere on campus, or when you go home.
10. Wash hands with bactericidal soap:
 - a. Before leaving lab, even to go to another lab.
 - b. Before going to restroom.

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- c. Before phlebotomy and after.
 - d. After removing gloves.
11. Gloves should be changed and hands washed:
- a. After processing patient samples.
 - b. After a glove breaks.
 - c. After one patient has blood drawn and before another is stuck.
12. Handle all flammable solvents and fuming reagents under a safety hood. Store such materials in well-ventilated cabinets.
13. Dispose of all specimens, contaminated materials, and broken glassware in the appropriate receptacle. For disposal of environmentally-damaging chemicals, consult an instructor
- a. All sharps (needles, lancets, etc.) should be placed in rigid containers designed for this purpose. If you aren't aware of what these look like, please ask.
 - b. Infectious nonsharps should be placed in the biohazard bags located in each lab.
 - c. Only paper waste not contaminated with blood should go in the regular trash.
 - d. Glassware is disposed of in rigid containers and labeled as such.
14. Do not abandon specimens or cultures in the laboratory. Each person is responsible for the proper handling, storage, and disposal of his/her own specimens.
15. Laboratory bench tops are to be cleaned with 10% bleach before and after each laboratory session by each individual. Leave work areas neat and clean. Put all materials and reagents back in their proper storage place. Place dirty glassware in appropriate containers.
16. Anything spilled or dropped must be cleaned up immediately by the individual involved. Spills in the lab are handled according to type:
- a. Microbiology spills are decontaminated with 10% bleach, put in double bag for autoclaving and disposal.
 - b. Acid/base spills are neutralized properly before cleanup.
 - c. Blood spills are cleaned with 10% bleach and double bagged as a biohazard.
 - d. The materials for cleanups are available in each lab area.
17. Specimens obtained from patients either in our labs or from other labs should be either bagged or parafilm (with strips around cap to tighten seal) before being transported. Specimens sitting in racks should be stoppered or parafilm.
18. During phlebotomy procedures, needles are not recapped. Needles and caps are disposed of in special 'puncture proof' containers.
19. Know the location and proper operation of safety equipment, such as the fire extinguishers, eye wash stations, safety showers, fire blankets, first aid kits, and chemical spill kits. Know the types of fire extinguishers and be able to select the type needed for the types of fires that can occur in the lab.
20. No biological or chemical material or equipment of any kind is to be taken from the laboratory.
21. Use padded gloves or hand protectors to handle hot materials or glassware.

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22. Plainly label all lab bottles, specimens, etc. When a reagent is no longer in use, it should be returned to storage. Never use a chemical that is not properly labeled. Always recap reagent bottles as soon as use is completed.
23. Never taste any chemical. Avoid smelling chemicals, but if this is necessary use the procedure of fanning the fumes toward the nose.
24. Always add acid to water when performing dilutions. Never add water to acids. Prevent splashing of acids and bases by pouring the solution very slowly down the side of the vessel.
25. Never pour volatile or radioactive solutions down the sink.
26. If water or any other solution is spilled on the floor, it should be immediately wiped up. Serious injury can result from falls on wet floors.
27. Use caution when handling glassware. Broken glass is a frequent cause of lab injury. Immediately discard broken or cracked glassware in the glassware container.
28. Never open a centrifuge during operation. Never attempt to stop a centrifuge rotor by hand.
29. Do not sit on any laboratory benches or sit on a chair with feet propped on a laboratory bench.
30. No radios or music are permitted in the laboratory during scheduled lab sessions.
31. Materials such as coats, hats, books, and so forth that are not needed in the laboratory are to be put in cabinets below workstation or other appropriate storage areas.
32. Books and notebooks that are needed in the laboratory must be on laboratory benches, not on the floor.
33. Drawers and cupboards are to be open only when something is being put into or taken out of them. At all other times they are to be closed.
34. When chairs are not in use, they are to be pushed under the laboratory bench.
35. Instructors will check to see if safety regulations are understood by students each time a new lab begins.
36. When each lab is finished, each student is responsible for:
 - a. Unplug, clean, cover, and return microscopes to their appropriate place.
 - b. Unplug, clean, and store any laboratory instruments used in their appropriate place.
 - c. Make sure all slides or any educational materials are put back in their correct boxes.
 - d. Put glove boxes and other supplies in their appropriate place.
 - e. Make sure all areas of the lab are clean (e.g. soap and water splashes around the sink)
 - f. Clean all areas, centrifuges, and any equipment (if used) with disinfectant.
 - g. Throw all contaminated supplies and gloves in biohazard bags.

Outside Employment Policy:

Students are encouraged to consider all other commitments when making a decision about the number of hours, which they work. Work hours must be scheduled around clinical hours and all other course activities. If the student is an employee of the clinical site in some other capacity, work performed during paid hours cannot be used toward meeting clinical practicum academic objectives.

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Professional Liability Insurance:

Professional liability insurance is a clinical affiliate and department requirement. The college will provide liability coverage as part of the student's fees.

Progress Reports/Exit Interviews:

Students are expected to meet with the program director at the end of each semester to discuss academic progress and class scheduling. The program director or clinical coordinator also visits each student weekly during the clinical rotation.

At the end of the program an exit interview is scheduled to gather overall feedback and suggestions for program improvement. At this time students will also complete a mock certification exam.

Readmission:

Students that do withdraw or are unsuccessful in the program may apply for readmission. A copy of the Procedure for Readmission of Students is included at the end of this student handbook.

Schedule Changes and Course Registration:

All incoming students are advised of their class schedules during MLT orientation by the program director. While in the MLT program, students will be automatically enrolled in the MLT classes each semester. For general academic classes, the student may register themselves or see a counselor. It is the student's responsibility to register for all the required courses in the MLT curriculum in order to graduate on time. The MLT faculty is available for student advisement.

Any changes in the student's schedule (any additions or withdrawals) must be approved by the student's program advisor before such action is taken.

Service Work Policy:

Students will perform only that service-related work which is clearly defined by clinical objectives and only during the hours of clinical assignment. No service work will be allowed during the regular hours committed to the clinical experience. After demonstrating proficiency, students may be permitted to perform laboratory procedures with qualified supervision, if hospital regulations permit. All test results reported by students must be verified and initialed by a staff technologist.

Student Conduct:

Proper classroom conduct includes mutual respect, common courtesy, and civility. Guidelines for conduct are listed in the HCC Catalog, HCC Student Handbook, NAHC Student Handbook, and the MLT Student Handbook. Failure to behave in an appropriate manner or to cause disturbance will result in disciplinary action.

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Students must also follow all clinical agency rules and regulations.

Student's Due Process:

1. The College has well-defined Student Due Process procedures that are printed in the current Hinds Community College catalog and the Hinds Community College student handbook.
2. A student who is dissatisfied with grades, disciplinary action, clinical sites, admissions, or dismissals should first attempt to negotiate a change with the Instructor responsible for the course. If the decision of the Instructor is unacceptable to the student, the student should refer to the Hinds Community Catalog and Hinds Community College Student Handbook regarding student due process.
3. The College catalog and current student handbook can be found on the college website at www.hindcc.edu.

Student Evaluation of Clinical Experience:

Each student will have the opportunity to evaluate each rotation and are encouraged to discuss the clinical experience and make suggestions which may be of value to future students.

Transfer Student Policy:

Students who transfer to the MLT program at Hinds Community College from a clinical laboratory science program at another college or university must bring a letter of recommendation of good standing from that program. All science, math and MLT classes must have a grade of "C" or better. MLT classes must have been successfully completed within the previous two years.

Withdrawal:

Students may withdraw from a course, the program, or the college. Withdrawal policies are explained in the Hinds Community College Catalog and Hinds Community College Student Handbook. Before considering withdrawing, a student should be aware of this information.

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MLT Rules and Regulations

ATTENDANCE IN THE MLT CLASSES

1. **Attendance is Mandatory!** Full time attendance is required in academic classes, MLT classes, and clinical rotation. **Students should be aware that prospective employers generally inquire about attendance records.**
2. Only 3 unexcused absences per semester are allowed in MLT classes that meet twice a week (i.e. Cl. Chemistry, Hematology I & II, Pathogenic Microbiology, Immunology, and Immunohematology), and only 2 unexcused absences per semester are allowed in the MLT classes that meet only once a week (i.e. Fundamentals of MLT, Urinalysis, and Parasitology). **When a student exceeds the allowed number of unexcused absences, he/she is considered excessive and a written warning will be issued by an Excessive Absence Form. Excessive absences will result in a disciplinary committee hearing and possible automatic withdrawal from the class or program with a grade of F.**

Remember that 3 tardies equals 1 absence

Note: The number of allowed absences does not include excused absences. Documented excuses will be reviewed by the instructor on an individual basis and will be evaluated with regard to the attendance policy. Documented excuses do not guarantee approval of excessive absences. Please refer to Hinds Community College Student Handbook for additional information.

3. **The program chairperson (601-376-4824) or the clinical coordinator (601-376-4831) must be contracted prior to the absence of a test or any supplementary activity.**
4. The clinical coordinator (601-376-4831) or the program chairperson (601-376-4824) **AND** the clinical site **must** be contact **prior** to any absence during clinical rotations. Further explanation is given in the rules and regulations for clinical experience.
5. Make arrangements for assistance when your children and/or family members are ill. Special consideration will not be given to student with children or who live outside the Jackson area. These absences count toward the total number of three.
6. **The student is required to review and be familiar with attendance and withdrawal policies as stated in the current Hinds Community College Student Handbook.**
7. During bad weather, please check Eagle Alerts regarding the closure of HCC. The President of college, Dr. Clyde Muse, will probably do this early in the morning. Absence without official closure by the college will be treated as a regular unexcused absence unless it is a **danger** for you to drive.
8. The student is responsible for any missed assignments, tests, and class work. They must notify the instructor of any make-up activities. All make-up activities will be scheduled at the instructor's convenience.
9. Always come to class and clinical prepared. This includes bringing the correct text, any assignments, materials for notetaking, calculators, and accessories to be used in the lab. You may be dismissed from class or clinical if not prepared.

TARDIES IN THE MLT CLASSES

1. Failure to report to class within **five (5) minutes** after the class has begun equals a tardy.
2. **Three (3) tardies equals an absence.**
3. Any student missing more than **fifteen (15) minutes** of a **class, lab, or clinical** will be counted as absent for the entire class, **regardless of when during the class it was missed.**
4. Students may receive permission to leave lecture or lab only in emergencies. It is distracting to the class and the instructor when students are entering and leaving. Leaving class excessively may result in your being sent to the Dean, Department Chairperson, or counselor for explanation of your behavior.

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5. You must be on time for your classes and your clinical rotations. You are preparing yourself for your future to aid in the diagnosis and treatment of others. You must arrange your work schedules and any appointments around your school schedule and not vice versa.

ABSENCES/TARDIES RELATING TO TESTING

1. If a student is going to miss an exam, he or she **MUST** notify the instructor **BEFORE** the exam is to be given in order to be eligible for a make-up exam. **It is the responsibility of the student to schedule a retest with the instructor**, at the instructor's convenience. The retest should be **scheduled at the time of the initial absence call or the day of your return**. The test will be different from the scheduled exam. **Failure to schedule a retest within the specified time will result in a grade of zero.**
2. Failure to notify the instructor **prior** to missing an exam will render the student ineligible to make up the exam and will result in a grade of zero.
3. If the student misses the scheduled make-up exam, the recorded grade will be zero.
4. A student tardy for an exam will be required to finish the exam within the allotted time, and will be counted tardy. If any student has completed the exam and left the room before the tardy student arrives, the tardy student will **not** be allowed to take the exam, and will require a make-up exam.

If a student arrives more than 15 minutes tardy (remember that 15 minutes late equals an absence) for an exam, the instructor has the right to withhold the exam and require a make-up exam. If the student did not contact the instructor prior to the exam, the student will not be eligible for a make-up exam and will receive a grade of zero.

5. A student who is absent from a final exam (please note: a 15 minute tardy constitutes an absence), and who had made no report of personal illness or other emergencies to the instructor prior to the exam, will not be permitted to take the exam. The student will receive a grade of zero. If a student reports an emergency to an instructor before a scheduled final examination, he will be given a grade of "I" (Incomplete). The incomplete work must be completed before mid-semester of the succeeding fall or spring semester. Unless the ("I") incomplete grade is changed to another letter grade by this time, the incomplete grade will become permanent. Students who are absent from a final examination without the approval of the instructor will receive a course grade of 'F'.

ABSENCES RELATING TO LAB

1. Any student who misses a lab will be counted as absent for the entire class.
2. Any lab missed for any reason must be made up on the second Friday of each month at 1:00 P.M. or at the discretion of the instructor. It is the student's responsibility to inform the instructor that they have a make-up lab to attend. Any missed lab must be made up at the first available make-up lab time. Any lab not made up at the first scheduled make-up time will receive the grade of zero but the skill must be mastered at another makeup lab time.

ABSENCES RELATED TO SUPPLEMENTARY ACTIVITIES

1. Health fairs, scheduled off campus activities, workshops, and conventions are considered class and lab, as well as clinical time. **ONLY EXCUSED ABSENCES WILL BE TOLERATED.** Failure to notify the program director **before** an absence of such an event will result in up to 10 points being deducted from the final grade in **ALL** MLT courses taken during that semester.

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GRADING

1. The instructor will describe grading policies in each course syllabus.
2. The following grading scale will be in effect for all MLT courses except MLT 2943, 2953, 2963, 2973

90 – 100	A
80 – 89	B
70 – 79	C
61 – 69	D
0 – 60	F

CLINICAL CLEARANCE EVALUATION (STUDENT PROGRESSION)

1. In addition to maintaining a “C” or higher on all MLT course work, students must also exhibit proficiency in certain competencies and the Essential Required Technical Standards. Clinical clearance is approved by the appropriate laboratory course instructor, after successful student demonstration of the required skills by the designated check-off date. Once the student has obtained clinical clearance in a given competency, the student must then show proficiency in these same competencies in the *clinical phase* of the program, in the appropriate *clinical course*, in order to be successful in each clinical course. These competencies may be exhibited to a clinical instructor, or appropriate (registered) preceptor. Extra work is not allowed to raise a grade. **Students who have grades below a “C” in any MLT course will be required to submit a letter stating the desire for readmission to the department chairperson between 15 and 90 days prior to the date of desired readmission.** See the readmission policy in the Hinds Community College Student Handbook.
2. Readmitted students must demonstrate that all relevant competencies are current, as determined by the chairperson. Individual action plans will be determined based upon which semester the readmission occurs, and in which courses the student was not successful.
3. Laboratory demonstration of the skill will be based on the current procedure guidelines. A student will be allowed **two** attempts to demonstrate proficiency in each skill component.
 - a. If the student does not successfully complete the first laboratory demonstration, the student must schedule a remediation session with the appropriate lab instructor. The student will be required to complete a self-assessment on his or her performance of remediation. A remediation session must be scheduled with the instructor by **Thursday at 3:00 pm the week in which the student received an unsatisfactory check-off.** The remediation session must be scheduled with an allotted time by the Friday of the following week. (Example: Scheduled Date: 1/26/17 at 3:00 pm; Remediation Session: 2/3/17 at 9:00 am) It is the student’s responsibility to schedule a time for return demonstration in collaboration with their lab instructor. If an upcoming laboratory exercise is on that specific skill deemed unsatisfactory by the instructor prior to the remediation session, the student will receive a grade of “**ZERO**” for the laboratory exercise.
 - b. If the student is unable to successfully show proficiency in any competency in his or her second attempt, the following will occur:
 - a. The student will be terminated from the currently enrolled Medical Laboratory Technology course, with a grade of **F**.
 - b. The terminal evaluation form will be presented and signed by the student, instructor, and Program Chairperson.
 - c. The student has the right to appeal the decision regarding unsuccessful clinical progress in a called Faculty Session. The Faculty Session will consist of the

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Medical Laboratory Technology faculty. The meeting will be presided over by the Medical Laboratory Technology Program Chairperson or his/her designee.

- d. Plagiarism, cheating, legitimate collaboration, falsifying laboratory results, or any other behavior that will harm, damage, or endanger any person or property or hinder class continuance is prohibited. Violation of academic dishonesty will result in dismissal from the Medical Laboratory Technology program.
4. A student may repeat one MLT course to improve the grade.
5. In order to progress in this program, a student must also make at least a “C” on all related science courses (A and P I & II, General Micro, General Chemistry I or Principles of Chemistry I and their labs) and College Algebra. **A student may repeat a related science course or college algebra one time as long as all general academic courses are completed prior to the beginning of clinical rotations (January of the sophomore year). Failure to complete these requirements will result in dismissal from the program.** All MLT classes must be completed within 3 consecutive years unless extenuating circumstances are documented.
6. The credit for clinical experience is based upon both satisfactory completions of weekly study sessions/tests and of each department of the clinical training. Each department of clinical experience will constitute an equal part of the clinical experience grade. Further explanation is given in the rules and regulation for clinical experience. If repeating a clinical course, the student will be required to show competency through one remediation session by classroom and laboratory attendance encouraged through specialty course offering. Also, the student will be required to show competency by repeating the last clinical course in which they were successful. If it is determined that a student has earned a failing grade in any clinical course, that student will not be allowed to attend any remaining clinical rotations.

A student who fails to complete one or more departments of the clinical experience with a grade of “C” or better must be interviewed by the clinical instructor of such department and the MLT faculty at Hinds Community College. If both parties agree, the student must then repeat the entire semester before progressing in his/her clinical experience.

ASSIGNMENTS, HOMEWORK, PROJECTS

1. The instructor reserves the right to penalize the student for negligence or reluctance in completing assignments, homework, projects, etc. This could include:
 - deducting grade points for missing deadlines
 - grade of zero for incomplete
 - remaining after hours to complete assignments
 - probation until complete
 - dismissal from class
 - dismissal from the program for habitual offenders

DRESS CODE AND PERSONAL HYGIENE:

The dress code and personal hygiene for MLT students is based upon professional and safety considerations. Dress code during clinical will be addressed in the clinical experience rules and regulations. Students must be properly and professionally attired when in class. The following are the guidelines each student will be expected to follow while in this program.

1. Students are required to wear **black** scrubs to all MLT classes. Students must meet the dress code requirement of their clinical affiliate during clinical practicum. Clothes must be clean, free of wrinkles, in good condition, and fit appropriately.
2. **Black** shoes should be nonporous. Shoes should not be open toed or opened heeled.

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3. No dangling jewelry or visible facial piercings allowed.
4. A full-length laboratory coat must be worn in all laboratories.
5. Hair should be neat, clean, and of natural color. Hair shoulder length or longer that may interfere with laboratory procedures or pose a safety hazard must be tied back. When hair is longer than shoulder length, the hair must be tied back, up, or tucked into your lab coat.
6. Beards, side burns, and mustaches must be clean, trimmed, and groomed and not of a length to interfere with laboratory procedures or constitute a safety hazard.
7. Fingernails must be clean and trimmed to a length so as not to interfere with laboratory procedures.
8. Excessive make-up, scented lotions, and strong fragrances are not allowed (can cause allergic reactions, respiratory difficulties and migraine to others).
9. Maintain personal cleanliness by bathing regularly.
10. Oral hygiene (brushing of teeth) is required.
11. Use deodorant/antiperspirant to minimize body odor.

Hinds Community College Student Identification Badges must be worn above the waist at all times.

Students who do not conform to the dress code and/or personal hygiene requirements will not be permitted to attend class or laboratory sessions. Points will be deducted from the student's affective domain.

Faculty members have the right to prohibit on an individual basis any style or article of dress they deem unsafe or unprofessional.

The dress code for clinical rotations will require either black scrubs and will be discussed in the rules and regulations for clinical experience.

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MLT RULES AND REGULATIONS – CLINICAL EXPERIENCE

CLINICAL ROTATION – GENERAL INFORMATION

1. *Clinical rotations will occur only after the student has successfully completed all required course work. The rotation is for 16 weeks, and follows the Hinds Community College school calendar. The student is responsible for his/her own transportation to the clinical site.
 - a. *In the case that more students are ready for clinical experience than there are available sites, assignments will be made on the basis of highest cumulative GPA.
2. The student rotates through the various departments of the laboratory on a set schedule, which will vary from affiliate to affiliate – depending on staffing and workload variables. The rotations are all very similar in content and length; minor differences occur due to the organization of each individual laboratory workload. Each clinical affiliate uses the same objectives, evaluation forms, and check-off sheets. The clinical site determines the schedule for each clinical rotation. No adjustment of clinical schedule will be made to meet a student’s personal needs or other work schedule.
3. Each student will be assigned a clinical rotation with an affiliate based on three factors:
 - i. The availability of an opening for a student(s) at each affiliate.
 - ii. The coordination of student needs to individual affiliate strengths.
 - iii. The elimination of any source of conflict of interest on the student’s behalf.

The clinical rotation assignment will be discussed with each student as they are assigned. The assignment of each student to a clinical affiliate is determined by mutual decision of the Medical Laboratory Technology Program faculty.

4. The student will be under supervision of a clinical instructor at all times, and will not be performing work as a technician. Each student will be provided with as many learning experiences that each laboratory section is able to provide in that area

Please remember that the primary responsibility of the clinical instructors is patient service and maintenance of quality laboratory results. You are expected to be of assistance in any way that you can. Please remember you are guest of the clinical laboratory and the instructors are being asked to assume an extra duty by instructing you. Learn as much as you can in this limited time, do your work as quickly as you can with accuracy and precision, and be polite and respectful at all times.

5. During each clinical rotation, the student must complete assigned study/review questions for each clinical area. These questions must be completed prior to completion of the rotation in that specific area, and will be graded by Hinds Community College faculty. It will be the responsibility of the student to correct any wrong answers. **A 5-point/day deduction will be made on all study questions that are late.**
6. During each departmental rotation, the student will have written tests from the clinical faculty and Hinds Community College relating to the area in which they are rotating. HCC testing will occur during MLT 2723 Certification of Fundamental for Medical Laboratory Technology sessions on scheduled study days at the specified time. Due to test scheduling, there will be **no** make-up tests. A test will **only** be rescheduled if it is an extreme emergency. Extreme Emergency; death, hospitalization of oneself or immediate family member or illness **with a doctor’s excuse on letterhead.**
7. All assigned computer programs must be completed at a performance level of 80% for basic level programs and 60% for advanced level programs **before** the comprehensive final examination may be taken.

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8. Evaluation of the student's progress in each department will be done weekly by the MLT faculty and clinical instructor. The student will have a departmental check-off sheet that must be completed in each area. The student will receive final departmental performance evaluation by the clinical instructor.

The student must meet the required levels of competency as stated on the departmental check-off sheet before progressing to the next area of clinical rotation. Failure to meet the required levels will result in a conference with the clinical instructor and MLT faculty to recommend, if possible, a schedule for remediation.

The student will also evaluate the clinical instruction that they received in each department.

9. The affiliate clinical coordinator and each student will meet with Hinds Community College faculty, to insure continuing progress of the student. Any problems occurring between student and clinical instructor should be attempted to be solved first between those involved. Persisting problems should be discussed with the education coordinator from Hinds Community College.

If a major problem arises due to student's relationships with patients, hospital personnel, or his/her attitudes, attendance, or personality, the Medical Laboratory Technology Program Director can stop the student's participation in his rotation until he/she appears before the disciplinary committee. This committee will review the problem and decide if the student is to continue his/her rotation according to disciplinary and appeal policies stated in the Hinds Community College Student Handbook and Catalog.

10. The student will attend weekly seminar sessions at the Nursing Allied Health Center to help relate clinical experience to previous didactic classes and to prepare for the Medical Laboratory Technician certification exam. Attendance is required at these study sessions. **Tardies and absences will be treated as other clinical absences of the entire clinical experience.**
11. Follow quality control procedures explicitly. If your QC results do not fall within accepted limits, notify you instructor immediately. **DO NOT REPORT ANY PATIENT RESULTS UNTIL THE CAUSE OF THE INCORRECT QC RESULT IS DETERMINED AND CORRECTED. Any intentional falsification of laboratory results on patient specimens or on quality control specimens will result in dismissal from the program and a grade of F for each course.**

REQUEST FOR REMOVAL OF STUDENTS FROM THE CLINICAL PRACTICUM

The hospital may request withdrawal of any student whose performance is unsatisfactory or whose conduct or disregard for hospital regulation compromises quality patient care or has detrimental effect on laboratory operation and/or personnel. Students may be changed from one clinical site to another if the faculty or clinical coordinator considers it necessary to ensure objective evaluation.

When it becomes obvious that a student is not maintaining standards necessary for the training and, in the opinion of the College and the Hospital, cannot improve his/her status to satisfactory performance, the student can be dismissed from the program.

This requires the mutual agreement of the College and the Hospital. The student will be given an unsatisfactory grade for the clinical department in which standards are not maintained. The student will remain in attendance until a formal hearing is held. Examples of cause for dismissal include (though not limited to) the following:

* Inadequate academic and technical competency

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- * Theft (regardless of amount) or dishonesty
- * Threatening, intimidating, or coercing patients or others
- * Willful damage of hospital equipment or property
- * Immoral or indecent conduct
- * Unprofessional behavior, conduct, or failure to follow dress code/hygiene policies
- * Physical assault/battery on employees or patients
- * Deliberate omission or falsification of significant information on timesheets or hospital records
- * Excessive clinical absences. (See attendance policy)
- * Willful acts or conduct detrimental to patient care or hospital operations that result in neglect or abuse of any patient
- * Insubordinate acts or statements, or failure to carry out orders
- * Altering or adjusting timesheets (individual's or other student's)
- * Unauthorized copying of hospital records, including patient medical charts
- * Violation of safety standards that could result in harm to patients/employees

The hospital has the right to refuse admission (or re-admission) to the practicum to any student on the basis of:

1. Academic record
2. Violation of hospital policy
3. Negligent, incompetent, or intentional actions that jeopardize patient care
4. Negligent or intentional violations of quality control practices
5. Failure to meet the Hospital's standards for safety, health, or ethical behavior

If the practicum must be repeated, the student can re-apply for admission to the program. If readmitted, it is preferred that the practicum be repeated in a different affiliate. The Laboratory Manager and clinical instructors will be informed of the reason the practicum must be repeated and may require an interview with the student.

Students will be allowed to repeat a practicum **only if clinical space is available** after non-repeating students are assigned clinical spots. **Repeating** students have **last priority** for clinical space. If a student fails or wishes to reapply for the program, s/he may appeal to the HCC Nursing/Allied Health Readmission Committee. Request for readmission must be initiated in writing by the student and directed to the MLT Program Director.

ATTENDANCE/DRESS/CONDUCT

1. **ABSENTEEISM IS STRONGLY DISCOURAGED. ATTENDANCE IS MANDATORY!! Students should be aware that prospective employers generally inquire about attendance records.**
2. The clinical rotation is set according to the school calendar, and the student is required to be present on all Hinds Community College school days. Hinds Community College holidays will also be holidays for clinical students.
3. **If a student must be absent or tardy during the clinical experience, s/he must notify the clinical instructor (601-376-4831) approximately one-hour before his/her scheduled starting time. The Program Director must also be called at this time at 376-4824.** Leave a message if there is no answer. All tardies and absences will be documented. Tardies or absences also apply to study session days, and are under the same guidelines.
4. Any absences of the clinical experience exceeding one absence must be made up. The MLT faculty, at the convenience of the clinical instructor, will schedule all make-up time for excused absences (usually a weekend). The student will be given ample advance notice of any scheduled make-up days.

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5. **Any absence occurring without notification will be brought to the attention of the MLT faculty, and the student may be dismissed from the program with a grade of F for the courses.**

The student's privilege to continue in the program will be evaluated if any make-up days are missed.

6. **The student is allowed only three (3) absences per semester for the clinical experience (clinical rotations and seminar sessions).** Remember that 3 tardies equals one absence. **All absences after the first absence will require make-up time to be done, with the amount of time and scheduling of such time to be at the discretion of the clinical instructor and HCC education coordinator. On the 4th absence, a written warning will be issued in an Excessive Absence Form. A 5th absence may result in dismissal from the program with a grade of F for the courses.**

7. Failure to report to the clinical site within five (5) minutes of the scheduled time to begin equals a tardy.

8. Any student missing more than **fifteen (15) minutes of clinical** will be counted as absent for the entire day, **regardless of when during the class it was missed (arrive late or leave early)**. Students sent home early (by the clinical instructor) due to staffing or workload issues will not be penalized with an absence.

9. Failure to notify the clinical instructor and the program director (376-4824) of any tardies that exceed 15 minutes will result in a conference with the Program Director in which the student's privilege to continue in the program will be evaluated.

10. Students are expected to be at the clinical affiliate for eight (8) hours each day. Occasionally, due to workload or staffing issues, the student may be sent home early. **If the student is sent home more than 1 hour early, the student must notify the Program Director at 376-4824. Failure to notify the program director may result in disciplinary action up to dismissal from the program.**

11. The students will document the times of arrival and departure at the clinical affiliate each day. The student will submit this document to the education coordinator during the seminar session. **Falsification of attendance records will result in immediate dismissal from the program.**

12. Health fairs, scheduled off campus activities, workshops, and conventions are considered class and clinical time. Only excused absence will be tolerated. **Failure to notify the program director before an absence of such an event will result in 10 points being deducted from the final performance evaluation and test grades in all laboratory departments encountered during that semester.**

13. Special consideration **will not** be given to student who live outside of the Jackson area or to those students with children.

14. During bad weather, please listen for an announcement or an Eagle Alert regarding the closure of HCC. The president of the College, Dr. Clyde Muse, will probably do this early in the morning. This is the only time you do not have to come to clinical due to weather. Absence without official closure by the college will be treated as a regular unexcused absence unless it is a danger for you to drive.

If HCC is closed, but you live close enough to the clinical affiliate to arrive there safely, it is highly recommended that you report for clinical. There may be laboratory staff that could not get in and your help will be greatly appreciated.

If HCC campus is closed for other reasons (i.e., local flooding, tornado, wind damage, power outage, etc.), you are expected to be at the clinical affiliate.

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15. Black scrubs are the required dress for clinical experience unless the clinical site specifies a specific dress code. Black leather tennis shoes without a lot of decoration must be worn. Students reporting to clinical experience in other than required dress will be asked to leave and return when properly attired. The time of absence must be made up. Disposable lab coats will be provided by the clinical affiliate. A nametag is required on all clinical days.
16. The student will follow all clinical affiliate safety regulations without exception. If injured while on duty, first report to your immediate clinical instructor. An accident report must be completed by you and the clinical instructor and turned in or faxed to the Nursing/Allied Health Center on the day of the accident. If the student is in a clinical affiliate that provides treatment or follow-up, the student should be referred to the appropriate agency department. If no treatment or follow-up is available, the student should be referred to his/her family physician. Any treatment of follow-up will be at the student's expense; therefore it is highly recommended that students have health insurance.
17. The Medical Laboratory Technology student will be responsible for acting professionally in his/her contact with patients, instructors, and laboratory co-workers by following the below:
 - a. Remains continually aware of his/her primary responsibility of the welfare of the patient.
 - b. Performs all procedures with integrity to the best of his/her ability.
 - c. Refers all questions and uncertainties to the clinical instructor.
 - d. Holds in confidence all information entrusted to him/her.
 - e. Respects and cooperates with his/her clinical instructors and laboratory co-workers.
 - f. Remains self-confident and interested in daily learning experiences.
 - g. Maintains positive and professional attitude about clinical rotation experience.

PROGRESS IN CLINICAL PRACTICUM I, II, III, and IV (MLT 2943, 2953, 2963, and 2973)

1. A grade of "C" (78%) is required for successful completion of each laboratory department of clinical experience. The grade from each laboratory department will be weighed as an equal percentage of the total semester grade and includes the evaluation grade and practical grade (written tests and practical).

A student who fails to complete one or more departments of the clinical experience with a grade of "C" must be interviewed by the clinical instructor of such department and the MLT faculty at HCC. If both parties agree, the student must then repeat the entire semester before progressing in his/her clinical experience. A student may reapply one time to the MLT program.

PROGRESS IN MLT 2711 and MLT 2723

1. A grade of "C" (70%) is required for successful completion of MLT 2711 and MLT 2723.

MLT 2723:

Students will receive grades on written tests. The students study questions will be evaluated as either complete or incomplete. The students will be required to do simulation remediation for the subject area that they were unsuccessful in passing. The amount of questions to complete for remediation is on the discretion of the instructor. In addition to written clinical examination, the student will be required to complete assigned Medialab/Medtraining computer programs and the assigned fifty subject area simulator questions by the end of the semester term. During the semester term the students will take the CLS Simulator Pre, Midterm, and Post Examination. The students must score 70% on the Post –Test. At the end of the semester, the students will be required to take a written Mock Certification Examination in which they must score 70% as well. Both written tests and computer programs will be weighed a percentage of the student's grade.

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MLT 2711:

Students will receive a grade for completion of assignments and participation. Students will be required to complete assigned subject area simulator questions. In addition, students will be required to attend all MLT club meetings, and PALI activities. At the end of the semester, students will be required to take a practice CLS Simulator Examination.

GRADUATION REQUIREMENTS

1. The student is responsible for making sure necessary information is sent to the records office for Hinds Community College at Raymond before the appropriate deadlines for final graduation from Hinds Community College.
2. The student is responsible for ensuring all graduating requirements are met according to the curriculum listed in the Hinds Community College Catalog.
3. The student is responsible for applying for the Medical Laboratory Technician registry exam before the deadline required – information can be obtained from the Medical Laboratory Technology Program director or instructors.
4. A comprehensive final examination will be given at the conclusion of clinical experience. A passing level of 70% or better is required for successful completion of the MLT curriculum.

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Affective Domain Evaluation

The student will receive a composite rating for each characteristic by each course instructor. The student will be oriented on unacceptable and acceptable characteristics prior to the first day of class. If any characteristics are identified as unsatisfactory anytime during the course but prior to receiving the final rating, two points will be deducted from the final course grade in his or her MLT courses for every characteristic deemed unsatisfactory up to a maximum of 10 points.

The affective domain evaluations will be kept in the student's departmental folder.

Student Name: _____

Instructor: _____

Course: _____

Date: _____

Directions: Mark the phrase in each category which most closely represents your evaluation of the student's professional performance:

Key: S = Satisfactory
 U = Unsatisfactory
 NA = Not applicable

1. Initiative

The student:

(S) _____ Begins work in a timely manner without being reminded.

(U) _____ Has difficulty 'getting started' on work.

Rationale: _____

Counseling Date: _____ Initials of evaluator: _____

(NA) _____ Not applicable.

2. Dependability regarding time

The student:

(S) _____ Is punctual.

(U) _____ Is not punctual.

Rationale: _____

Counseling Date: _____ Initials of evaluator: _____

(NA) _____ Not applicable

3. Dependability regarding assignments

The student:

(S) _____ Completes assignments within established deadlines

(U) _____ Does not meet deadlines.

Rationale: _____

Counseling Date: _____ Initials of evaluator: _____

(NA) _____ Not applicable.

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4. Professional Appearance/Personal Hygiene
The student:
(S) _____ Adheres to the dress code.
(U) _____ Does not adhere to the dress code.
Rationale: _____

Counseling Date: _____ Initials of evaluator: _____
(NA) _____ Not applicable.
5. Work Area Maintenance
The student:
(S) _____ Leaves work area clean and restocked.
(U) _____ Does not leave work area clean and restocked
Rationale: _____

Counseling Date; _____ Initials of evaluator: _____
(NA) _____ Not applicable.
6. Care and Use of Equipment
The student:
(S) _____ Properly uses and maintains equipment.
(U) _____ Does not use and maintain equipment properly even after instructions.
Rationale: _____

Counseling Date: _____ Initials of evaluator: _____
(NA) _____ Not applicable.
7. Inter-Relationships with Professional Personnel/Peers
The student:
(S) _____ Interrelates with professional personnel and/or peers in a constructive professional manner (e.g. via professional communications and effective team skills).
(U) _____ Interrelates with professional personnel and/or peers in a manner that is deemed abusive or disruptive
Rationale: _____

Counseling Date: _____ Initials of evaluator: _____
(NA) _____ Not applicable
8. Ability to respond to professional direction
The student:
(S) _____ Willingly follows instructions and accepts professional constructive criticism regarding work/behavior.
(U) _____ Is willfully disobedient and does not accept professional constructive criticism.
Rationale: _____

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- Counseling Date: _____ Initials of evaluator: _____
- (NA) _____ Not applicable.
9. Judgment
- The student:
- (S) _____ Handles work in logical sequence, is fully aware of own limitations, and seeks help when needed.
- (U) _____ Has difficulty handling work in logical sequence, even after direction, does not recognize limitations even after limitations are pointed out.
- Rationale: _____

- Counseling Date: _____ Initials of evaluator: _____
- (NA) _____ Not applicable.
10. Professional Maturity
- The student:
- (S) _____ Handles stressful situations in a calm and efficient manner.
- (U) _____ Cannot handle even moderately stressful situations.
- Rationale: _____

- Counseling Date: _____ Initials of evaluator: _____
- (NA) _____ Not applicable.
11. Professional Ethics – Confidentiality
- The student:
- (S) _____ Does not provide confidential information when questioned by patients or unauthorized others concerning information or test results.
- (U) _____ Discusses test results and confidential information with patients or unauthorized others.
- Rationale: _____

- Counseling Date: _____ Initials of evaluator: _____
- (NA) _____ Not applicable.
12. Professional Ethics – Honesty
- The student:
- (S) _____ Is always honest (e.g., in reporting results, taking examinations, checking for mistakes, repeating questionable tests, admitting and correcting mistakes, etc.).
- (U) _____ Is not honest (e.g., in reporting results, taking examinations, checking for mistakes, repeating questionable tests, admitting and correcting mistakes, etc.).
- Rationale: _____

- Counseling Date: _____ Initials of evaluator: _____
- (NA) _____ Not applicable.

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13. Safety
The student:
(S) _____ Adheres to all published safety guidelines in the laboratory.
(U) _____ Does not adhere to safety regulations even after reminding.
Rationale: _____

Counseling Date: _____ Initials of evaluator: _____
(NA) _____ Not applicable
14. Organization of work
The student:
(S) _____ Can organize work with minimum assistance.
(U) _____ Cannot organize work and requires much assistance.
Rationale: _____

Counseling Date: _____ Initials of evaluator: _____
(NA) _____ Not applicable
15. Quantity of work
The student:
(S) _____ Can produce required quantity of work with accuracy in allotted time.
(U) _____ Cannot complete required quantity of work with accuracy in allotted time.
Rationale: _____

Counseling Date: _____ Initials of evaluator: _____
(NA) _____ Not applicable
16. Participation in required Hinds/MLT student activities. Examples: Fundraiser, campus events
The student:
(S) _____ Participates in Hinds/MLT activities.
(U) _____ Does not participate in Hinds/MLT activities.
Rationale: _____

Counseling Date: _____ Initials of evaluator: _____
(NA) _____ Not applicable
17. Participation in required, community service.
The student:
(S) _____ Participates community service.
(U) _____ Does not participate in community service.
Rationale: _____

Counseling Date: _____ Initials of evaluator: _____
(NA) _____ Not applicable

COMMUNITY SERVICE DEDUCTIONS: THE DEDUCTIONS WILL BE TWO POINTS PER HOUR.

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18. Participation in required MLT Club meetings. The minimum requirement for attendance is **50%**.

The student:

- (S) _____ Attends 50% of MLT Club meetings.
(U) _____ Does not attend 50% of MLT Club meetings.
Conferences/conventions, and events.

Rationale: _____

Counseling Date: _____ Initials of evaluator: _____

- (NA) _____ Not applicable

CLUB MEETING DEDUCTIONS: IF 50% OF ATTENDANCE HAS NOT BEEN MET, STUDENTS WILL BE DEDUCTED TWO POINTS FOR EACH MEETING THEY DO NOT ATTEND

19. Participation in required Peer Assisted Learning Initiative Session.

The student:

- (S) _____ Participates in PALI session
(U) _____ Does not participate in PALI session.

Rationale: _____

Counseling Date: _____ Initials of evaluator: _____

- (NA) _____ Not applicable

PALI SESSIONS ARE MANDATORY. THERE ARE TWO SESSIONS PER SEMESTER. THESE SESSIONS WILL BE HELD ON FRIDAYS. THE DATES WILL BE PROVIDED TO STUDENTS THROUGH COMMUNICATION ON CANVAS. STUDENTS ARE EXPECTED TO MAKE ARRANGEMENTS TO ATTEND. PALI IS DESIGNED TO ASSIST STUDENTS IN THEIR MEDICAL LABORATORY TECHNOLOGY COURSES. EACH STUDENT WILL BE PLACED IN GROUPS WITH A SECOND YEAR MENTOR STUDENT. THE ASSIGNMENTS AND ACTIVITIES HAVE BEEN CONSTRUCTED AND REVIEWED BY THE INSTRUCTORS. THESE SESSIONS ARE USED AS REVIEW AND REMEDIATION OF LEARNING.

20. Participation in required ASCLS Student Forum.

The student:

- (S) _____ Participates in ASCLS MS Student Forum.
(U) _____ Does not participate in ASCLS MS Student Forum.

Rationale: _____

Counseling Date: _____ Initials of evaluator: _____

- (NA) _____ Not applicable

ASCLS MS STUDENT FORUM IS A ONE DAY EVENT THAT IS HELD ON A FRIDAY. THE SESSION BEGINS IN THE MORNING AND ENDS AT NOON. STUDENT FORUM IS MANDATORY FOR ALL STUDENTS TO ATTEND. STUDENTS MUST PROVIDE AN OFFICIAL EXCUSE IN ORDER TO BE ABSENT.

ASCLS MS STUDENT FORUM POINT DEDUCTION: TWO POINTS WILL BE DEDUCTED FOR THE EVENT.

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STUDENT HANDBOOK

21. Participation in required ASCLS MS-LA Annual State Meeting and Student Bowl Competition.

The student:

(S) _____ Participates in ASCLS MS-LA State Meeting and Student Bowl

(U) _____ Does not participate in ASCLS MS Student Forum and Student Bowl.

Rationale: _____

Counseling Date: _____ Initials of evaluator: _____

(NA) _____ Not applicable

ASCLS MS-LA ANNUAL STATE MEETING AND STUDENT BOWL COMPETITION IS A REQUIRED EVENT. THE MEETING IS A MAXIMUM OF FOUR DAYS. STUDENTS ARE REQUIRED TO ATTEND IN PROFESSIONAL BUSINESS CASUAL ATTIRE.

ASCLS MS-LA ANNUAL STATE MEETING AND STUDENT BOWL COMPETITION: TWO POINTS WILL BE DEDUCTED PER DAY THAT THE STUDENT IS ABSENT.

My signature indicates that my instructor(s) have reviewed this evaluation with me and does not indicate that I necessarily agree with this evaluation.

Student Signature

Date

Instructor Signature

Date

**HINDS COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY PROGRAM
STUDENT HANDBOOK**

**MEDICAL LABORATORY TECHNOLOGY PROGRAM
ESSENTIAL REQUIREMENTS “TECHNICAL STANDARDS”**

Faculty in the MLT program have a responsibility for the welfare of students enrolled in the program, for patients affected or treated by students in the program, and for staff working in the program. Therefore, admission and retention decisions for the MLT Program are based not only on satisfactory academic achievement, but also on non-academic factors that serve to insure that candidates can complete the essential requirements of the academic program for graduation. Essential requirements, as distinguished from academic standards, refer to those cognitive, physical, and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum and for the development of professional attributes required of students at graduation.

The MLT program has established the following list of minimum essential (non-academic) requirements in compliance with the American Disabilities Act (PL 101-336), and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) that must be met, with or without reasonable accommodations, in order to participate in the program and graduate. HCC will provide services and training without discrimination to academically qualified persons who meet these standards.

Vision/Observation Requirements: ability to read charts, graphs, instrument displays, and the printed word, on paper or a computer monitor; distinguish gradients of colors, interpret microscopic and macroscopic details. **NOTE:** Color blindness does not necessarily preclude admission to the program.

Speech/Hearing/Communication Requirements: communicate effectively and sensitively in written and spoken Standard English in a manner that is understandable with instructors, fellow students, patients, and other members of the health care team in person and on the other end of the telephone; write and transmit information clearly, accurately, and efficiently.

Motor Function Requirements: sufficient motor function to perform a variety of routine laboratory testing, move freely and safely from one location to another in the clinical laboratory, patient care areas, corridors, and elevator; sufficient upper body muscle coordination to collect appropriate clinical specimens safely and accurately; dexterity to manipulate tools, instruments, and small equipment, including keyboards or other data input tools in a manner consistent with standards of clinical laboratory practice; ability to travel to assigned clinical experience sites; lift and move objects of at least 20 pounds.

Intellectual, Conceptual, Integrative and Quantitative Requirements: read and understand textbooks, professional journals, and instrument manuals; read and follow written and verbal instruction in Standard English; measure, calculate, reason, analyze, evaluate and synthesize laboratory information/data.

Behavioral and Social Requirements: possess the emotional stability required to be able to exercise good judgment in the lecture, laboratory, and clinical settings; work under time constraints to complete tasks on time in a mature, sensitive, and effective manner; work under both relaxed and stressful emergency situations, prioritize tasks, work on at least two different tasks at one time; make correct judgments with regards to patient results; be flexible with scheduling and able to adapt to changing environments in the laboratory; maintain alertness and concentration during a normal work period; work safely with potential chemical, radiological, and biological hazards using Universal Precautions; meet attendance requirements; possess the physical and psychological health requirements for full utilization of abilities; apply knowledge, skills, and values learned from coursework and life experience to new situations.

I certify that I have read and understand the Hinds Community College MLT Program’s Essential Requirements for admission and that I expect to be able to perform these functions, with or without reasonable accommodations.

- I am capable of meeting each of the Essential Requirements for admission with no accommodations.
- I am capable of meeting the Essential Requirements with reasonable accommodations.
- I am not capable of meeting the Essential Requirements.

Signature: _____ Printed Name: _____ Date: _____

NOTE: The MLT program does not discriminate on the basis of race, religion, color, national origin, marital status, sex, sexual orientation, age, or disability.

**HINDS COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY PROGRAM**

STUDENT HANDBOOK

**HINDS COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY**

STUDENT HANDBOOK

ACKNOWLEDGEMENT FORM

I have received a copy of the *MLT Student Handbook* and understand that I am responsible for knowing the contents.

- I agree to abide by the policies and Code of Ethics of the MLT program.
- I am aware of the clinical placement policies and procedures.
- I understand that neither HCC nor the affiliate clinical agency will assume the cost of treatment or care for injury or medical conditions occurring during my clinical or student laboratory experiences.
- I certify that I have read and understand the HCC MLT program's Essential Requirements and that I meet each, with or without reasonable accommodations.
- I understand that failure to abide by the policies will be grounds for disciplinary action and possible dismissal from the MLT program.

Student Name: _____
(Please Print)

Student Signature: _____ Date: _____

Please sign, date, remove this page from the handbook and turn in to your instructor by the next class meeting.

**HINDS COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY PROGRAM**

STUDENT HANDBOOK

**HINDSCC & NAHC
HANDBOOK**

ACKNOWLEDGEMENT FORM

I have read a copy of the Hinds Community College and NAHC *Student Handbook* and understand that I am responsible for knowing the contents.

Student Name: _____
(Please Print)

Student Signature: _____ Date: _____