

**San Jacinto College**

**Central Campus**

**Department of Medical Laboratory Technology**

**PROGRAM HANDBOOK**

**Spring 2022**

Revised: January 25, 2022

Addendum to the San Jacinto College Student Handbook:

<http://www.sanjac.edu/sites/default/files/201415StudentHandbook.pdf>

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## **1.0 Introduction**

### **1.1 San Jacinto College Vision and Mission Statement**

#### **Vision**

San Jacinto College will be the leader in educational excellence and in the achievement of equity among diverse populations. We will empower students to achieve their goals, redefine their expectations, and encourage their exploration of new opportunities. Our passions are people, learning, innovation, and continuous improvement.

#### **Mission**

Our mission is to ensure student success, create seamless transitions, and enrich the quality of life in the communities we serve.

#### **MLT Program Mission**

The San Jacinto College Medical Laboratory Technology program mission is to provide an accredited associate degree program, committed to excellence in professional education of competent medical laboratory technologists. This mission is supported by the provision of comprehensive skills and knowledge necessary to perform laboratory testing in all areas of the clinical laboratory.

## **1.2 Welcome**

To the Freshman Class in Medical Laboratory Technology:

Welcome to the San Jacinto College's program in Medical Laboratory Technology. The science of medical technology dates back to the early fourteenth century; however, then the tasks as well as the tools were very simple. The first clinical laboratory entirely devoted to clinical medicine in the United States, was founded in 1875. From these meager beginnings, the science as we know it today has emerged.

During the next two years, you will be working to attain the goal of becoming a medical laboratory technician. We will be working to help you learn and understand the complexities involved in the field of clinical laboratory science.

We hope you enjoy your course of study and that it will be a valuable learning experience. It will be our pleasure to share the next two years with you. Below is a list of names with which you might begin to familiarize yourself. These names will be important to you over the next two years.

Dr. Brenda Hellyer, Chancellor  
San Jacinto College District

Dr. Laurel V. Williamson, Deputy Chancellor and President  
San Jacinto College Central

Dr. Rhonda Bell, Dean  
Health Sciences

Carrol LaRowe, Department Chair  
Health Sciences

Lindsey Douglas EdD, MLS (ASCP)<sup>cm</sup>, SH (ASCP)<sup>cm</sup>, Program Director  
Clinical Laboratory Science

Tina B. Fontenot, BS, MT (ASCP), Instructor  
Clinical Laboratory Science

These pages have been assembled to help you during the first few weeks since there is so much to learn in a short period of time. As members of the faculty of San Jacinto College, let us extend to you a TEXAS SIZE WELCOME.

You are about to start on a very interesting voyage as you enter the profession of Medical Laboratory Technology. It is a very exciting but demanding career. What will be expected of you?

To start with, you have probably already set certain standards of performance for yourself based on your knowledge of your social and academic strengths and weaknesses.

Your instructor will expect certain things of you in relation to fulfilling assignments, learning the vocabulary of the clinical laboratory and standards for achievement.

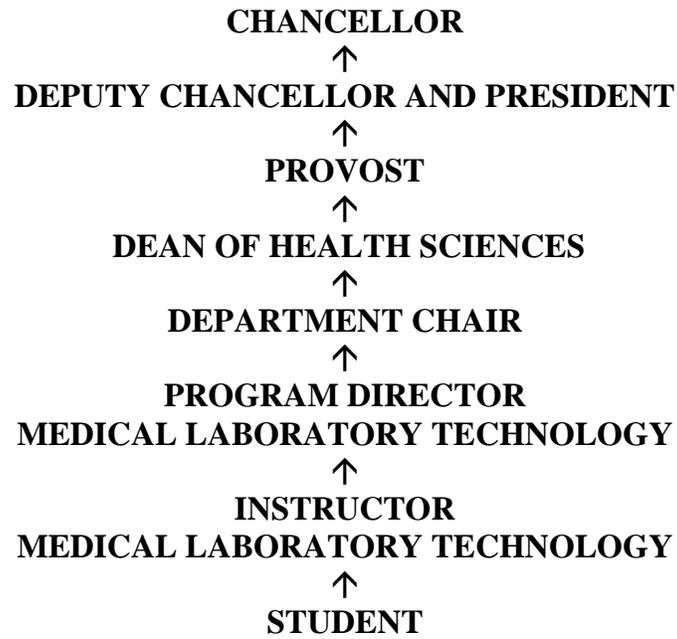
In addition to learning textbook materials; great demands of conduct, discipline, personality, skill and attitude will be made of you. If you plan to study within the medical realm and eventually become a part of it; you must look at this new world with its true reality. It is a world filled with enormous responsibilities and a certain amount of stress where there is no room for error.

As you enter this program you have assumed a mature adult position. Your behavior in this educational program represents not only you but your profession, your department, your background, and your family. Therefore, begin now to think and act as a professional individual. Always be honest with yourself and the college. If you need help, do not feel embarrassed to ask for it.

The way of a student contains many sacrifices, but here is the accomplishment upon graduation of becoming a professional in an ever expanding field. The potential opportunities are unlimited and we wish you great success.

Remember we, your instructors, are here to help you succeed.

### 1.3 Chain of Command



Any time there is doubt about the proper procedure **ALWAYS** contact the instructor first.

## 1.4 MLT Student Goals and Outcomes

<p><b><i>The student goals for the Medical Laboratory Technology Program are:</i></b></p>	<p><b><i>The student learning outcomes for Medical Laboratory Technology are:</i></b></p>
<p><b><i>1. The student will be competent to work in the clinical laboratory.</i></b></p>	<ol style="list-style-type: none"> <li>1. The student will collect, process, and analyze blood and body fluid specimens.</li> <li>2. The students will determine specimen acceptability.</li> <li>3. The student will produce accurate and reliable test results.</li> <li>4. The student will perform and interpret quality control and patient testing.</li> </ol>
<p><b><i>2. The student will exercise critical thinking skills.</i></b></p>	<ol style="list-style-type: none"> <li>1. The student will demonstrate ability to trouble shoot patient and quality control results.</li> <li>2. The student will trouble shoot analyzer errors.</li> <li>3. The student will manage and prioritize workload appropriately.</li> </ol>
<p><b><i>3. The student will communicate effectively.</i></b></p>	<ol style="list-style-type: none"> <li>1. The student will demonstrate effective oral communication skills.</li> <li>2. The student will demonstrate effective written communication skills.</li> <li>3. The student will demonstrate effective communication across healthcare disciplines.</li> </ol>
<p><b><i>4. The student will demonstrate professionalism.</i></b></p>	<ol style="list-style-type: none"> <li>1. The student will demonstrate ethical behavior.</li> <li>2. The student will demonstrate professional behavior.</li> <li>3. The student will demonstrate HIPAA compliance.</li> </ol>

## 2.0 MLT Program Curriculum Plan, Course Descriptions, Faculty

### 2.1 Curriculum Plan: Associate of Applied Science Degree Fall Start

Pre-requisite	Credit
BIOL2404- Introduction to Anatomy and Physiology*	4
MATH1314 College Algebra or Higher	<u>3</u>
	7
<b>First Term</b>	
MLAB 1201-Intro. to Clinical Laboratory Science	2
PLAB 1223-Phlebotomy	2
MLAB 1311- Urinalysis	3
MLAB 2534-(Clinical) Microbiology	5
MLAB 1235- Immunology and Serology	<u>2</u>
	14
<b>Second Term</b>	
MLAB 1227-Coagulation	2
MLAB 2164- Practicum I Med. Lab Technician	1
MLAB 2431- Immunohematology	4
MLAB 1415-Hematology	4
ENGL 1301 Composition I	<u>3</u>
	14
<b>PostY1Summer</b>	
MLAB 2165-Practicum II-Med. Lab Technician	1
SCIT 1370- Introduction to Analytical Chemistry	<u>3</u>
	4
<b>Third Term</b>	
MLAB 2321- Molecular Diagnostics for Clin Lab	3
MLAB 2167-Practicum III-Med. Lab Technician	1
MLAB 2401-Clinical Chemistry	4
*Select one of the following:	
SPCH 1311; SPCH 1315; SPCH 1318; SPCH 1321	<u>3</u>
	11
<b>Fourth Term</b>	
MLAB 2238 –Advanced Topics in Medical Laboratory Technician	2
MLAB 2168-Practicum IV-Med. Lab Technician	1
PSYC 2301-General Psychology	3
**Humanities or Fine Arts	3
MLAB 2132- Seminar in Medical Laboratory Technology	1
	10
<hr/>	
<b>Associate of Applied Science Degree Total</b>	<b>60</b>

## 2.2 Curriculum Plan: Associate of Applied Science Degree Spring Start

Pre-requisite	Credit
BIOL2404- Introduction to Anatomy and Physiology*	4
MATH1314 College Algebra or Higher	<u>3</u>
	7
<b>First Term</b>	
MLAB 1201-Intro. to Clinical Laboratory Science	2
PLAB 1223-Phlebotomy	2
MLAB 1311- Urinalysis	3
MLAB 2534-(Clinical) Microbiology	5
MLAB 1235- Immunology and Serology	<u>2</u>
	14
<b>Y1Summer</b>	
MLAB 1227-Coagulation	2
MLAB 1415-Hematology	<u>4</u>
	6
<b>Second Term</b>	
MLAB 2164- Practicum I Med. Lab Technician	1
MLAB 2431- Immunohematology	4
MLAB 2165-Practicum II-Med. Lab Technician	1
SCIT 1370- Introduction to Analytical Chemistry	3
PSYC 2301-General Psychology	3
ENGL 1301 Composition I	<u>3</u>
	15
<b>Third Term</b>	
MLAB 2321- Molecular Diagnostics for Clin Lab	3
MLAB 2167-Practicum III-Med. Lab Technician	1
MLAB 2401-Clinical Chemistry	4
MLAB 2168-Practicum IV-Med. Lab Technician	1
*Select one of the following:	
SPCH 1311; SPCH 1315; SPCH 1318; SPCH 1321	<u>3</u>
	12
<b>Fourth Term</b>	
MLAB 2238 –Advanced Topics in Medical Laboratory Technician	2
**Humanities or Fine Arts	3
MLAB 2132- Seminar in Medical Laboratory Technology	<u>1</u>
	6
<hr/>	
<b>Associate of Applied Science Degree Total</b>	<b>60</b>

**Capstone Experience: MLAB 2238**

\*\*Courses which satisfy this requirement are listed in the Humanities and Visual Performing Arts section of the Transfer Core Curriculum.

## **2.3 Course Descriptions**

### **HPRS 1191 Special Topics in Allied Health-Clinical Lab Assistant**

This course covers recently identified current events skills, knowledge and/or attitudes and behaviors pertinent to the occupation and relevant to the professional development of the student. The student will learn to utilize critical thinking skills to evaluate relevant journal articles and case studies. Various professional organizations will be discussed. The value of continuing education and opportunities such education affords will be stressed. The student will be introduced to the computer resources available for the field. **Prerequisite:** HPRS 1391 (1:1-0)

### **HPRS 1391 Special Topics in Allied Health-Clinical Lab Assistant**

This course covers recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the occupation and relevant to the professional development of the student. The student will learn how to perform waived tests and aid the technologists in the clinical laboratory. Topics to be addressed include microbiology, hematology, serology and urinalysis, as well as specimen processing. The importance of safety and patient confidentiality will be emphasized. The student will also learn how to screen donors for blood bank donations. **Prerequisite:** PLAB 1223. **Prerequisite or co-requisite:** PLAB 1166 (3:2-1)

### **MLAB 1201 Introduction to Clinical Laboratory Science**

This course is an introduction to clinical laboratory science including quality control, laboratory math, safety, laboratory equipment, laboratory settings, accreditation, certification, professionalism and ethics. **Prerequisites:** to enroll in this course, a student must have qualified to enter the medical laboratory technology program or have permission from the program director of the medical laboratory technology department. (2:2-1)

### **MLAB 1227 Coagulation**

This is a course in coagulation theory, procedures, and practical applications. It includes quality control, quality assurance, safety and laboratory procedures which rely on commonly performed manual and/or semi-automated methods. **Prerequisite:** MLAB 1201. (2:2-1)

### **MLAB 1235 Immunology/Serology**

This course is an introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures as well as quality control, quality assurance, and safety. **Prerequisite or Co-requisite:** MLAB 1201. (2:2-1)

### **MLAB 1311 Urinalysis & Body Fluids**

This course is an introduction to the study of urine and body fluid analysis. It includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids as well as quality control, quality assurance and safety. **Prerequisite:** a student must enroll in the medical laboratory technology program. (3:2-2)

### **MLAB 1415 Hematology**

This is a study of blood cells in normal and abnormal conditions. It includes instruction in the theory and practical application of hematology procedures, including quality control, quality assurance, safety, manual and/or automated methods as well as blood cell maturation sequences, and normal and abnormal morphology with associated diseases.

**Prerequisite:** a student must have been accepted into the medical laboratory technology program or have permission from the department chair. MLAB 1201. (4:3-4)

### **MLAB 2164 Practicum I-Medical Laboratory Technician**

This course covers practical general training and experiences in the workplace. The College and the employer develop and document an individualized plan for the student. The plan relates to the workplace training and experiences to the student's general and technical course of study. This course may be repeated if topics and learning outcomes vary.

**Prerequisite:** MLAB 1311; MLAB 1415; MLAB 1201; PLAB 1223, Corequisite: MLAB 1227. (1:0-9)

### **MLAB 2165 Practicum II-Medical Laboratory Technician**

This course covers practical general training and experiences in the workplace. The College and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. This course may be repeated if topics and learning outcomes vary.

**Prerequisite:** MLAB 2431 and MLAB 1231. (1:0-9)

### **MLAB 2167 Practicum III-Medical Laboratory Technician**

This course covers practical general training and experiences in the workplace. The College and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. This course may be repeated if topics and learning outcomes vary.

**Prerequisite:** MLAB2501. (1:0-9)

### **MLAB 2168 Practicum IV-Medical Laboratory Technician**

This course covers practical general training and experiences in the workplace. The College and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. This course may be repeated if topics and learning outcomes vary.

**Prerequisite:** MLAB2431, MLAB 1415, MLAB 1235. (1:0-9)

### **MLAB 2338 Advanced Topics in Medical Laboratory Technician**

This course examines the integration of all areas of the clinical laboratory and correlates laboratory test data with diagnostic applications and pathophysiology using critical thinking skills. This capstone course provides the student with the synthesis of knowledge and skills in preparation for professional employment and establishes the framework for continuous growth in the medical laboratory technology field. **Prerequisites:** MLAB 2434 and MLAB 2266. (3:3-0)

### **MLAB 2431 Immunohematology**

This is a study of blood antigens and antibodies. It presents quality control, basic laboratory technique and safety. It includes the principles, procedures and clinical significance of test results in genetics, blood group systems, pre-transfusion testing, adverse effects of transfusions, donor selection and components, and hemolytic disease of the newborn. **Prerequisite or co-requisite:** MLAB 1235. (4:3-4)

### **MLAB 2534 Microbiology**

This course covers instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, quality control, quality assurance, safety, setup, identification, susceptibility testing, and reporting results.

**Prerequisite or co-requisite:** MLAB 1201 or department chair approval. (4:4-4)

### **MLAB 2501 Chemistry**

This course is an introduction to the principles and procedures of various tests performed in Clinical Chemistry. It presents the physiological basis, principle and procedure, and clinical significance of test results, including quality control and reference values. It includes basic chemical laboratory technique and safety, electrolytes and acid-base balance,

proteins, carbohydrates, lipids, enzymes, endocrine function, and toxicology. **Prerequisite or co-requisite:** MLAB 1201. (5:3-6)

### **MLAB 2132 Seminar in Medical Laboratory Technology**

This course is designed to reinforce didactic information with laboratory methodologies and to allow exploration of advanced techniques in medical laboratory technology. **Prerequisite(s):** MLAB 2401; MLAB 2321; MLAB 2167 (1:0-3)

### **MLAB 2321 Molecular Diagnostics for Clinical Laboratory Science**

This course is a comprehensive overview of the fundamental principles of clinical molecular diagnostics and explores the use of molecular techniques in diagnosis of disease. (3:0)

### **PLAB 1166 Practicum Phlebotomy**

This is a practical, general workplace training supported by an individual learning plan developed by the employer, the College and the student. **Prerequisite:** PLAB 1223. (1:0-8)

### **PLAB 1223 Phlebotomy**

This course covers skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. It includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. It covers infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics and medical terminology. (2:2-1)

### **SCIT 1495 Special Topics in Analytical Chemistry**

This course covers recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. It introduces basic chemistry principles such as the periodic classification of elements, structure of matter, chemical bonding, formulas and chemical reactions. It presents properties of acids and bases and their application in the clinical setting and it also includes a brief introduction to organic chemistry, structures of carbohydrates, lipids and proteins. It relates topics to their significance in the performance of laboratory testing as well as human health and body function. **Prerequisite:** MLAB 1201 (4:4-0)

## **2.4 Program Faculty and Administration**

Program Director and Clinical Coordinator:

Lindsey Douglas EdD, MLS (ASCP)<sup>cm</sup>, SH (ASCP)<sup>cm</sup>

[Lindsey.Douglas@sjcd.edu](mailto:Lindsey.Douglas@sjcd.edu)

281-478-2730

Full-Time MLT Instructors:

1. Tina B. Fontenot BS, MT (ASCP)

[Tina.Fontenot@sjcd.edu](mailto:Tina.Fontenot@sjcd.edu)

281-998-6150 ext. 1337

Part-Time Faculty Instructors:

1. Tincilley Abraham

2. Emmanuel Nyanganu
3. Patricia Martinez
4. Ronda Biondillo
5. Peter Samson

### **3.0 MLT Program Accreditation and Organizations**

#### **3.1 NAACLS Accreditation Information**

The SJCC MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). The address and phone number of NAACLS is as follows:

NAACLS  
8410 West Bryn Mawr Avenue, Suite 670  
Chicago, Illinois 60631-3415  
Phone: 773-714-8880  
Fax: 773-714-8886  
Website: [www.naacls.org](http://www.naacls.org)

#### **3.2 ASCP Credentialing Requirements**

Upon successful completion of the MLT program, the graduate is eligible to take the certification examination, or Board of Certification (BOC), sponsored by the American Society of Clinical Pathologists (ASCP). Upon passing the certification examination, the graduate will be a certified Medical Laboratory Technologist or MLT(ASCP). Passing the certifying examination is not a requirement for graduation from the MLT program at SJCC but registration will be required during the final semester of the program.

Fees to fund the student's national exam are included in the tuition during the final semester prior to graduation.

\* The student will not need to pay for their own exams as this has been included in the fee schedule of the program. The MLT program staff will inform you when you should register with the ASCP. \*

Students will be required to register online for their exam with the ASCP:

Website: [ASCP Homepage](#)  
Instructional Video: [ASCP Registration Instructions](#)

#### **3.3 Mu Lambda Theta Student Organization**

Students attending the program approved professional activities or other professional activity must be a member of Mu Lambda Theta (MLT). The rules for school sponsored travel must be followed,

and attendance for all missed medical laboratory technology classes is excused. See the Mu Lambda Theta sponsor for attendance guidelines and membership details.

### **3.4 UTMB Continuing Education Opportunity**

The Department of Clinical Laboratory Sciences at the University of Texas Medical Branch has established articulation agreements with San Jacinto College Central to provide a route for medical laboratory technicians to receive credit for a portion of their MLT coursework and, in some cases, to be accepted early to the CLS Program if they satisfy certain criteria. To view the articulation agreement, please use the following weblink:

[Articulation Agreement UTMB and San Jacinto College](#)

## **4.0 Academic Policies, Guidelines, and Procedures**

### **4.1 Application and Selection Process**

This is a selective admission program. A limited number of students are admitted into the program bi-annually. Class size is determined by the availability of clinical space. Limited enrollment ensures a quality laboratory and clinical experience needed to become a competent entry level medical laboratory technologist. To be considered for selection to the Medical Laboratory Technology Program the following steps must be completed:

1. Be admitted to San Jacinto College. Visit our website at <http://www.sanjac.edu/apply-register/overview/apply-now>
2. Provide Official Transcripts
  - A. High School Diploma or GED Certificate required.
  - B. Students with any transfer credits **MUST** have college transcripts analyzed by San Jacinto College (enrollment services transcript evaluation) prior to submitting an application.
  - C. Medical Laboratory Technology department chair/program director has final approval of all transferred courses that apply toward the degree in Medical Laboratory Technology.
  - D. Transcripts from other colleges must be official and sent to:
    - a) Office of Enrollment Services and
    - b) Medical Laboratory Technology Office
3. Completion of all of the following prerequisite courses with a minimum of a “C” before admission to the program.

• BIOL 2404 Introduction to Anatomy and Physiology Lab and Lecture .....	4
• MATH 1314 College Algebra or Higher .....	3
	Total: 7

Any of the following support courses requires a minimum of a “C” also and if not achieved the course must be retaken until successful.

- Engl 1301 English Composition
- Psych 2310 General Psychology \*Humanities or Fine Arts
- Spch X3XX Speech

Academic science courses must not have been completed earlier than five (5) years prior to program acceptance. If the time requirement is exceeded the student must retake the course successful with a minimum grade of “C”. Higher level math such as Calculus may be evaluated for possible substitution if a student was placed out of college algebra. A higher level English course may be evaluated for possible substitution if a student has placed into a higher level English. Substitutions must be approved by the department chair/program director and Dean of Health Sciences.

4. Receive and complete a Medical Laboratory Technology application by deadline of June 1 or November 1.
5. Complete a criminal background check and urine drug screen before admission (but after selection) into the program.
6. Complete health requirements before admission (but after selection) into the program.

## **4.2 Admission Process**

Once *selected*, acceptance into the Medical Laboratory Technology Program is determined after completion of the following:

1. Completion of “Acceptance Form” and returned via email or bring to the Administrative Assistant in Health Sciences Building no later than a designated time.
2. Mandatory attendance at the pre-enrollment and orientation sessions.
3. Submission of your driver’s license for proof of identification; and health insurance; bring verification to the orientation session.
4. Submission of complete health records by designated date by enrolling in Castlebranch.
5. Complete uniform order. Students admitted to the program assume all costs for uniforms, books and other necessary supplies.
6. Submission of any outstanding required documents (that may have been brought to your attention at orientation).
7. Completion and satisfactory results for drug/alcohol screening and background check (instructions provided during orientation session).
8. Any additional requirements will be discussed in selection letter.

## **4.3 Students Requesting Transfer into the MLT Program**

If a student from another program requests to transfer into the Medical Laboratory Technology Program, they must send all college transcripts, an application to the Medical Laboratory Technology Program and to San Jacinto College District - Central Campus, and complete all requirements of newly accepted students into the Medical Laboratory Program. Examples are, but not limited to: Immunizations, drug/alcohol screen, background check, physical exam, CPR. All transfers into the program will occur at the start of the semester if space is available. Additionally, certain items must be fulfilled before admittance and program completion:

A. Student is responsible for completing and submitting all course substitution forms that need to be considered by the college.

\*Courses completed by the transferring student must be deemed equivalent by the Office of Enrollment Services. Any previous Medical Laboratory Technology courses must match the sequence with our program.

B. The transferring student must request that their current program director/chair send a letter to us stating that the student is in good standing in their program, academically and professionally.

C. The transferring student cannot have any professional/ethical counseling on file in their current program.

D. The transferring student must successfully complete a cumulative clinical competency assessment of procedures student has been deemed competent by previous program.

E. The transferring student must meet program required pre- and co- requisites.

F. The transferring student must complete a minimum of 25% of the program in order to receive a degree in Medical Laboratory Technology from San Jacinto College.

#### **4.4 Criminal Background Checks and Drug/Alcohol Screenings**

In compliance with the clinical practice agreement between San Jacinto College and its affiliates, a criminal background check and drug/alcohol screen is required for all students attending clinical rotations once a year. The student is required to report ***ANY charges or convictions entering into the program or at any time while enrolled in the program (see bullet below “Charges while Enrolled in Program”)***. The enforcement of this guideline is in conjunction with the hospital’s compliance with The Joint Commission’s standards. Additionally, this guideline helps to identify students who may have difficulty meeting eligibility for licensure/certification requirements. The Medical Laboratory Technology Program Director or clinical affiliate reserves the right to require a random drug/alcohol screening to be completed within a required time of request at the student’s expense at any time while enrolled in the Medical Laboratory Technology program. Students not enrolled in the Medical Laboratory Technology Program for one full semester will be required to obtain a new criminal background check and drug and alcohol screening before re-entering the program.

##### **Unsatisfactory Results**

A significant criminal background screen may include, but is not limited to – charges or convictions that were; plea of guilty, plea of no contest, withheld/deferred adjudication, stayed, set aside, suspended, or pre-trial diversion, sexual offense, Medicare/Medicaid fraud, terrorism sanction, or warrants. Other significant results may include:

- Matters listed in the Texas Occupations Code, Section 301.452, Subsection (b) <http://law.onecle.com/texas/occupations/301.452.00.html>
- Program accreditation agency restrictions
- Any clinical affiliate restrictions
- Students will receive and sign a criminal background check/drug screening release responsibility to the college and program if clinical placement cannot be obtained due to the background and/or drug screen results. If clinical placement is not available due to background or drug screening the student will be unable to complete the program.

### **Record Keeping**

- All criminal background information will be kept in confidential electronic files by the investigating agency. Only the credit program clinical coordinator will have access to these files.

### **Student Rights**

- If the student believes their background information is incorrect, the student will have an opportunity to demonstrate the inaccuracy of the information to the investigating agency. The search of court records and documents is the responsibility of the student. The student will not be able to participate in a clinical experience until the matter is resolved. The inability to participate in a clinical experience could prevent a student from meeting course objectives and result in failure of the course.

### **Consent for Release of Information**

- Students will sign a release form that gives the credit department chair/program director or clinical coordinator the right to receive their criminal background check and/or drug/alcohol screen information from the investigative agency.

### **Charges while enrolled in program**

- If a student is *charged* with a felony or misdemeanor while enrolled in the program, he or she is required to immediately report the arrest and any subsequent legal proceedings to the program director (see description under unsatisfactory results). This report must include any official court documents and a written explanation of the circumstances concerning the incident. Failure to inform the department clinical coordinator in a timely manner may result in disciplinary action up to and including dismissal from the program.
- Depending on the charges the student may not be allowed to continue in to the program.
- The student must make an appointment at the beginning of every semester with the clinical coordinator for updates on clinical placement due to disclosure.
- Students will be assigned to clinical rotations in semesters 2-5. If a student is denied clinical attendance by the assigned affiliate the student may not have a clinical course for the semester and therefore will have to wait until clinical attendance is approved by an assigned affiliate before continuing with the program. If the student continues to be denied clinical acceptance, he/she will not be able to complete the program.

## **4.5 CPR Certification**

All Medical Laboratory Technology students must be CPR certified. The student must be minimally certified at the level listed, and by the agency listed below:

- American Heart Association – Healthcare Provider Level (BLS)

## 4.6 Physicals and Immunizations

Students are required and it is their responsibility to maintain current and accurate health records throughout the duration of the Medical Laboratory Technology Program. Students must undergo a physical examination within 60 days prior to orientation of the semester of admission, and verification of such an examination by a physician must be submitted to the Castlebranch on announced deadlines. The physical examination should include review of the core performance standards by the student's physician, see Appendix A. The following requirements must be met before admission into the program: TB skin test (within last 12 months), Chest x-ray (if applicable), Flu Vaccine (current seasonal), Tdap (within the last 5 years), MMR (#2 and titer), Varicella (#2 and titer), Hepatitis B (#3 and titer), Hep C antibody, and CPR certification (AHA-BLS Healthcare provider). The date of the required titers must be verified and approved by the clinical health records coordinator (the age of titers may no longer be valid after a period of time). All immunizations must be kept current for a student to be enrolled. Student must undergo a Hepatitis C antibody test within 60 days prior to orientation of the semester of admission. If Hepatitis C antibody test has positive results, then the student must conduct a Hepatitis C-RNA quantitative test. If the Hepatitis C-RNA quantitative test is positive, the student must schedule an appointment with the program director and their physician to counsel him/her on the meaning of the test results.

Once accepted into the program the previously stated health records must be uploaded into the programs clinical records management system (Castlebranch).

**\*\*If health records are not current, the student is to be dismissed from their clinical assignment and time missed will be calculated toward their semester grade. Program officials will determine submission dates for records to be turned in. The date may be several weeks prior to the beginning of each semester. Failure to complete this requirement will result in student suspension.**

## 4.7 Infection Prevention Protocol

The healthcare student should take precautions to prevent injuries caused by accidental needle sticks which may cause the student or patient to be placed in potential danger of contracting AIDS, hepatitis, and other infectious diseases. • The infection prevention protocol is based on the "Guideline for Infection Control in Hospital Personnel" by the Center for Disease Control, U.S. Public Health Center, as published in Morbidity and Mortality Weekly Report, Vol. 36, No. 2S and amendments or changes to said guidelines which are incorporated herein by reference.

All people should be considered potential carriers of HIV or other blood-borne pathogens. "Universal blood and body-fluid precautions" should be used in the care of all patients as well as all injection practice sessions in the learning lab. The guidelines are as follows:

1. Gloves should be worn for touching blood and body fluids, mucous membranes, or nonintact skin of all patients; for handling items or surfaces soiled

with blood or body fluids, and for performing venipuncture and other vascular access procedures.

2. Masks and protective eye wear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes.
3. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
4. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
5. Healthcare workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
6. All healthcare workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in a puncture-resistant container for disposal. Large-bore reusable needles should be placed in puncture-resistant containers for transport to the reprocessing area.
7. Pregnant healthcare workers should be familiar with and strictly adhere to precautions to minimize the risk of HIV transmission. The pregnant healthcare worker is not known to be at greater risk of contracting HIV infection; however, the infant is at risk of infection from perinatal transmission.
8. Students are not permitted to perform exams or enter rooms of airborne isolation patients.

## **4.8 Management of Exposures**

If a student is exposed to any blood, body fluid, air born or droplet pathogen the student must complete the post exposure procedures as required by the agency/affiliate and/or school (San Jacinto College and/or Medical Laboratory Department) at the student's own expense. The student and instructor will complete a San Jacinto College Departmental Incident Report Form and submit it to the department chair/program director within 7 days of the incidence. The return to school and/or practicum (clinical rotations) will be determined by the school with the advice the physician's statement.

### **Post Blood and Body Fluid Exposures Procedures:**

If a student has a parenteral (e.g., needle stick or cut) or mucous membrane (e.g., splash to eye or mouth) exposure to blood or other body fluids or has a cutaneous exposure involving large amounts of blood or prolonged contact with blood, especially when the exposed skin is chapped, abraded, or afflicted with dermatitis, the student will adhere to the following post exposure procedure:

1. Clean wound, flush eyes, mucous membranes or areas of exposure immediately. If significant or life threatening injury has occurred, go to the emergency center.
2. Report incident to the Clinical Instructor immediately
  - a. Clinical Instructor will contact Clinical Coordinator for notification
3. Report to agency/affiliate department lead/manager.
  - a. File an incident report if available to or required by agency/affiliate
  - b. Facility may or may not draw source patient's blood for hepatitis B, C and HIV
    - i. Facility may or may not report results to exposed student.
    - ii. If source is known to be positive for Hep B, C or HIV the student must follow up immediately for prophylaxis medications and blood work. If the agency does not provide this service, the student must see personal physician and documentation must be submitted to the Clinical Coordinator. The return to school and/or practicum (clinical rotations) and need for additional blood work will be determined by the school with the advice the physician's statement.
    - iii. If source is unknown the student must have the following blood work completed and documentation must be submitted to the clinical coordinator
      1. Base line Hepatitis B, C and HIV (if student has a previous positive Hepatitis B Titer, the blood test for Hepatitis B may not be required depending on date of titer)
      2. 3 month HIV
      3. 6 month Hepatitis B, C and HIV (if student has a previous positive Hepatitis B Titer, the blood test for Hepatitis B may not be required depending on date of titer)
      4. The student and instructor will complete a San Jacinto College Departmental Incident Report Form and submit it to the department chair/program director within 7 days of the incidence.

### **Post TB Exposure Procedures:**

Any student who is exposed to or exhibits signs and symptoms compatible with TB (persistent cough > 2 weeks' duration, blood, sputum, night sweats, weight loss, anorexia, fevers) must be promptly evaluated for TB. The student will adhere to the following post exposure procedure:

1. Report incident to the Clinical Instructor immediately.
2. Clinical Instructor will contact Clinical Coordinator for notification. 20
3. Report to agency/affiliate department lead/manager. a. File an incident report if available to or required by agency/affiliate.
4. The student and instructor will complete a San Jacinto College Departmental Incident Report Form and submit it to the department chair/program director within 7 days of the incidence.
5. Student must see personal physician at own expense. a. Tuberculosis exposure should be immediately followed with Mantoux test and a three (3) month follow-

up after that. Documentation of results must be submitted to the clinical health records coordinator.

6. The student will not return to classes until TB is excluded or the student is on therapy and documented (by a college-approved physician) to be noninfectious.

\*\*\*\* All needles and syringes, scalpels, and other sharp instruments used in the skills laboratories are sterile. After use, they are to be disposed of in the “Sharps Container” or other designated receptacle.

## **4.9 Reporting Illness or Communicable Disease**

It is the responsibility of each student to report immediately to his/her clinical instructor if s/he for any reason should be exposed to or suspected of having a communicable disease or any other condition which might affect the health of the student, patient, or staff. Reporting of such illness shall be handled by the instructor with response from the Department Chair/Program Director of the Medical Laboratory Technology program. Students returning to clinic following such an illness must present a release to the instructor from their physician, specifically permitting them to return to the clinical setting. Guidelines as established by each clinical education center will be followed as published.

If a student is seen at an Emergency Center, has been hospitalized, has had surgery, or procedures requiring anesthesia, they must provide a medical release from their attending physician to the Clinical Coordinator before returning to any Medical Laboratory Technology courses. Time missed will count toward attendance hours. If a student does not report any of the above mentioned, the student may face disciplinary action.

## **4.10 Disabilities**

If you have a documented disability and wish to discuss academic accommodations, please contact the Office of Disability Services as soon as possible. The Office of Disability Services is located on the Central Campus in the McCollum Administration Building and the phone number is (281) 998- 6150. It is the student’s responsibility to contact Accessibility Services and declare the disability to establish rights for accommodations.

## **4.11 Profession Appearance**

In addition to the following standards, students will be held to the standards set forth by the clinical affiliate site to which they are assigned:

### **Hair:**

- Short hairstyle or if you have long hair, it must be tied back. Hair should be of a natural color, clean and well groomed.

**Cosmetics:**

- Face- makeup should be applied with moderation.
- Nails: fingertip length, no free edge showing, clean, may use clear nails polish but NO artificial or acrylic nails will be permitted.

**Jewelry:**

- Rings: wedding rings may be worn at wearer's risk. Other hand jewelry should be avoided. There is a serious risk of microscopic holes in PPE (gloves).
- Earrings: small earrings may be worn but must not extend below the earlobe.
- No other jewelry should be worn on/with uniform.
- No body jewelry or piercings should be visible.
- Tattoos are not recommended but if present should be covered by clothing while in the clinical area.

**General Hygiene:**

- Fresh showered/bathed
- Deodorant/antiperspirant should be worn
- Perfumes and colognes should not be used in the clinical area.

\*\*\*Students will be evaluated on their adherence to this dress code/hygiene policy. If the student is out of compliance while in class or lab the student will be dismissed and will be counted absent for the class or lab. If the problem continues, the student may be placed on probation or suspension.

## 4.12 Uniforms

The purpose of requiring uniforms is to present a professional appearance. A student cannot attend class, lab, or lecture if not in school uniform. Any missed time will count towards the course grade. Departure from this uniform code may result in affective evaluations, probation, or suspension from the program.

Uniforms are available from the approved vendor and should be adhered to as described on the vendor supply list.

- An acceptable uniform includes teal blue scrub pants or uniform skirt, matching uniform top, shoes, socks, and under shirt.
- Uniforms should be loose fitting to allow for movement and full coverage. Uniform pants should exhibit a minimum of 3/4" loose material on the lateral aspect (at level of the hips) and not buckle or pull across the hips. Uniform tops must cover the buttocks and display a minimum of 3/4" of material at the level of the hips, and material must not buckle or pull at the hips or bust line.
- Pant hems must be conventional with no gathered or "warm up" type hems permitted and acceptable to the program.
- No turtlenecks may be worn under smock, and undergarments should not extend beyond sleeves of uniform.

- Uniforms should be clean, pressed, and neat.
- Uniforms are required for all assigned hospital time.
- Open toe or open heel shoes are not allowed.
- Students may not wear the uniforms to any establishment that may present an ethical or negative connotation.
- Students are expected to uphold professional and ethical standards while wearing their uniform. Any unprofessional or unethical behavior reported may result in dismissal from the program.
- Picture Identification Badges must be worn at all times with the name and picture facing to the front and above the waist. No pins/stickers may be attached to the name badge.
- Any time missed will count toward clinical absence.

### **4.13 Code of Conduct**

Please note, this code of conduct is IN ADDITION to the San Jacinto College Code of Conduct.

A goal of the MLT program is to train safe practitioners in Medical Laboratory Technology that impart ethically sound judgement and clinically competent actions that promote the welfare of people of Texas.

In accordance to this standard, the MLT department holds students accountable for safe behaviors and ethical conduct fitting of the expectations held by the healthcare community. The following rules have been established to make the student aware of the guidelines and department expectations regarding disciplinary procedures. Infractions of the code of conduct in the classroom, on San Jacinto College campus, or at any of the clinical affiliate sites will result in disciplinary action. Reasons for disciplinary action may include but are not limited to the following:

I. Use of alcohol or drugs before or during a class or clinical rotation shift.

Example:

- A. Detection of alcohol on the student's person or breath.
- B. Difficulty maintaining balance.
- C. Slurred speech, red or glassy eyes.
- D. Belligerent, combative or irrational behavior.
- E. Illogical or inappropriate decision-making that could endanger patients or others.
- F. Possessing articles usually associated with drug use.

II. Any student deemed impaired by reason of mental or physical health, alcohol, other mind-altering drugs which could expose patients, the public, students, and faculty unnecessary risk of harm.

Examples:

- A. Demonstration of aberrant or irrational behavior.
- B. Decision-making based on irrational assumptions.
- C. Demonstration of hallucination, delusion, combative behavior.
- D. Physically attacking or threatening to attack patients, family, other students, or faculty.

III. Unprofessional or dishonorable conduct which may deceive, defraud, or inure patients, the public, school personnel, other students and/or faculty.

Examples:

- A. Informing supervising technologist that any test or confirmatory test/procedure has been done when in fact it has been omitted.

- B. Stealing any property that belongs to the school, hospital (or other clinical affiliate), a patient etc.
- C. Brandishing any kind of knife, firearm or other instrument that could be used as a weapon.
- D. Failure to follow instructional directives.
- E. Falsifying records or laboratory reports.
- F. Xeroxing or electronically copying any records or laboratory reports.
- G. Taking personal cellular phone into the clinical setting.
- H. Performing any act which is beyond the scope of his/her approved level of laboratory practice.
- I. Sharing any confidential information with patient, family members or any other person without direct need to know.
- J. Failure to wait for instructor supervision.

IV. Aiding another student in deceiving or attempting to deceive the faculty in obtaining an exam or grade on any assignment, project, or paper.

Examples:

- A. Cheating on an exam or allowing another student to copy answers.
- B. Plagiarizing of any data for any reason.
- C. Submitting late papers and then informing the instructor that the paper was previously submitted.
- D. Using codes, gestures, or any form of answers from another student.
- E. Using crib notes, writing answers on walls, desktops, bathroom stalls etc.

V. Damaging or destroying school property or equipment or removing any property or supplies from the school campus or affiliate clinical site.

Examples:

- A. Destroying computers, laboratory analyzers etc.
- B. Damaging refrigerators, freezers, thermometers, pipettors, etc.

VI. Use of profane language or gestures.

Examples:

- A. Using four-letter words, obscenities, or words/phrases that are derogatory or demeaning to a gender, culture, or sexual persuasion. Using any language or engaging in conduct that could be construed as sexual harassment under the San Jacinto College policy on sexual harassment.
- B. Demonstrating obscene gestures.

VII. Being disruptive, habitually late, or absent from a class or clinical rotation.

Examples:

- A. Arguing with an instructor over an assignment, examination, or other academic issue. The college recognizes the value of class discussion and debate. However, the College will not tolerate students who are knowingly confrontational or who knowingly attempt to embarrass intimidate others.
- B. Monopolizing class time to share personal family problems or medical experience.
- C. Making gestures, slamming down books, or talking loudly when someone else has the attention of the group.
- D. Entering or exiting the classroom in a manner that causes distraction from the lesson or person speaking/presenting.
- E. Habitually arriving to class late and disrupting instruction that is in progress.
- F. Failing to attend clinical rotations on the prescribed days, arriving later than the assigned time, or arriving unprepared for the clinical experience.
- G. Failing to call the instructor when an absence from the clinical site occurs.
- H. Using any electronic devices during clinical rotations/class times.

VIII. Assaulting others, demonstrating poor coping mechanisms, or becoming confrontational during the instructional process.

Examples:

- A. Grabbing, hitting, or assaulting a student, patient, faculty or other persons associated with San Jacinto College or any clinical affiliate of the MLT program.
- B. Using menacing, aggressive verbal, or physical behavior.
- C. Shouting or using obscene or abusive words.
- D. Being argumentative or menacing.
- E. Threatening others with personal injury, personal injury or destruction of their property.

IX. Refusing to adhere to the specified dress code and code of conduct.

Examples:

- A. Dressing in a garment that is not designated uniform.
- B. Refusing to follow the guidelines for hair length.
- C. According to hospital policy, smoking or chewing gum while in uniform.
- D. Coming to class or clinical site without proper grooming/hygiene or coming in a dirty/wrinkled uniform.

X. Demonstrating behaviors that could be categorized as harassment.

Examples:

- A. Following a faculty member to his/her car, around campus or to the faculty member's home, to discuss assignment, examination, or other academic matters. Except in an emergency or under conditions previously approved by the faculty member. The proper method to discuss such matter is for the student to visit the instructor during office hours or to make an appointment with the instructor.
- B. Making repeated phone calls to the faculty member's office or home to challenge a grade or assignment.
- C. Making obscene calls to the faculty member's office or home.
- D. Harassing another student of faculty member is in violation of the colleges' policy on sexual harassment.

It is grounds for immediate dismissal from the Medical Laboratory Technology program if a student's conduct is such that a clinical affiliate refuses to allow the student to return to the clinical site.

In view of confidentiality and the protection of patients' rights to privacy, any student found breaching patients' right to confidentiality will be dismissed from the MLT program.

#### **4.14 Probation, Suspension, and Dismissal**

Some conduct may be serious enough that the student may be placed on probation or suspension from the program. A partial non-inclusive list of such behaviors is included here. These are serious offenses of the moral and ethical responsibilities of a medical laboratory technologist.

However, any breach from the Code of Conduct will have a consequence. Being placed on probation for any reason will cause a 10 point deduction from the student's final grade. Once placed on probation, the student will remain on probation while enrolled in the Medical Laboratory Technology program. Suspension will cause a student to receive an F for that

semester's clinical grade. Suspension means that the student is out of the program for a minimum of 2 semesters. For example, a student suspended during the spring semester could re-enroll at the start of the next spring semester. The two semesters missed would be summer and fall. If a student is out of the clinical rotations for a semester, s/he must prove continued competency in laboratory and clinical before returning to the program. If a student will be out more than a semester before returning s/he must repeat the last clinical course taken before returning even if the student had a passing grade. This is done to assure clinical competence for returning students.

Examples of behaviors for probation are but not limited to:

- Performing phlebotomy on a patient and submitting under another patient's name resulting in a mis association
- Failure to secure patient safety
- Failure to correctly identify a patient using two identifiers leading to incorrect patient
- Sleeping in clinic
- Repeatedly coming unprepared for class, lab, or clinical rotations
- Reaching 6 tardies or leave earlies in any combination in a clinical semester
- Second occurrence of No Call No Show
- Violations of the Medical Laboratory Technology Program Handbook Code of conduct

Examples of behaviors for suspension/dismissal are but not limited to:

- Falsification of records/documents of any kind (e.g. such as sign-in or sign-out book or clocking in or out of clinic when not in the department)
- Cheating or plagiarism in class, lab or clinic
- Breaches of the confidentiality of any information about a patient.
- Stealing or any other dishonest practice
- Any negligent activity that leads to injury
- Student being removed from clinical site at site's request for any reason.
- Student being under the influence of controlled or non-controlled substance
- Student assault of patients, clinical staff, fellow student, or instructors
- Sexual harassment or harassment of any kind
- Inappropriate or confrontational attitude
- Fighting or use of profanity or obscene gestures
- Repeated disruption of class, clinical or laboratory by engaging in activities that intentionally interfere with the conduction of the session
- Vandalizing school property or affiliate property (e.g. writing on desk, walls, notice boards, intentionally wasting or destroying college or affiliate supplies or property, etc.)
- Physical violence threats, intimidation
- Any unprofessional activity that may present negative connotation to the program, school or affiliates
- ANY probation or suspension level offense occurring while being on probation may result in dismissal from the program
- Failure to follow supervision guidelines for exposure (see Section 5.16)
- Serious violations of the Medical Laboratory Handbook Code of Conduct Note: The department chair/program director has the authority to override suspension or dismissal

offenses and place the student on probation depending of the severity of the offense. The department chair/program director has the authority to override probation offenses and place the student on suspension or dismissal depending of the severity of the offense.

### **Program Completion**

A medical laboratory student with two grades of D, F, or W in any combination from a MLAB course will be dismissed from the Medical Laboratory Technology Program (see course failure guideline) and is not eligible for re-enrollment. A student may appeal their suspension with the Medical Laboratory Technology Appeals Committee. A student who exhibits behavior in any environment that is considered illegal, or detrimental to the health or safety of a patient or other person, or which may jeopardize successful operation of the clinical education center, classroom, or laboratory will be dismissed and is not eligible for reenrollment. If the student exhibits any of the behaviors that placed the student on probation the student will then be dismissed from the program. Any student not consecutively enrolled in MLAB courses for 2 full semesters must appeal to the Medical Laboratory Technology Appeals Committee before returning to the program, and will be asked to complete a new drug/alcohol screen, background check, physical and any other admission criteria required for new incoming students. Guidelines for appeals are available on page 27. Unsuccessful Medical Laboratory Technology appeals can be further appealed to the Dean of Health Sciences. If the student believes this decision is unfair, they may follow the grievance procedure for general complaints as outlined in the SJC student handbook.

Escalation of punitive consequences will progress within the MLT program for violations of the college policy for Cheating, Plagiarism, and Collusion. The first consequence may include a required retest/resubmission of the assignment or a zero for the test/assignment. However, a student could face immediate expulsion from the program if a gross violation of the policy has occurred. Instructor discretion will be used in determining this outcome based on the extent of the violation. Any subsequent occurrences in any MLT program course will progress in consequence to failure of the course and/or dismissal from the MLT program.

### **4.15 Program Progression**

Please be advised that the Medical Laboratory Technology Program is designed in a way that all courses build upon each other and are scheduled in a required sequence. Courses enrolled for a particular semester must be enrolled and completed as co-requisites. If a student makes below a grade of 70% in any course in any semester or withdraws from a course in any semester, s/he will not be able to take a course in a future semester until the failed/withdrawn course is passed with a grade of 70% or above (e.g. if the student is unsuccessful in Introduction to Laboratory Technology, second semester, s/he may not move onto a third semester class until the student has passed Introduction to Laboratory Technology). There are no exceptions. Clinical, course and lab assignments are selected by clinical coordinator/program officials; student requests will not be taken. Only exception: if it is a required coursework for graduation, the student must contact the department chair/program director for approval.

NON-PROGRESSION, 1ST SEMESTER: Students not successfully completing MLAB courses with an A, B, or C must re-apply for acceptance into the program.

NON-PROGRESSION, PRACTICUM: Students not enrolled in a MLAB course for one full semester due to non-progression will be required to demonstrate competency by passing a comprehensive exam with a score of 75 or higher. The student must contact the clinical coordinator 3 months prior to the start of the semester for reentry. If a student must repeat a didactic course, and the course is offered the following semester, the student may elect to repeat the clinical course as well, provided there is a clinical spot available and time permits for hospital paperwork submission. Students not enrolled in the Medical Laboratory Technology Program for one full semester will be required to obtain a new criminal background check and drug and alcohol screening before re-entering the program.

#### GRADING SCALE

90-100 A

80-89 B

70-79 C

60- 69 D

Below 60 F

### **4.16 Medical Laboratory Technology Re-Admission Appeals Committee – Course Failure Guideline**

The Medical Laboratory Technology Program requires students to make a C or better in every MLAB course. San Jacinto College requires each student to maintain a 2.0 grade point average in order to graduate. Grade appeals are handled as stated in the SJC catalog. If a student does not progress in the program and is out for 2 full semesters or more, that student must request and be granted an appeal for re-admission to the program. Depending on the circumstances, the student may be required to begin the program as a newly enrolled student.

#### **Suspension**

Three grades of D, F, or W in any combination from a MLAB course will cause permanent suspension from the Medical Laboratory Technology Program. A student may appeal their suspension with the Medical Laboratory Technology Appeals Committee. The Medical Laboratory Technology Appeals Committee is a three faculty panel that makes decisions about a student's ability to continue the program after being suspended or inactive for one year (2 full semesters) or more. The committee members are chosen by the Director and their decision is binding and may not be appealed further within the Medical Laboratory Technology Department. Response to an appeal is made in writing within 5 business days. If the student believes this decision is unfair they may follow the grievance procedure for general complaints as outlined in the SJC student handbook. The process is also found on the College website at: <http://www.sanjac.edu/about-sanjac/college-operations/policies-and-guidelines/guideline-6-8-student-grade-appeal-process> .

### **4.17 Grade Appeal Procedure**

The academic grade appeal provides a fair means for appealing a final grade in a course if the student believes the final grade to have been determined unfairly. Procedures for appealing a final grade can be found in the most current edition of the San Jacinto College Student Handbook. The process is also found on the College website at: <http://www.sanjac.edu/about-san-jac/collegeoperations/policies-and-guidelines/guideline-6-8-student-grade-appeal-process>

#### **4.18 Non-Academic Grievance Procedure**

To file a grievance against another university student, service, or department, follow the steps listed in the Student Handbook: Filing a Grievance, to determine your next role in reporting a complaint/grievance to San Jacinto College. Read completely, the process for Filing a Grievance, posted in the Student Handbook, before continuing with the process. <http://www.sanjac.edu/student-services/educational-planning/student-handbook>

#### **4.19 Requirements for Graduation**

A student must make formal application for graduation in the Registrar's Office and must pay the appropriate graduation fee before a diploma will be ordered. The procedure for graduation includes:

- The semester prior to the completion of the program, the student must verify his/her graduation status with the Admissions.
- Students will meet with and apply for graduation with the Educational Planning, Counseling, and Completion department.
  - \*EPCC can verify graduation eligibility
- At the completion of the program all official transcripts must be on file with Admissions.
- Pay graduation fees.
- Fit for cap, gown and other attire.
- Attend rehearsal for commencement.
- A G.P.A. of 2.0 or better must be achieved in order to complete program.
- All transcripts outside of San Jacinto College must be evaluated by the Office of Enrollment Services in order to receive the Associate of Applied Sciences Degree. This may result in a delay in scheduling the certification exam (ASCP) if not done prior to the semester of graduation.

#### **4.20 Liability Insurance**

Each student who registers for a Medical Laboratory Technology clinical course is required to purchase student liability insurance. Liability insurance is automatically purchased by students during registration of the clinical course. Students are only allowed at Clinical Education Centers during the semester that they are assigned that

site. Students may only be present at the clinical education center to which they are assigned on the dates and times they are scheduled.

#### **4.21 Electronic Devices**

Use of all electronic devices in the classroom and laboratory are limited to the access of learning materials only. This includes e-books, BlackBoard, and websites that the instructor directs the students to utilize. If a student is utilizing any electronic device by texting, calling, utilizing social media, taking photos or any other area not connected with classroom learning, the student will be dismissed from the class. The student will be counted absent for the day. Any repeat offenses may lead to probation or suspension from the program. No electronic devices are allowed in the clinical education setting. See Section 5.17 for guidelines for electronic device use in the clinical setting. Taking photos are not permitted in the class, lab or clinical setting.

#### **4.22 Class/Laboratory Preparation**

Course syllabi are provided for all courses on the first day of class and through BlackBoard. Course syllabi include course description and objectives, method(s) of instruction, office hours of faculty, and course guidelines. Unit objectives are provided in advance of actual lectures. Students are expected to have the reading assignments and learning activities outlined under course content completed prior to attending class. Some demonstration of techniques/procedures will be required where indicated. Information included in the reading assignments, learning activities, materials, and handouts, as well as that presented in class/lab will be included on exams. Written assignments will be assigned and completed by students as deemed necessary by the instructor. A vast amount of content is covered during class and lab. Therefore, students are encouraged to develop study schedules and plan strategies to successfully meet course objectives and exam requirements.

- Communication related to course material is provided to students largely through BlackBoard, the course management system used at San Jacinto College. To access course materials the student must enter a username and password. Follow instructions provided to you by the college to create this user account. You must have an understanding of the basic features of word processing software. Students must review course materials online (ex. Bring course related materials such as assignments and handouts to class) when this material is scheduled for discussion. Computer access is available to all students in the college computer laboratories.
- Regular and active class participation is expected. Appropriate free expression by student is encouraged (including discussion and inquiry) with regard to course content.
- Use of any recording device in the classroom and laboratory at any time requires the permission of the instructor (unless provisions for special accommodations have

been requested and granted through Disability Services). Recording devices are not permitted in the clinical setting. A student not following this guideline will be subject for dismissal.

- Materials unrelated to course work or clinical assignments are not allowed during class, lab or clinicals.
- In the classroom, student seating will be determined by the instructor. For example, students may be assigned to sit in alphabetical order starting from A to Z with a classroom flip (Z to A) at mid semester. This type of seating arrangement will aid the instructor in learning names as well aid in the instructor in calculating student attendance and returning graded papers. Student seating may change at any given time as deemed needed by the instructor. Arrangements may be made for special circumstances if the student provides a written request with a valid reason (example: hearing and/or vision issues).

### **4.23 Laboratory Requirements**

The student must participate in scheduled laboratory practice sessions for MLAB 1201, 1415, 1311, 1235, 1227, 2431, 2534, 2401, 2321 and PLAB 1223 to develop the skills necessary to perform laboratory testing. Following a demonstration by the instructor students may use the textbook and lab handouts as a pre-simulation assessment tool to assist in identifying weak skills prior to actual laboratory evaluations. Students will be evaluated on test performance, technical factors, equipment operation, laboratory results, and specimen/result/analyzer troubleshooting to determine satisfactory completion of laboratory competencies.

Students requiring extra practice, students needing simulated exams to complete competency requirements, or repeat laboratory evaluations must schedule a lab time with the laboratory instructor. These times may be scheduled outside the normal clinical or laboratory times. There are no makeup labs. Students are expected to remain in lab during lab times until dismissed by instructor – no exceptions. Tardiness and Leaving Early before lab is dismissed will be recorded as absent.

Course reductions for lab attendance will begin on the second lab absence. If a student should have three or more absences between lab and lecture in a MLAB course, the final grade may be reduced by 10 points (or a letter grade).

Tardiness and Leaving before lab ends:

Tardiness is unacceptable. If a student arrives after lab begins the student will be considered absent for the entire lab period. In such a case, 3 tardies will constitute an absence. points will be deducted from the student's final course grade, according to the lab attendance policy. Leaving before the instructor dismisses the lab will cause the student to be recorded as a 'leave early.' Leaving any time before the lab is dismissed will cause the student to receive a full absence for that lab. An absence

will cause points to be deducted from their course grade, according to the lab attendance policy. If a student is absent for a lab exam, the student must contact the lab instructor within 24 hours of the missed scheduled exam in order to schedule a make-up exam. If a student fails contact the lab instructor within 24 hours of the missed scheduled exam, the student will receive a grade of 0 for the exam. All make up exams require an excuse deemed appropriate by the lab instructor or program director. Proof by documentation may be necessary. If an injury, allergic reaction of any kind, or any other medical issue occurs during these rotations or in the classrooms, it is the students' responsibility if needed, to seek medical attention at their own expense.

#### **4.24 Method of Course Delivery**

Medical Laboratory classes are offered as a traditional face-to-face, online, online/classroom (hybrid), or online partial. See definitions below:

- **Online Anytime**  
These courses are our traditional online courses and offer asynchronous options for students who cannot meet online at a specific time or who require the highest level of flexibility with online learning.
- **Online on A Schedule**  
For this method, all coursework will be completed online, but lectures and virtual instruction will happen at specific times on specific days, just as with a typical face-to-face course.
  - Students will be required to log in and participate in this online class during a specific timeframe. Faculty will take attendance during these courses, as they would for a Face-to-Face course.
- **• Hands-On Hybrid**  
This method is designed for technical courses and courses that require an applied skill (some of our Fine Arts courses, for example). For this method, most of the course material will be delivered online, but students will come to campus during pre-arranged periods of time in order to complete hands-on learning and demonstrate skills.
- **• Flex-Campus**  
The Flex-Campus will allow students the option of either spending some time in the classroom with the instructor or participate via online learning. On most weeks, a small group of students in each class will have the option to attend in person while the remaining students access coursework online. The small groups will rotate so all students in a class have multiple chances to attend in person, although it is never required that students attend in person.

- Students must have experience with Blackboard, Microsoft Office, and a San Jacinto e-mail address.

#### **4.25 Social Media**

Under no circumstances should a clinical site or anything related to a clinical site or clinical course be discussed on any type of social media (facebook, twitter, text, etc.). Doing so will be considered a breach of confidentiality and could be grounds for dismissal from the Medical Laboratory Technology Program. Inclusion of discussion of any aspect of the Medical Laboratory Technology Program (Example: students, faculty, classes, etc.) that reflects negatively or is a detriment to the program will result in dismissal from the program.

## **4.26 Remediation Plans**

Remediation and retention strategies will be focused on (1) early identification of at-risk students; and (2) prompt intervention. The program recognizes the critical need to provide students the help they need to succeed in a timely manner. The following remediation and retention strategies are as follows:

- Didactic instructors will inform their students on progress being made in lecture classes being taught with a process for students to follow that provides options for improvement. The same is implemented for clinical courses as well.
- Any student that does not achieve 70% or better on a unit exam will receive an Advisement Notice and must schedule an appointment with the instructor. It is the student's responsibility to schedule this appointment with the instructor. At this time, the student will be directed to services and strategies to improve their scores.
- All variables that impact a student's success will be included in this process. These include personal issues, test taking skills, study skill, and stress management. Students may be referred to additional College resources: counseling services, Veterans Center, and/or Financial Aid. (See Appendix B Advisement Form).

## **4.27 Discussion of Grades**

Student grades are very personal and should not be shared with anyone other than faculty. Discussion of clinical, competency or lab evaluations and any grades by students with anyone other than the instructor while on campus or in clinical rotations is prohibited. A student discovered discussing his/her grade or asking another student about his/her grade will receive a written warning and a 2-point course reduction. A second incident will result in a conference with the clinical coordinator or course instructor and further reduction in overall course grade. Continued noncompliance with this rule may result in probation and/or suspension.

## **4.28 Professional Development**

Students are strongly encouraged to join Mu Lambda Theta (MLT) Organization for Medical Laboratory Technology Students. This organization offers the opportunities to serve as an officer, serve on committees, and serve the community. Activities are planned during the academic year for students to participate. Students participate in an annual professional development activity. (Refer to section 3.5 Mu Lambda Theta/Professional Activities) for further explanation.

## **4.29 Student Photos**

Any student photo that is displayed requires approval by the program personnel. If the photo is ruled inappropriate, then it cannot be used. Students may not take photos while representing San Jacinto College at any time unless approved by program official/faculty. Students must sign a photo waiver to be allowed in school presentations or for educational purposes. Result of any incident that may be deemed inappropriate will include either probation or up to dismissal from program. (See Appendix C, Photo Release Form).

## **4.30 Release of Reference Information**

Any student requesting references from faculty (fulltime or part-time) must complete the release form and have the instructor submit the form to the Department. (See Appendix D).

## **4.31 HIPAA Health Insurance Portability and Accountability Act**

HIPAA requires the protection and confidential handling of protected health information to assure that individuals' health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and well-being. Students in the Medical Laboratory Technology Program must adhere to HIPAA. Violation of the sharing of information with the patient, family, or others which should be held confidential (HIPAA) is not acceptable and any breaches of the confidentiality of any information about a patient will be grounds for suspension and/or dismissal from the program. One component of the student orientation is a discussion of HIPAA. It is mandatory that the student successfully complete HIPAA training provided by the MedTraining ([www.medtraining.org](http://www.medtraining.org)) with a score of 90 or above during the first two weeks of the first semester. Login information will be provided to each student in the first week of classes. If the student is not successful s/he will not be allowed to proceed in the Medical Laboratory Technology program.

## **4.32 Course Grading**

A grade of 70% or a C is required in this course to move to the next or subsequent courses in the Medical Laboratory Technology Program. If a grade of less than 70% is made, the course must be repeated. Three grades of D, F, or W in any combination from a MLAB course will cause permanent suspension from the Medical Laboratory Technology Program. See medical laboratory technology program handbook regarding program progression. Reductions in course grade can occur as outlined in the medical laboratory technology program handbook. See sections regarding attendance, student code of conduct, affective evaluations, lab requirements, probation, and suspension in the medical laboratory technology program handbook. Sharing and discussing grades will not be tolerated. A student will receive a course reduction if it discovered to be discussing or sharing grades. See medical laboratory technology program handbook regarding Discussion of grades. Cheating and plagiarism will be handled according to college policy printed in the current student handbook and may result in suspension or dismissal from

the course, Medical Laboratory Technology program and/or college. See college handbook regarding cheating, plagiarism, and honesty.

### **4.33 Class Make-Up Policy (Exams, Quizzes, and Assignments)**

There will be no Make-up for quizzes or in class assignments. If a student is absent from class on a quiz day or in class assignment day, the student's quiz/assignment average will be based on the number of quizzes/assignments completed. (see attendance policy)

All homework assignments must be completed and turned in (in class) by the assigned date. NO LATE ASSIGNMENTS will be accepted. Homework assignments will only be accepted within the first five minutes of class on the assigned due date. If a student is absent from class on the day a homework assignment is due the student must email the assignment to the instructor within the first five minutes of class on the assigned due date. Any homework assignments not received by the due date and time (first 5 minutes of class) will receive a grade of 0 for the homework assignment.

If a student is absent for an Exam, the student must contact the instructor on or before the first day the student returns to class in order to schedule a make-up exam. The make-up exam WILL be a different exam as well as a different type of exam. If a student fails to contact the instructor on or before the missed exam day or by the first day the student returns to class, the student will receive a grade of 0 for the exam. All make up exams require an excuse deemed appropriate by the instructor or program director. Proof by documentation may be necessary. If a student is absent for the final exam the student must contact the Instructor before the end of the day the final exam is scheduled. A make-up final exam will be scheduled, and it will be a different exam as well as a different type. Absenteeism from a final exam requires an excuse from the instructor or program director. Documentation (physician excuse, police report from accident, etc.) may be required. An unexcused absence on the testing date WILL constitute a grade of "0" for the final exam.

### **4.34 Class Attendance Policy (Does not include Labs/Clinic Hours)**

Class and lab attendance is required. Absences in excess of 8.33% of the course contact hours will result in a course reduction of 3 points for each absence past 8.33%. 3 points will be deducted from the course average for each absence beginning with the \_\_\_\_\_ absence. (number of days varies with course credit hours)

- Attendance will be taken at the designated course start time. Students entering the classroom after attendance is taken will be counted absent. Tardiness is not permitted.
- Leaving the classroom during class is not permitted. Students are expected to stay for the duration of class. Students who leave class before class is dismissed will not be permitted to return to class and will be counted absent.

### **4.35 Classroom Etiquette**

- Cell phones/Beepers are not allowed during class.
- Cell phones are not to be out at any time during class unless otherwise directed by the instructor.
- Using a cell phone to take pictures or record and assignment or test will be considered cheating and may result in course failure and program suspension. See above statement regarding cheating and plagiarism)
- Students must turn off all electronic devices during class.
- Should a personal electronic device make audible sounds during an exam the student will lose 10 points from the exam grade.
- Students must leave all phone/electronic devices in their bags which are to be placed along the wall during exams.
- Should a student have possession of a phone/electronic device during an exam/quiz the student will be considered cheating. Refer to statement regarding cheating and plagiarism above.
- Laptops and Tablets are permitted during class; however, only material related to MLAB (course number) will be viewed. At any time if a student is viewing anything unrelated to MLAB (course number) during class on a personal electronic device or on the classroom computers, the student will be dismissed from class and counted absent for the entire class period.
- Use of any recording device in the classroom at any time requires the permission of the instructor (unless provisions for special accommodations have been requested and granted through Disability Services).
- Talking, sleeping, outbursts, using obscene gestures or curse words, or otherwise distracting the class WILL NOT be tolerated.
- Eating is NOT allowed in the classroom. Drinks and food are not permitted in the computer rooms or lab.
- Disrupting the class will not be tolerated. This is not an all-inclusive list. Refer to the medical laboratory technology program handbook code of conduct.
- Once class begins students may leave the classroom if the student feels that it is necessary. However, if a student does have to leave for any reason, he/she may not return to the class. The student may return to the next scheduled class that day but not the class they leave from.
  - Any assignment/quizzes missed during the time the student is gone from class may not be made up.
- Failure to adhere to these guidelines will result in the student being dismissed from class and counted absent for the class.
- Failure to adhere to the code of conduct may result in disciplinary actions as outlined in the medical laboratory technology program handbook as well as the college student handbook.
  - \*\* In an emergency, where communication from an outside party is necessary, the student must obtain permission from the instructor prior to class or some other form of communication must be utilized.

## **5. Clinical Education Policies, Procedures, & Guidelines**

### **5.1 Clinical Site Selection**

The selection of clinical site rotations is set by the Clinical Coordinator/Program Officials with every effort made to provide a variety of rotations. Only the clinical coordinator or program director may change a student's rotation. This may occur any time. A student request for a specific site or changes in site will not be considered.

San Jacinto College agrees to dismiss any student from an affiliate hospital if the student is unacceptable to the hospital for reasons of health, performance, criminal record or other reasonable cause.

### **5.2 Clinical Assignments**

Students admitted into the Medical Laboratory Technology Program will have the opportunity to be assigned at several of the following clinical education centers:

- Baylor St. Luke's Hospital
- Harris Health Ben Taub
- Harris Health Baytown
- Harris Health LBJ
- HCA Bayshore
- HCA Clear Lake Regional Medical Center
- HCA Conroe
- HCA Healthcare Medical Center
- HCA Mainland Medical Center
- HCA Pearland Medical Center
- HCA Houston Healthcare The Woman's Hospital of Texas
- HCA Healthcare Kingwood
- HCA Healthcare West
- HCA Healthcare Northwest
- Kindred Hospital
- Liberty Dayton Regional Medical Center
- Memorial Hermann Southeast
- Memorial Hermann Pearland
- Memorial Hermann Texas Medical Center
- Memorial Hermann Woodlands
- Memorial Hermann Southwest
- The Methodist Hospital Houston
- Houston Methodist Baytown
- Houston Methodist Southeast
- Methodist Sugarland
- St. Luke's Patients Medical Center

- Michael E. DeBakey VA Medical Center

Each clinical affiliate has different paperwork/online submission requirements for clinical attendance approval. These requirements are due anywhere from 2 to 8 weeks prior to a clinical semester and include but are not limited to proof of current immunizations, titers, current CPR certification, TB test, background check, and drug screen. Failure to complete the required paperwork/online submission properly and by the due date may result in the student not being allowed to attend clinic for the semester.

Due to the early submission requirements students may be assigned to a clinical affiliate as well as a back-up clinical affiliate. Failure to complete the required paperwork/online submission for clinical approval to the assigned and back-up clinical affiliate may result in the student not being able to attend clinic for the semester. It is the student's responsibility to maintain current immunizations, titers, CPR certification, TB test, background check, and drug screen. Students with expired immunizations, titers, CPR certification, TB test, background check, and drug screen will not be allowed to attend clinic. Absences will count for grading purposes (see section 5.15 Promptness and Attendance).

A student with a background is responsible for submitting a criminal background check at a designated facility as part of the admission process. The affiliate has the right to review and either accept or deny the student access for clinical attendance. Students with a background must see the clinical coordinator 8 weeks prior to the completion of the preceding semester for instruction on affiliate approval. If a student is denied clinical attendance by the assigned affiliate the student may not have a clinical course for the semester and therefore will have to wait until clinical attendance is approved by an assigned affiliate before continuing with the program. If the student continues to be denied clinical acceptance, he/she will not be able to complete the program

### **5.3 Clinical Site Placement When Placement Cannot be Guaranteed**

In the event that clinical site placements cannot be made for all students in the term designated by the degree plan, clinical site placements will be determined by the Medical Laboratory Technology GPA and the record of attendance for each student. Priority placement will be given to the student with the highest MLT GPA and attendance record without violation of the MLT attendance policy for any Medical Laboratory Technology courses. Students not placed at a clinical site during the semester designated by the degree plan will have priority placement over students progressing behind them in the degree plan.

### **5.4 Clinical Orientation and Required Documentation**

All clinical sites require documentation submission and orientation prior to or on the first day of clinic. Failure to complete documentation submission and/or online orientation by the given deadline may result in loss of clinical placement for the semester. It is

mandatory that students attend orientation on the first day of clinic. If orientation is missed, the student will be dismissed until it is offered again. Time missed will count as clinical absences until orientation is completed. If absence reaches or exceeds 10%, the student will be required to withdraw from the course and all co-requisite courses. (see 5.15) Some affiliates require online orientation completion before the first day of clinic. Failure to complete the online orientation before the first day of clinic, may result in course reductions or a forfeit of clinical placement depending on the affiliates' orientation requirements.

## **5.5 General Rules for Clinical Courses**

- Only the instructor can change a clinical rotation
- Recording attendance arrival/departure times in error or attempting to change clock in/out times may result in suspension or dismissal from the program for falsification of records.
- The primary responsibility for patient care lies with health care professionals. Do not be afraid to ask for assistance.
- Students should not refuse an opportunity to learn or practice performing testing during their clinical rotation.
- Students will accept constructive criticism.
- Any accidents or unusual incidents should be reported to the San Jacinto College instructor and the protocols in the Program Handbook should be followed.
- Students are not to stay on the property of the clinic site after clinical rotation time is complete.
- Instructors will dismiss any student because of failure of ability to perform the core performance standards or because of student illness until he/she is cleared to return.
- A one to one ratio of students to registered lab techs must be maintained at all times.

## **5.6 Student Injury or Illness While on Duty at a Clinical Site**

If you are injured or become ill, you must inform your instructor. You must sign out of the clinic before going to the Emergency Room as a patient. Any charges incurred are the responsibility of the student. Students are encouraged to carry personal health care insurance. Students must be able to perform the duties of a medical laboratory technologist to attend clinic. A student may be dismissed from clinic and time missed counts for grading purposes. Your instructor will determine your ability to continue to perform your duties as a student. Continuation in clinic is at the discretion of the instructor. If a student is seen at an Emergency Center, has been hospitalized, has had surgery, or procedures requiring anesthesia, they must provide a medical release from their attending physician to the Clinical Coordinator.

## **5.7 Clinical Performance Evaluations**

At the end of each clinical rotation assigned throughout the semester, the Clinical Instructor/ supervising technologist will evaluate the student based on specific objectives, skills, level of participation, enthusiasm, attitude, initiative, and professionalism. The performance evaluation forms include general as well as specific qualities and characteristics such as affective, cognitive, and psychomotor, that are necessary to develop clinical, technical, as well as professional skills. The evaluation is then reviewed by the student and the CI or CC to discuss strengths as well as deficient areas

## **5.8 Clinical Competency Checklists**

Medical laboratory technology students are required to bring and maintain a copy of the Clinical Competency Checklist for the department in which he/she is training. It is the student's responsibility to have the supervising technician/technologist sign off each week on the items that were performed or discussed satisfactorily during that time period. The competency checklist is due in its entirety at the beginning of the final week of the clinical rotation. Failure to complete the checklist with verifiable signature from the clinical site supervisor will result in a failure of that clinical rotation and the student will not progress.

## **5.9 Promptness and Attendance**

Clinical attendance and participation is required for a student to be successful in the Medical Laboratory Technology Program. Absences from scheduled clinical time will result in a grade reduction for the clinical semester. This factor is determined by the percentage of total clinical time the student is absent and is deducted from the clinical semester average. A student will not receive a passing grade for the clinical semester if the student reaches or exceeds 2 days of clinical absence.

If a student reaches or exceeds 2 days of clinical absence the student will be advised to withdraw from the course. If the student does not withdraw from the course and the withdrawal date passes or if the student reaches or exceeds 2 days of absence after the withdrawal date has passed the student will receive a grade of F for the clinical semester. Absences are considered unexcused except in the rarest of circumstances such as military service or court ordered subpoena to serve as a witness. In any case as those, written documentation must be provided to the clinical coordinator as soon as the student is notified, and clinical time missed must be made up before the completion of the semester.

## **Tardies and Leave Earlys**

Tardies and leave earlys will result in a semester clinical grade reduction. If a student accrues a total of 3 tardies or leave earlys in any combination during a clinical semester, 5 points will be deducted from the student's final clinical average. If the student is tardy or leaves clinical rotations early a total of 6 times in any combination in a clinical semester the student will be required to make and keep an appointment with the clinical coordinator or department chair/program director to be placed on probation.

Probation results in 10-point clinical course reduction. If a student fails to make the appointment with the clinical coordinator or department chair/program director, the student will automatically be dropped from the clinical course with the grade of "F."

Any time a student is not in and in their assigned area, ready to work at the designated starting time, they are tardy. The student will be counted tardy for any time missed less than one hour. If time missed equals one hour or more, the student will be counted as tardy plus absent the time missed (in 15-minute increments). Any time a student is absent or tardy, s/he MUST telephone the clinical instructor directly. Leaving a message with hospital staff, leaving a voice mail, or sending a text message is NOT sufficient. This must be done between the designated starting time and one hour later. For example, if the designated starting time is 7:30 am, the student must speak to the clinical instructor directly after 7:30 am, but before 8:30 am. If the instructor is busy with a patient, when the student calls, s/he may leave a phone number for the instructor, provided the number is not long distance from the hospital. If the instructor has not returned the phone call within the student's allotted "call in" time the student must call again. If the student is unable to reach the clinical instructor after several attempts, the student must call the clinical coordinator and leave a voice mail. This must be done between the designated starting time and one hour later.

A student may declare their intention to miss a clinical day by presenting two identical letters describing the dates and times to be missed in advance of the day off. Both letters must be signed by the student and the instructor to be valid as declaration of a missed day. Any time a student leaves a clinical assignment early they must directly inform the clinical instructor. The student must record the time that s/he leaves the clinical site. A student leaving within the last hour of their assigned clinical course will be recorded as leaving early. A student who leaves their clinical assignment equal to or earlier than one hour prior to their assigned time will be recorded as leaving early and absent the time missed (in 15-minute increments).

When enrolled in a clinical course, failure to call or be present by 1 hour after the designated start time for clinic ONCE will cause 5 points to be deducted from the student's semester clinical grade. Failure to inform the clinical instructor directly about leaving early will produce the same consequence. In either instance an advisement notice will be issued. If there is a second occurrence of either of these

prior to the completion of the program, the student must make and keep an appointment with the Department Chair/Program Director to be placed on probation. If a student fails to make the appointment with the department chair/program director the student will automatically be dropped from the clinical course with the grade of "F." Probation will cause 10 points to be deducted from the student's clinical grade for that semester. Any further occurrences will result in the student's suspension from the Medical Laboratory Technology Program. In the event that a student continues to fail to assume responsibility and continues to be tardy or leave early, the sixth total instance of tardiness or leaving early in any combination will cause the student to make and keep an appointment with the Department Chair/Program Director to be placed on probation. Probation will cause 10 points to be deducted from the student's clinical grade for that semester. A student is allotted up to a total of 20 tardies and/or leave early in any combination, throughout the course of the program. If at any time a student reaches a total of 20 tardies/leave-earlies, the student will be suspended from the program for showing a lack of responsibility.

## **5.10 Supervision of Students at Clinical Site**

- Students must be directly supervised until they have been proven competent in the didactic and laboratory settings.
- Students may be indirectly supervised after competency has been reached in the clinical setting.
  - Note: clinical competencies can only be done after didactic and laboratory testing. All student repeats are to be completed under direct supervision by qualified laboratory technologist.
- A qualified medical laboratory technologist MUST always review the student's laboratory knowledge and skill application in relation to the student's achievement and experience before allowing the student to proceed.

Direct supervision is defined as student supervision by a qualified laboratory technician/technologist who, reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is physically present during the procedure, and reviews and approves the procedure and/or results of laboratory testing.

Indirect supervision is defined as student supervision provided by a qualified laboratory technician/technologist immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified laboratory technician/technologist in the department in which the student is training. See Section 4.14 Probation, Suspension, Dismissal

## **5.11 Cell Phones/Electronic Devices**

Students are not to use or carry phones, mobile devices or any other electronic device while in the clinical setting. Phone calls are not to be sent or received except on consent of the Medical Laboratory Clinical Coordinator. Students should get a number from the instructor to provide to the daycare and/or family so that they can be contacted in an emergency. Probation and/or suspension can occur with repeated offenses or if privacy is violated. No photographs are to be taken on clinical site property. Result of any incident that may be deemed inappropriate will include either probation or up to dismissal from program. It is inappropriate to contact clinical instructors or faculty via their personal cell phones. Faculty personal cell phone numbers will not be distributed to students except in the rarest of circumstances.

## **5.12 Student Signatures**

Students must sign all forms (competency forms, any evaluations, releases/waivers) for the semester/program before any grades can be assigned. If a student does not sign the forms, s/he will receive and “I” grade until the signature is provided. Placing a signature does not indicate that the student necessarily agrees with the grade, just that he/she has reviewed the form and is aware of the grade/information assigned/provided on the form. If a student does not agree with information provided on the form, he/she may appeal.

## **5.13 Service Work**

Service work is done on a voluntary basis. You as a student must decide the benefits that you will receive from performing service work. Satisfactory completion of a course in the curriculum is not dependent upon the performance of service work. This is done independent of class work. Service work examples include:

- 1) health fairs
- 2) blood drives
- 3) shadowing
- 4) volunteer work.

Students may not count any service work time toward the minimum requirement for their hours in clinical rotations. Service work does not satisfy the requirements of any practicum course.

## **6.0 Handbook Receipt Waiver and Phlebotomy Waiver**

### **San Jacinto College Central Medical Laboratory Technology Program**

#### **Acknowledgement of Student Handbook/Guideline and Procedure Manual**

I have received and thoroughly read the student handbook for the Medical Laboratory Technology Program at San Jacinto College Central. I understand the guideline and procedure requirements contained therein and the responsibilities to be undertaken.

I understand that, with proper notice, the material in this handbook is subject to change or revision, at the Program Director's or the school's discretion. If such change takes place, I will be made aware of them, in writing.

I understand failure to comply with the established guideline and procedures may result in probation or withdrawal from the Medical Laboratory Technology Program.

I agree to comply with these guidelines and procedures.

Name \_\_\_\_\_

Date \_\_\_\_\_

**SAN JACINTO COLLEGE CENTRAL  
MEDICAL LABORATORY TECHNOLOGY AND PHLEBOTOMY  
WAIVER AND RELEASE FORM**

NAME: \_\_\_\_\_

In consideration of the opportunity afforded me in practice laboratories and clinical assignment for the educational purposes pursuant to my enrollment as a student in the Medical Laboratory Technology/Phlebotomy program at San Jacinto College District, I hereby knowingly, freely and voluntarily:

1. Personally assume all risks in connection with my education and training with San Jacinto College District. I fully recognize the dangers and risks to which I may subject myself by observing and participating in San Jacinto College District's activities. Such risks include, without limitation, death, injury, illness, disability and other damage to my person/or property.
  
2. Waiver, release and discharge San Jacinto College District and its respective Officers, directors, employees, agents, representatives, and Trustees/Regents, of and from any claim, demand, right or cause of action, of any kind or nature whatsoever, whether based on tort, contract, warranty, or other theory or recover, at law or in equity, vested or contingent, that I or my spouse, family, parents, children, estate, heirs, successors or assigns may at any time have as a result of my education and training with San Jacinto College District.

I UNDERSTAND THAT THIS WAIVER AND RELEASE IS INTENDED TO WAIVER, RELEASE AND DISCHARGE IN ADVANCE SAN JACINTO COLLEGE DISTRICT AND ITS RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, REPRESENTATIVES, AND TRUSTEE/REGENTS, FOR, FROM AND AGAINST ANY AND ALL LIABILITY TO ME ARISING FROM MY EDUCATION AND TRAINING WITH SAN JACINTO COLLEGE DISTRICT. THIS INCLUDES, WITHOUT LIMITATION, ANY LIABILITY ARISING FROM INJURY OR DAMAGE THAT I SUFFER DURING MY EDUCATION AND TRAINING WITH SAN JACINTO COLLEGE DISTRICT, INCLUDING, WITHOUT LIMITATION, DEATH, INJURY, ILLNESS, DISABILITY OR OTHER DAMAGE TO MY PERSON AND/OR PROPERTY, AND ALL RISKS CONNECTED THERETO, WHETHER FORESEEN OR UNFORESEEN, RESULTING FROM NEGLIGENCE OR OTHERWISE.

I have agreed that this Waiver and Release is intended to be as broad and inclusive as permitted by the laws of the State of Texas. If any provisions of this Waiver and Release shall be ineffective or invalid, such provisions shall be ineffective or invalid only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provision of this Waiver and Release, which shall remain in full force and effect.

I am of lawful age and legally competent to sign this Waiver and Release.

I HAVE READ THIS WAIVER AND RELEASE BEFORE SIGNING IT, AND FULLY UNDERSTAND AND AGREE TO ITS TERMS.

Printed Name: \_\_\_\_\_

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

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

Appendix A

**San Jacinto College Central Campus  
Physical Examination  
Medical Laboratory Technology**

8060 Spencer Highway Pasadena, TX 77505

*This form should be filled out completely by a physician or nurse practitioner. The physician is requested to make a careful examination. Defects found after admission may lead to the rejection of the student.*

**Student Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

DOB: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

A. Medical history of family with special reference to chronic illness and mental or nervous disorders:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Medical history of the student: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1. Any hoarseness, cough, or shortness of breath on moderate exertion: \_\_\_\_\_

2. Tuberculosis: \_\_\_\_\_ Type: \_\_\_\_\_

3. Epilepsy, mental disorder, emotional instability, or headaches: \_\_\_\_\_

Treatment if any: \_\_\_\_\_

4. Rheumatism or rheumatic fever: \_\_\_\_\_

5. Heart disease: \_\_\_\_\_

6. Hay fever, asthma, eczema, or other allergic reaction including drug reactions: \_\_\_\_\_

\_\_\_\_\_ Treatment Required? \_\_\_\_\_

If so, please specify \_\_\_\_\_

7. Menstruation: Regular: \_\_\_\_\_ Irregular: \_\_\_\_\_ Pain: \_\_\_\_\_

8. Childhood diseases: \_\_\_\_\_

9. Other Diseases: \_\_\_\_\_

10. Operations: \_\_\_\_\_

11. Injuries: \_\_\_\_\_

C. Examination:

1. Eyes: \_\_\_\_\_ Ears: \_\_\_\_\_  
Nose: \_\_\_\_\_ Throat: \_\_\_\_\_  
Thyroid: \_\_\_\_\_ Sinuses: \_\_\_\_\_  
Skin: \_\_\_\_\_
2. Heart: Size: \_\_\_\_\_ Sound: \_\_\_\_\_ Murmur: \_\_\_\_\_  
Rhythm: \_\_\_\_\_ Rate & Rhythm: \_\_\_\_\_  
Blood Pressure: \_\_\_\_\_
3. Abdomen: Scars: \_\_\_\_\_ Tenderness: \_\_\_\_\_  
Palpable Masses: \_\_\_\_\_
4. Posture: \_\_\_\_\_ Conditions of feet/arches: \_\_\_\_\_
5. Handicaps? State nature: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Recommendations:**

Do you consider the student mentally and physically able to undertake the Medical Laboratory Technology Program based on the technical standards listed and your examination of the student? (Yes) or (No) Please circle.

Is the student able to stand and walk for long periods?  
(Yes) or (No) Please circle.

Is the student able to lift at least 35 pounds?  
(Yes) or (No) Please circle.

Other remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physician Information

Name (Printed): \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B



Department of Medical Laboratory Technology  
Student Evaluation/Warning Form

Student Name	
Student G#	

I have discussed the following issue with the student:

_____ Failing Mid-Term Grade	_____ Excessive Absences
_____ Failing Final Grade	_____ Excessive Tardies
_____ Late Assignments	_____ Failing Clinical
_____ Potential for Failing	_____ Insufficient Work Submission
_____ Other:	

Proposed Course of Action:

Instructor Comments:

Student Comments:

\_\_\_\_\_  
**Instructor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

# San Jacinto College

Department of Medical Laboratory Technology

## PHOTO RELEASE FORM

I, \_\_\_\_\_, give the Medical Laboratory Technology Department of San Jacinto College permission to use my photograph in any publications, presentations and/or web applications for educational, recruiting purposes, or other program events. I understand that I may give the Medical Laboratory Technology Department a written request to withdraw my permission at any time. I also understand that my photo will not be released to any other individual, agency or institution without my written consent.

Printed Name: \_\_\_\_\_ G# \_\_\_\_\_

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

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix D**

**SAN JACINTO COLLEGE CENTRAL  
HEALTH SCIENCES STUDENT RELEASE OF INFORMATION REQUEST**

I (student name) \_\_\_\_\_ request that (faculty name)  
\_\_\_\_\_ release information to (name of institution/hospital)  
\_\_\_\_\_ regarding my academic/clinical performance in the  
\_\_\_\_\_ program.

Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date

I (faculty name) \_\_\_\_\_ agree to provide (student name)  
\_\_\_\_\_ a reference document to (name of  
institution/facility) \_\_\_\_\_.

\_\_\_\_\_  
Faculty Signature Date

\_\_\_\_\_  
Faculty Contact Phone Number

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This student release form is required from every Central Campus Health Science student, for each letter of reference submitted to San Jacinto College Central Campus Health Sciences Division.

Faculty will provide a copy of the letter given to the student.

