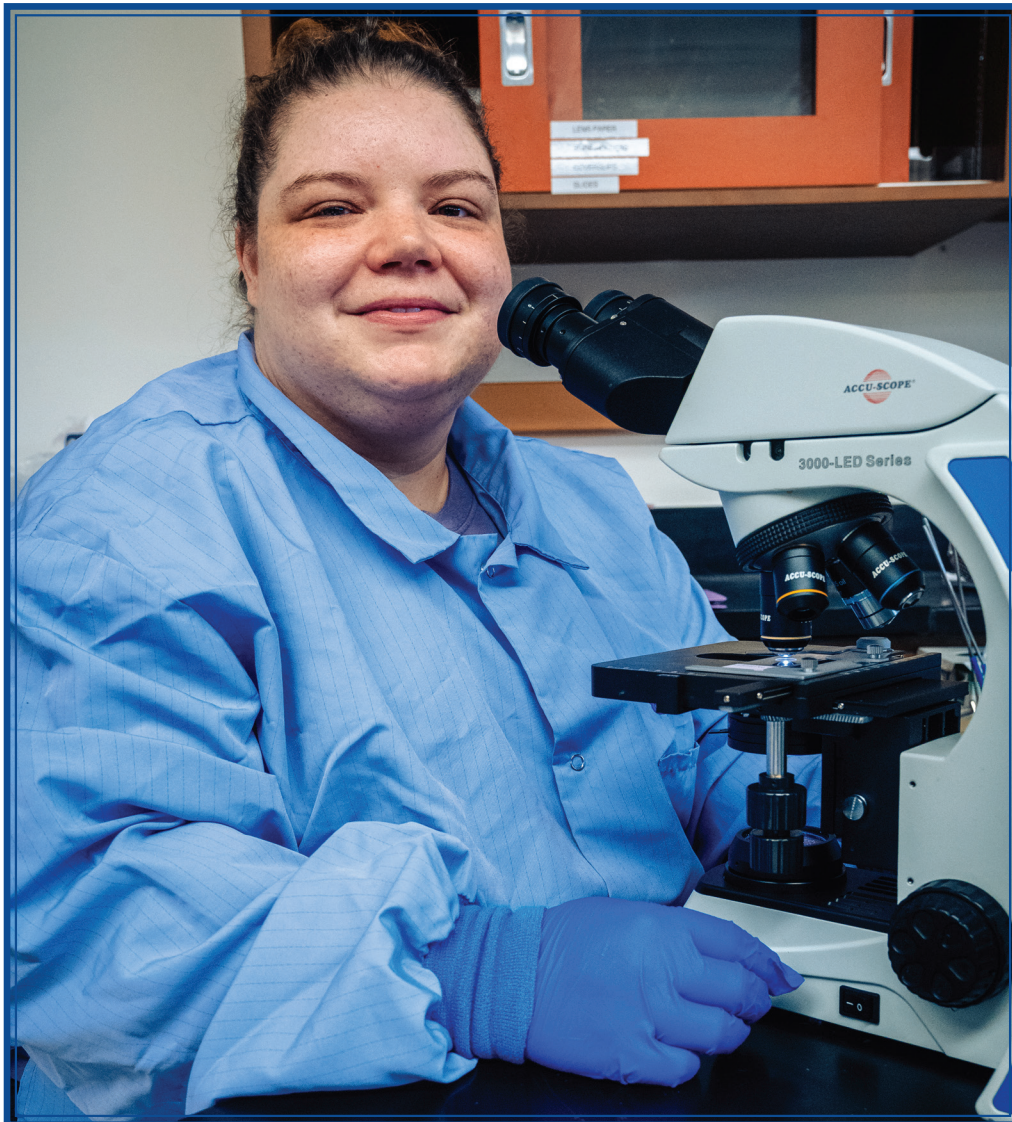




**COASTAL CAROLINA**  
COMMUNITY COLLEGE

# MEDICAL LABORATORY TECHNOLOGY

## *Student Program Manual*



2025-2026

Associate in Applied Science Degree  
Medical Laboratory Technology  
Student Program Manual

# Table of Contents

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Message from the MLT Faculty.....	1
<b>Section I: General Information on the MLT Program at Coastal Carolina Community College</b>	<b>2</b>
Philosophy of the Medical Laboratory Technology Program .....	3
Program Mission and Goals .....	3
The Medical Laboratory Technology Program Faculty and Administration .....	4
MLT Faculty Office Hours.....	4
Institutional Accreditation .....	4
Program Accreditation.....	4
Code of Ethics of the American Society for Clinical Laboratory Science .....	5
<b>Section II: Medical Laboratory Technology Occupational Competencies .....</b>	<b>6</b>
Medical Laboratory Technologist Competencies .....	7
<b>Section III: General Program Requirements .....</b>	<b>8</b>
Approximate Expenses for Medical Laboratory Technology Program.....	9
Coastal Carolina Community College Admissions Policy .....	9
Medical Laboratory Technology Program Admissions Guidelines .....	9
Additional Requirements .....	10
Fall 2025 Medical Laboratory Technology - A45420 - Curriculum Description.....	10
Completion of Associate in Applied Science Degree .....	11
Clinical Site Placement.....	11
Current Clinical Affiliate Sites .....	12
Advanced Placement and Transfer of Credits .....	12
Experiential Learning .....	12
Completion of Clinicals Due to Extenuating Circumstances.....	12
<b>Section IV: General and Clinical Practicum Health Policies .....</b>	<b>13</b>
Use of Student Car for Transportation .....	14
Health Requirements.....	14
Current Address/Email.....	14
Background Verification.....	14
Drug Screening.....	14
Immune Screening .....	14
Communicable Disease Statement.....	15
Definitions of Exposure-Prone Procedures.....	15
Accidents or Exposure Incidents.....	15
Occupational Exposure Incidents or Accidents Protocol.....	16
Injuries Requiring Medical Treatment .....	16
Reporting of Accidents.....	17
Student Insurance.....	17

# Table of Contents

---

<b>Section V: Student Expectations .....</b>	<b>18</b>
Academic Advising .....	19
Student Accountability.....	19
Additional Information on Student Rights and Responsibilities.....	19
Coastal Carolina Community College Attendance Policy .....	20
Program Attendance Policies.....	20
Clinical Rotation Attendance Policy.....	20
Criteria for Progression .....	21
Progressive Action Policy .....	22
Step 1: Probation .....	22
Step 2: Suspension .....	22
Step 3: Dismissal .....	24
Program Readmission .....	25
Personal and Academic Conduct Expectations.....	25
Academic Dishonesty.....	26
Clinical Learning Experiences Behavior Expectations.....	26
Testing and Grading Policies .....	27
Grading System .....	27
Right of Appeal Related to Course Grades Received.....	27
Academic Success .....	28
Patient Confidentiality and HIPAA Compliance .....	28
Student Service Work Policy .....	29
Expectations for MLT Students Choosing to Work While Training .....	29
Personal Appearance Guidelines .....	29
Social Media Policy .....	30
Laboratory Safety Standards.....	30
Occupational Hazards .....	30
Accidents.....	30
Request for Accommodation .....	31

## Message from the MLT Faculty

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Welcome to the Medical Laboratory Technology (MLT) program at Coastal Carolina Community College! You have chosen a profession that offers many opportunities for personal and professional growth, giving service to patients, and career satisfaction. The laboratory field is a behind the scene profession that plays a part in assisting the physician in the diagnosis and treatment for patients. We are an essential part of the healthcare team!

The *MLT Student Program Manual* contains policies specific for the Medical Laboratory Technology program which have been developed to help you succeed in the program and in your future profession. This handbook is a supplement to the *College Catalog*, which is available on the College's website. Please refer to the *College Catalog* for college-wide policies and procedures, and use this manual for program-specific guidelines. You are strongly encouraged to take time to review and become familiar with both publications.

We look forward to working with each of you and preparing you for a rewarding career in the laboratory profession.

Remember, we all have the same goal in mind: to make you the best medical laboratory technologist you can be. Any worthwhile goal takes a lot of hard work and determination in order to achieve. Hopefully, the information in the following pages, will assist you in determining in further detail what is expected of you.

Have a wonderful and exciting year.

Elizabeth Wade, MS, MLS(ASCP)<sup>CM</sup>

MLT Program Director/Instructor

**Section I:**  
**General Information on the MLT Program at**  
**Coastal Carolina Community College**

## Philosophy of the Medical Laboratory Technology Program

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The faculty of the MLT program at Coastal Carolina Community College support the broader college mission of providing academic excellence in teaching, to enhance employment and to gain career skills, to introduce students to broad areas of knowledge and understanding that add meaning to their lives and to develop and maintain a collaborative and innovative college environment that promotes personal interaction as the foundation of learning, honors diversity, cultivates sustainability, and encourages civic engagement while maintaining the attitude of a life-long learner.

Because our students will ultimately take up employment in the allied health industry, many working in on-site hospital labs, the program takes very seriously its obligation to convey to students the importance of workplace professionalism, confidentiality (in line with the provisions of the Health Insurance Portability and Accountability Act [HIPAA]), teamwork, and communication. Whenever possible, the program seeks to emulate the environment in which students will be working and to hold the students accountable to the same work place standards, procedures, and expectations they will encounter upon entering the work force.

MLT program faculty, administrators, and staff are committed to creating a collaborative learning environment. We believe we have designed a training program that will result in students that are knowledgeable in laboratory concepts, skilled in laboratory processes and protocols, and have the work habits necessary to secure and maintain their employment in the medical laboratory field. The goal of the MLT training program will serve as the foundation for a life-long career results in a very challenging curriculum that is responsive to industry needs. We seek to involve students in all phases of their own education and we encourage a teaching and learning environment that gives students access to their professors, as appropriate, to clarify concepts, discuss opportunities, and understand what it takes to be a successful medical laboratory professional.

## Program Mission and Goals

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The primary mission of the program is to produce highly-trained individuals who successfully pass the medical laboratory technology national certification exam and who will remain committed to all ethical and affective objectives in a healthcare setting, while exhibiting the critical core values of accountability, dedication, work ethic, and trust.

The primary goals of the program are:

1. To provide a student-centered teaching environment with clearly defined expectations that engages students as active learners.
2. To provide meaningful clinical experiences that deliver structured, supervised clinical rotations that reinforce didactic knowledge, build technical skills, and expose students to the realities of laboratory practice.
3. To comprehensively prepare competent Medical Laboratory Technology graduates who will be capable of performing at a career-entry level in all laboratory services (i.e., Microbiology, Immunohematology/Immunology, Hematology, Clinical Chemistry, Urinalysis & Body Fluids).
4. To develop students' interpersonal and intraprofessional skills essential to effectively interacting with diverse populations (affective domain).
5. To develop students' ability to analyze laboratory data, apply theoretical knowledge, and make evidence-based decisions in clinical settings (cognitive domain).
6. To prepare graduates to competently perform routine and specialized laboratory procedures across all major disciplines, while adhering to standard operating procedures and quality assurance protocols (psychomotor domain).
7. To foster a culture of professionalism, ethical responsibility, and integrity by educating Medical Laboratory Technology students in the ethical, legal, and competent practice of clinical laboratory science.
8. To promote professional growth, scientific inquiry, and appreciation for lifelong learning.
9. To support student success on the national certification exam by providing instruction and assessment strategies aligned with entry-level knowledge and skill expectations.

# The Medical Laboratory Technology Program Faculty and Administration

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## **Elizabeth Wade, MS, MLS (ASCP)<sup>CM</sup>**

Director of the Medical Laboratory Technology Program/Instructor

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Office: H231  
Phone: (910) 938-6306  
Email: [wadee@coastalcarolina.edu](mailto:wadee@coastalcarolina.edu)

*The Director of the Medical Laboratory Technology Program has authority for direction of the Medical Laboratory Technology program. This authority encompasses responsibility for maintaining compliance with legal requirements as well as overseeing the organization, administration, instruction, evaluation, continuous quality improvement, curriculum planning and development, guiding other program faculty, and general effectiveness of the program.*

## **Gina Reinhart, MS, MLT (ASCP)**

Biology and MLT Instructor

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Office: H209  
Phone: (910) 938-6313  
Email: [reinhartg@coastalcarolina.edu](mailto:reinhartg@coastalcarolina.edu)

*Full-time faculty are responsible to their respective Division Chairs for the quality, content, and effectiveness of instructional programs, ensuring educational quality and student success.*

## **Wes Lee, MA**

Division Chair for Nursing & Allied Health

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Office: H104  
Phone: (910) 938-6807  
Email: [leew@coastalcarolina.edu](mailto:leew@coastalcarolina.edu)

*The Division Chair's primary responsibilities are to recruit, select, supervise, lead, and evaluate the performance of the faculty and staff in his/her division, in order to create and maintain a commitment to educational excellence. He/she also serves as the direct liaison between the faculty and the senior administration.*

## MLT Faculty Office Hours

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MLT faculty members have designated office hours which promote the opportunity for student involvement with the faculty and provide an avenue for students to ask questions. These hours are announced by faculty and posted on their office doors at the beginning of each semester. If a student is unable to meet with a faculty member during their posted office hours, special arrangements can be made to meet specific needs; contact the individual faculty member to request a special appointment.

## Institutional Accreditation

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### **Southern Association of College and Schools Commission on Colleges**

Coastal Carolina Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Coastal Carolina Community College may also offer credentials such as diplomas and certificates at the approved degree level. Questions about the accreditation of Coastal Carolina Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

## Program Accreditation

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### **National Accreditation Agency for Clinical Laboratory Sciences**

Coastal Carolina Community College's Medical Laboratory Technology Program is accredited through the National Accrediting Agency for Clinical Laboratory Sciences:

National Accrediting Agency for Clinical Laboratory Sciences  
5600 North River Road, Suite 720  
Rosemont, IL 60018-5199  
Phone: (773) 714-8880  
Fax: (773) 714-8886  
<https://www.naacls.org/about.aspx>



# Code of Ethics of the American Society for Clinical Laboratory Science

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## Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

## I. Duty to the Patient

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

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

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

## II. Duty to Colleagues and the Profession

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

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

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

## III. Duty to Society

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

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

## Pledge to the Profession

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

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

## Section II:

# Medical Laboratory Technology Occupational Competencies

# Medical Laboratory Technologist Competencies

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

Per NAACLS, at career entry-level, the medical laboratory technologist will have the following professional competencies.

They will have the ability to:

## A. Professional Behaviors and Communication

- Demonstrate professional and ethical behavior along with effective interpersonal communication skills when engaging with various stakeholders.
- Establish effective interprofessional working relationships with other health care professionals, demonstrating comprehension of and respect for their roles and patient welfare.
- Recognize and appreciate the importance of engaging with an inclusive workforce through collaboration.
- Value and advocate for a workplace environment that fosters inclusivity, diversity, equity, and accessibility.

## B. Safety and Compliance

- Comply with government regulations and accreditation standards relevant to **MLT**.
- Adhere to prescribed protocols for overall laboratory safety, biohazard containment, and waste disposal.
- Implement quality assurance principles to ensure the validity and accuracy of laboratory-generated data.

## C. Education and Research

- Acknowledge and respond to individual requirements for continuing education and development to foster growth and maintain professional competence.
- Provide instruction to users of laboratory services regarding appropriate procedures, test utilization and interpretation.

## D. Laboratory Operations and Management

- Employ a logical and systematic problem-solving approach when identifying errors and/or technical issues with laboratory procedures and instrumentation.
- Apply principles of data security to safeguard laboratory and hospital information systems.
- Apply principles of quality assurance to ensure validity and accuracy of laboratory data.

## E. Pre-Analytical Competencies

- Evaluate specimen collection, processing, and storage procedures in accordance with standard operating procedures.
- Ensure specimen integrity is maintained throughout the sample procurement process.

## F. Analytical Competencies

- Adhere to written policies, processes, and procedures for analytical testing, analysis, and instrumentation maintenance.
- Evaluate and provide rationale for troubleshooting protocols in analytical testing when appropriate.
- Perform routine procedures in accordance with standard operating procedures.
- Apply quality control principles to analytical testing procedures, including instrument calibration, statistical analyses of control results, Westgard rules, and verification of reference ranges.
- Perform basic calculations, dilutions, and statistical analyses for procedures and analytical testing in **MLT**.
- Apply theoretical principles of instrumentation to current methods of analysis.

## G. Post-Analytical Competencies

- Perform all post-analytical procedures in accordance with quality assurance protocols and regulatory standards.
- Evaluate results for accuracy relative to quality control, patient history, specimen integrity, and overall clinical correlation.
- Report test results, including abnormal, STAT, and critical values, in accordance with the laboratory's standard operating procedures.

## **Section III: General Program Requirements**

## Approximate Expenses for Medical Laboratory Technology Program

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### 1<sup>st</sup> Year

Tuition and Fees	\$3,540	(In-State/Full Time)
Textbooks	\$1,855	
Calculator	\$40	
Face Shield and Safety Glasses	\$30	
Immunizations	\$800	(Depending on insurance coverage)
Clinical Compliance Fees	\$128	
Professional Liability Insurance	\$20	
<b>Total 1<sup>st</sup> Year</b>	<b>\$6,413</b>	

### 2<sup>nd</sup> Year

Tuition and Fees	\$1,939	(In-State/Full Time)
Textbooks	\$87	
Certification Exam Fee	\$240	
Uniforms*	\$250	
Clinical Platform Fees	\$150	
Professional Liability Insurance*	\$20	
<b>Total 2<sup>nd</sup> Year</b>	<b>\$2,686</b>	

\*Required prior to 2<sup>nd</sup> year fall enrollment.

### Please note:

Costs listed above are estimates. The In-State tuition rate is based on \$76 per credit hour plus student fee. Tuition rates are determined by the North Carolina General Assembly and are subject to change at their discretion. For additional information regarding the total cost of attending Coastal, please see Financial Aid staff regarding the College Financial Plan. **All costs are subject to change.**

Professional liability insurance fee must be paid at the Coastal Accounting Office prior to beginning clinical practice.

Candidates who are admitted to the MLT program will need to have a REAL ID to participate in clinical rotations aboard Marine Corps Base Camp Lejeune. If a student does not have a REAL ID, they will need to provide a second form of identification (Social Security Card, birth certificate, or passport) to obtain base access.

Students should also consider miscellaneous expenses such as childcare and gas expense if assigned to an out-of-county hospital for clinical practice (e.g., MLT Practicum I and II). Some hospitals use an on-boarding platform for which they charge \$30.00-\$40.00.

## Coastal Carolina Community College Admissions Policy

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Coastal Carolina Community College maintains an open door admissions policy for all applicants. The College serves students regardless of race, color, national origin, sex, sex stereotypes, sex characteristics, sexual orientation, gender, gender identity, gender expression, pregnancy or other related conditions, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

Selective placement of individual students in the different programs of study within the College is determined by the Admissions Office, within the guidelines established by the State Board of Community Colleges and the North Carolina Community College System for each program of study and course offered.

## Medical Laboratory Technology Program Admissions Guidelines

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All prerequisites as identified in the *Medical Laboratory Technology Annual Bulletin* and *College Catalog* must be satisfied before final approval of admission is given.

Applicants accepted into the program will be provided required health forms. The Eye Examination Form and Student Medical Form must be completed and returned no later than the first day of class. **Students are strongly advised to make photocopies of their medical forms for their own records.**

Students will be required to complete a criminal record check (all addresses and names) and drug screening to comply with the regulations in affiliating clinical agencies. Agencies may deny access for any positive findings.

## Additional Requirements

Once enrolled in the MLT program, students will be required to:

- Demonstrate ongoing physical and emotional health as evidenced by a physical exam and appropriate behavior.
- Complete all required immunizations as listed in the Student Medical Form. Students may not attend clinical rotations when health-related requirements are incomplete unless official written documentation is provided that immunizations are in progress.
- Adhere to the student guidelines specific to the MLT program.
- Purchase all required course resources: textbooks, uniforms, lab supplies, and online educational resources.
- Purchase liability insurance, payable with tuition in the fall of the second year.

## Fall 2025 Medical Laboratory Technology - A45420 - Curriculum Description

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

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

Graduates may be eligible to take the examination given by the Board of Certification of the American Society of Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

Coastal Carolina Community College offers an Associate in Applied Science Degree. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic advisor/counselor for additional information. The appropriate coursework is listed below.

			Hours Per Week			
			Class	Lab	Clinic	Credit
<b>FALL SEMESTER (1<sup>ST</sup> Year)</b>						
BIO	140	Environmental Biology	3	0	0	3
CHM	130	General, Organic and Biochemistry	3	0	0	3
CHM	130A	General, Organic and Biochemistry Lab	0	2	0	1
CIS	111	Basic PC Literacy	1	2	0	2
MLT	110	Introduction to MLT	2	3	0	3
MLT	111	Urinalysis and Body Fluids	1	3	0	2
MLT	115	Laboratory Calculations	2	0	0	2
MLT	140	Introduction to Microbiology	2	3	0	3
			<b>14</b>	<b>13</b>	<b>0</b>	<b>19</b>
<b>SPRING SEMESTER (1<sup>ST</sup> Year)</b>						
BIO	163	Basic Anatomy and Physiology	4	2	0	5
ENG	111	Writing and Inquiry	3	0	0	3
MLT	120	Hematology/Hemostasis I	3	3	0	4
MLT	125	Immunohematology I	4	3	0	5
MLT	240	Special Clinical Microbiology	2	3	0	3
			<b>16</b>	<b>11</b>	<b>0</b>	<b>20</b>
<b>SUMMER SEMESTER (Full Session)</b>						
ENG	112	Writing/Research in the Disciplines	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
			<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>
<b>SUMMER SEMESTER (1<sup>ST</sup> Session)</b>						
MLT	130	Clinical Chemistry I	3	3	0	4
			<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>

			Hours Per Week			
			Class	Lab	Clinic	Credit
<b>SUMMER SEMESTER (2<sup>nd</sup> Session)</b>						
PSY	150	General Psychology	3	0	0	3
			<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>FALL SEMESTER (2<sup>nd</sup> Year)</b>						
MLT	259	MLT Practicum I	0	0	33	11
MLT	280	Special Practice Lab	0	3	0	1
			<b>0</b>	<b>3</b>	<b>33</b>	<b>12</b>
<b>SPRING SEMESTER (2<sup>nd</sup> Year)</b>						
MLT	217	Professional Issues	0	3	0	1
MLT	269	MLT Practicum II	0	0	33	11
			<b>0</b>	<b>3</b>	<b>33</b>	<b>12</b>
<b>Total Semester Hours:</b>						<b>76</b>

## Completion of Associate in Applied Science Degree

Upon completion of the MLT curriculum requirements, students who have fully completed the requirements of the academic program in which they are enrolled will be awarded an Associate in Applied Science (AAS) degree. Graduates are eligible to sit for the American Society of Clinical Pathology certification exam after receiving their AAS degree; however, a student passing any external certification examination is not required for degree completion.

## Clinical Site Placement

- Students must have completed the following clinical requirements by the provided deadline:

Clinical Requirement	Completion Deadline
Immunization records or comparable titers, including: <ul style="list-style-type: none"> <li>Hepatitis B series (can be declined with a signed waiver)</li> <li>annual influenza vaccine</li> <li>COVID-19 vaccine</li> <li>Measles, Mumps, and Rubella (MMR)</li> <li>Varicella Zoster</li> <li>Tetanus, Diphtheria, Pertussis (Tdap)</li> </ul>	prior to MLT 130
Criminal Background Check clearance	at least 30 days prior to MLT 259
Drug Screen	at least 30 days prior to MLT 259
CPR: American Heart Association Basic Life Support (BLS) for Healthcare Providers <i>Note: Heartsaver and American Red Cross BLS courses will not be accepted.</i>	at least 60 days prior to MLT 259
Health exam requirements, including: <ul style="list-style-type: none"> <li>physical exam</li> <li>eye exam (including passed Ishihara test)</li> <li>updated yearly TB skin test (or comparable testing)</li> </ul>	at least 60 days prior to MLT 259

- Students must have completed all preceding course work with grades of 77% or better in all core (MLT) courses.
- Students who have fulfilled the stated requirements will be asked to list preferred sites in order of preference. Preferred sites will be considered. There is no guarantee of placement at a preferred site. Final clinical placement decisions are at the discretion of MLT Program Director. Students will be placed at the site most appropriate for individual learning needs.

*Note: No special consideration can be given to those individuals with spouses, children, lack of transportation, etc. Students are responsible for their own transportation to clinic sites.*

- Because clinical placements are secured in advance and are designed for flexibility, delays or changes in placements are rare. However, when clinical placement is not immediately available, becomes unavailable, or if situations occur that limit clinical placement, the MLT program may need to send students to an alternate site or supplement the rotation at another facility. This facility may not be in the immediate geographic area and travel may be necessary. Travel and housing expenses are the

responsibility of the student. In the event that clinical placement cannot be immediately guaranteed, the following policy will go into place:

- Students will be ranked by their cumulative college GPA.
- Students with the highest cumulative college GPA will receive priority in clinical placement.
- The other students will be waitlisted until clinical sites become available.
- If none become available during the semester, these students will be given top priority during the next clinical year.

### **Current Clinical Affiliate Sites**

- CarolinaEast Medical Center
- Carteret Health Care
- ECU Health Duplin Hospital
- Novant Health
- Naval Medical Center Camp Lejeune
- Onslow Memorial Hospital
- UNC Health Lenoir

## **Advanced Placement and Transfer of Credits**

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Coastal Carolina Community College does not have an Advanced Placement policy.

Courses taken at another university or college may fulfill some of the requirements for graduation from the program. If a student would like to transfer into Coastal's Medical Laboratory Technology program from a different program, they must follow the application procedure.

With the exception of MLT prefix courses, the program adheres to the College's general Transfer of Credits to Coastal Carolina Community College policy, outlined in the *College Catalog*.

Consideration for transfer credit does not apply to MLT prefix courses unless equivalent courses have been taken at another National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) accredited MLT program. In order to receive transfer credit for any comparable MLT courses, the student must have passed with a grade of 77% or greater. There is no guarantee that MLT prefix courses previously completed would be transferred to Coastal's MLT program, due to the following reasons:

- Credit hour equivalence
- Unique content arrangement of courses

## **Experiential Learning**

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Experiential learning is not available for MLT program courses.

## **Completion of Clinicals Due to Extenuating Circumstances**

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Students who have completed 2½ semesters on campus may be permitted, upon approval from the MLT Program Director and the Division Chair for Student Services, to complete their rotations out-of-state if the need arises due to extenuating circumstances (e.g., relocation, deployment, or illness of a family member). This will be done on a case-by-case basis contingent upon the MLT Program Director's ability to find a clinical site willing to accept the student. The student will be required to complete the requirements for MLT 280 and MLT 217 online. Due to the time required to find a suitable clinical site and to complete the contractual arrangements between the site and Coastal Carolina Community College, the student must submit a request in writing to the MLT Program Director at least two semesters prior to the semester the out-of-state clinical will be required.



## **Section IV:**

# **General and Clinical Practicum Health Policies**

## Use of Student Car for Transportation

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Students must supply their own transportation to and from classes, clinical sites, and for special events, activities, or assignments. Clinical site assignments shall not be based on a student's ability to carpool or any other transportation considerations.

## Health Requirements

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All incoming students for clinical rotations must complete the required health requirements as directed and at their own cost. Health requirements are subject to change, and students will be expected to comply immediately with any new requirement. Health information is entered on an online vendor which provides students access to their health information documents throughout program duration.

## Current Address/Email

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Each student is required to provide their current mailing address, email address, and telephone number to the MLT Program Director and to their preceptors. At the time of any change in addresses/phone numbers, each student must notify the Program Director immediately. All private information is kept confidential.

## Background Verification

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Students accepted into the MLT Program and students granted re-entry to the MLT Program must pay for and complete a criminal background check and comply with all applicable hospital security standards to qualify for placement in health care facilities. Students who withdraw or are dismissed from the Program must redo their background check upon re-entry. If, as a result of the background check, a student is found to be ineligible for clinical placement, they will be dismissed from the program as their background makes them unable to complete the mandatory clinical rotations.

## Drug Screening

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To minimize risk to patients and co-workers, our partner agencies require that all students placed within their facilities for clinical experiences clear a drug screening test. Students are responsible for the cost of drug screening. Students accepted into the MLT Program must complete a drug screen when due.

Students testing positive on the drug screen without a physician prescription will be ineligible for clinical placement and as a result will be dismissed from the program as this makes the student unable to complete their mandatory clinical rotations. If a student disputes the drug testing results, they should contact the drug testing lab for further information. Disqualified students may apply to re-enter the MLT program with subsequent student cohorts. Acceptance of a re-entry student dismissed as a result of a failed drug test will be conditional on clearing all health-related requirements, including a drug screen test.

## Immune Screening

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Consistent with employment in a healthcare setting, all students are required to demonstrate immunity (serological testing or proof of adequate vaccination, or current immunization) to several communicable diseases in order to protect patients and staff. These include, but are not limited to:

- Hepatitis B series (can be declined with a signed waiver)
- Annual influenza vaccine
- COVID-19 vaccine
- Measles, Mumps, and Rubella (MMR)
- Varicella Zoster
- Tetanus, Diphtheria, Pertussis (Tdap)
- PPD (Tuberculosis) screening

All documentation of immunizations MUST go through the MLT program's current vendor. Information and instructions will be made available to students upon acceptance into the MLT program. All program-related screening criteria (drug, immune, and background checks) are kept confidential and secured through an online vendor and accessible only to the Program Director. However, a

student's assigned clinical site will require the results of drug, immune, and background checks in order to process the student at their facility for clinical rotations.

## Communicable Disease Statement

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Students enrolled in Nursing and Allied Health programs are at risk of exposure to bloodborne pathogens and body fluids, and the potential exists for transmission of infectious diseases (e.g., HIV, Hepatitis, etcetera). Discrimination against patients with HIV and other infectious diseases is prohibited; therefore, students are required to treat all patients assigned. Refusal to treat any patient may affect the student's academic success.

The complete Communicable Disease Policy is available in the *College Catalog*.

Students enrolled in any Nursing and Allied Health program who test positive for HIV or Hepatitis prior to or at any point during their enrollment in the program must submit a written notification to:

Chief, Communicable Disease Control Branch  
1902 Mail Service Center  
Raleigh, NC 27699-1902

Students who enter any Nursing and Allied Health program will be required to read and sign a Communicable Disease Statement acknowledgement form. This form becomes part of the student's departmental record and attests that the student:

- Has been informed of their risk of exposure to bloodborne pathogens and body fluids;
- Understands the potential for transmission of infectious diseases;
- Agrees to provide care for all patients assigned to them;
- Understands that refusal to treat any patient may affect their academic success;
- Has been informed of the complete Communicable Disease Policy; and
- Must comply with all related guidelines and procedures.

The student and a witness must sign the Communicable Disease Statement acknowledgment form.

## Definitions of Exposure-Prone Procedures

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Characteristics of exposure-prone procedures may include, but are not limited to, digital palpation of a needle tip in a body cavity or simultaneous presence of the employee/student's fingers and a needle or other sharp instrument or object (such as catheter) in a poorly visualized or highly confined anatomical site. Performance of exposure-prone procedures may present a recognized risk of percutaneous injury to the employee/student, and if such an injury occurs, the employee's/student's blood is likely to contact the patient's body cavity, subcutaneous tissues, and/or mucous membranes. Characterization of particular exposure-prone procedures is identified on a case-by-case basis.

## Accidents or Exposure Incidents

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If a student, employee, or patient is accidentally exposed to an infectious agent, such as, but not limited to, blood or body fluids, the person will immediately report the incident to the appropriate supervisor as designated in the College Infectious Disease Control Program, Manual/Handbook of the program in which the student is currently enrolled, and/or the guidelines of the affiliated agency where the incident occurred (*Full-Time Faculty and Staff Handbook*, Communicable Disease Policy, Section II). For students, the instructor present and/or the Program Director/Department Head is considered the "appropriate supervisor." Employees and students are ethically obligated to undergo testing for the pathogen when a patient has been accidentally exposed to their blood or body fluids. An Exposure Incident Authorization for Testing will be completed and filed for all accidental exposures (*Full-Time Faculty and Staff Handbook*, Communicable Disease Policy, Section II).

## **Occupational Exposure Incidents or Accidents Protocol**

Occupational exposure incidents or accidents includes, but are not limited to, contact with hazardous materials, bloodborne pathogens, and hazardous waste. The following protocol applies to any occupational exposure incident or accident:

For the purposes of this protocol, the following definitions shall apply:

### ***Definitions***

**Exposure Incident:** An event where blood or other potentially infectious body fluid comes into contact with skin, mucous membranes or subcutaneous, muscle and/or bone tissue.

**Exposed Person (Recipient):** The person into whom blood or other potentially infectious material was introduced. Depending upon the circumstances, the recipient could be a patient, client, patron, student, faculty or staff.

**Source:** The person whose blood or other potentially infectious material has come in contact with another individual. Depending upon the circumstances, the source could be a patient, client, patron, student, faculty or staff.

### ***Procedure***

The following procedure will be followed when an exposure incident occurs:

1. The exposure incident will be immediately reported to the instructor or supervisory authority on site.
2. The instructor or supervisory authority on site will administer emergency care/first-aid, as necessary.
3. After making certain there is no medical emergency requiring immediate attention, the instructor or supervisory authority on site will contact the Security Services Department at (910) 938-6290 (extension 6290 from a campus telephone) for the completion of an Incident/Investigation Report.
4. The instructor or supervisory authority on site will separately and confidentially discuss the incident with the source and the recipient and will notify each that a standard panel of tests is recommended as soon as possible but not later than seventy-two hours after the incident. The instructor or supervisory authority on site will also advise the source and the recipient that each has the right to sign a waiver and refuse testing.
5. The instructor or supervisory authority on site will notify the source and the recipient that testing, at the College's expense, is available from the Occupational Health Department of Wilmington Health located at 1000 Brabham Avenue, Jacksonville, NC 28546, (910) 937-2570.
6. The instructor or supervisory authority on site will complete and sign a separate standard Exposure Incident Authorization for Testing Form for the source and for the recipient.
7. The instructor or supervisory authority on site will provide the original and one copy of the standard Exposure Incident Authorization for Testing to the source and the recipient, one copy to the Office of the Vice President for Instructional Support, one copy to his or her direct supervisor, and one copy to the Security Services Department.

*(Full-Time Faculty and Staff Handbook, Occupational Exposure Incidents or Accidents, Section V)*

## **Injuries Requiring Medical Treatment**

In the event that an injury occurs that requires emergency medical services, the first step is to call 9-1-1.

Coastal Carolina Community College does not provide medical, hospital, or surgical services. The responsibility for medical services rests with students and/or their spouses, parents, or guardians. (*College Catalog*, Student Health). Therefore, students must elect for any medical treatment other than any necessary first aid.

If additional medical treatment is elected, the student will be responsible for payment to the healthcare provider for care rendered. If a student's injury is covered by the College's student accident insurance policy, and the student appropriately completes and files an accident claim form, the student accident insurance company will reimburse the student for expenses not covered by the student's primary health insurance if the claim is approved. Please note that if a student chooses to file an insurance claim through the College's student accident insurance, the student may also be required to submit additional documentation from the healthcare provider (e.g., detailed medical bill, proof of diagnosis or treatment, etc.).

In cases where emergency services must be rendered, the student will be taken to the nearest hospital emergency room. Any treatment necessary will be administered at the hospital with consent of the student and/or their spouse, parents, or guardians.

## **Reporting of Accidents**

In the event a student is injured during a College-sanctioned activity, immediately notify the instructor present and Program Director/Department Head. All emergencies or accidents must also be reported to the Security Services Department immediately after occurrence of the incident. This may be accomplished by dialing (910) 938-6290 or by using the emergency telephones. The location, nature of the emergency or accident, and the name of the individual or individuals involved should be included in the mandatory incident report filed by the Security Office (*Full-Time Faculty and Staff Handbook*, Reporting of Accidents, Section V).

## **Student Insurance**

Students enrolled in curriculum or continuing education courses are covered by student accident insurance. A copy of the student accident policy is available on the College's website at [www.coastalcarolina.edu](http://www.coastalcarolina.edu).

It is the responsibility of students to be familiar with the provisions of their student accident policy. All accidents must be reported to the Security Services Department immediately after the occurrence of the incident. Accident claim forms for injuries covered under the provisions of the insurance can be obtained from the Office of the Vice President for Instructional Support. It is the responsibility of the student to complete and file an accident claim form for reimbursement of expenses.

Students enrolled in health science programs are required to purchase professional liability insurance prior to their participation in clinical practice. (*College Catalog*, Student Insurance)

## Section V: Student Expectations

## Academic Advising

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Academic advising has proven to be the single most important factor influencing student retention and success. The MLT program has a formalized advising system to ensure that all students will experience the benefits of a consistent and meaningful advising relationship.

The mission of this system is to:

- Facilitate the academic and career success of MLT program students.
- Foster responsibility in each student for their own academic success.
- Provide a clear and continuous system of support for all program students.

The Program Director will assist students by guiding students through the program. Students will meet with the Program Director at minimum once a semester at the midterm point. Additionally, the faculty welcome the opportunity to see students on an individual or group basis. Contact the faculty member or Program Director for an appointment. All advising sessions will take place privately with impartiality.

### Elevation Process and Regular Review of Student Progress

Faculty and clinical preceptors will notify the Program Director of any concerns with student progress in academic, clinical, and professional skills. If a student is at risk of not meeting minimal program standards, they will be referred for advising.

### Clinical Preceptor and Student Relationship

For each clinical rotation, all students will be supervised by the department preceptor who will oversee the students' applied learning experiences. The preceptor will:

- Familiarize students with the facility's rules, regulations, and protocols,
- Provide administrative and professional supervision,
- Ensure students receive direct supervision from qualified staff while performing procedures,
- Bridge the gap between theoretical learning and clinical practice,
- Guide students in meeting clinical objectives, and
- Ensure students deliver safe and quality patient care.

## Student Accountability

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Primary responsibility for creating a positive learning experience for all participants in the MLT program lies with the program faculty, administrators, staff, and clinical partners. That role is taken seriously by all involved. As individuals on track to assume contributing roles in a professional medical lab setting, MLT students admitted to Coastal's MLT program are also expected to take an active role in creating and maintaining an exemplary learning environment. The program's goals are the same as the students, we seek to produce graduates that can pass applicable certification exams, that are sought after by employers, and that possess knowledge, technical skills, and professionalism that meet or exceed employer expectations. As active participants in the process, students are expected to behave with integrity, respect, and collegiality toward classmates, instructors, staff, and clinical preceptors.

We believe each student is a self-directed individual with unique needs, capabilities, goals, and learning styles. Individual learner differences include age, gender, education and experiential background, support systems, ethnicity, and culture. We believe it is the educator's responsibility to recognize these individual differences and utilize a variety of educational methods to enhance learning.

We also believe that teaching/learning is an interactive and facilitative process which results in observable and measurable behavioral change. Inherent in the teaching/learning process is critical thinking which involves problem-solving, decision-making, and creative thinking skills.

## Additional Information on Student Rights and Responsibilities

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This *MLT Program Manual* is a supplement to Coastal's *Student Handbook* and website resources. As an MLT student, you are also a member of the Coastal Carolina Community College community. Students are expected to familiarize themselves with this information.

All aspects of Coastal's *Student Handbook* apply to MLT students. A complete description of applicable college policies can be viewed online: <https://www.coastalcarolina.edu/students/student-handbook/>

## Coastal Carolina Community College Attendance Policy

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Coastal Carolina Community College is committed to the principle that class attendance is an essential part of its educational program. Class lectures, demonstrations, discussions, and other in-class experiences are regarded as vital ingredients of the educational process that cannot be easily compensated for through out-of-class make-up work. Coastal's attendance policy is designed to balance the educational benefits of regular class attendance with the demands of everyday life. In order to be officially enrolled, a student must attend the course no later than the census date. To allow for absences related to religious observances, illness, emergencies, and other circumstances, students may miss a percentage of class hours before being disenrolled by the instructor. If the absences are not all consecutive, then the student will be disenrolled by the instructor when the number of absences exceeds 12.5% of class hours. If the absences are all consecutive, then the student will be disenrolled by the instructor when the number of absences reaches 12.5% of class hours. For the college's full attendance policy, please see the *College Catalog*.

## Program Attendance Policies

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Attendance at all class sessions (lecture and lab), practicum hours (at off-site locations), and mandatory student meetings, field trips, or functions is an important component of the MLT program and absolutely required of all students.

All students are responsible for, and required to follow, the appropriate reporting procedures for advance notice when late or absent from a scheduled class, training day, or other mandatory event. Student absences from class will be counted beginning with the first class meeting after the student has registered for the class. Laboratory hours and class hours are not interchangeable in the application of the attendance guidelines. Students will be marked absent if you miss class for any reason. Students will be marked tardy if they miss up to ten minutes of class by arriving late, leaving early, or leaving in the middle of class. Three (3) tardies equal one (1) absence. When a student is more than 30 minutes late for class or lab, they will be marked absent.

Prior to missing class, a student should communicate (call, e-mail) to the MLT Program Director or Instructor by 8:00 a.m. on the day of the absence. If the student cannot contact the MLT Program Director, they must leave a message on the voicemail or with the Nursing and Allied Health Division Secretary (910-938-6269). It is the student's responsibility to communicate any absences. This does not apply if the instructor has received prior notice of the absence. If a student has a medical reason or extenuating circumstance that may cause them to miss class time on a regular basis, they should speak to the instructor about this outside of class.

An absence will not waive a student's responsibility to submit assignments upon returning to class. The student is responsible for any lectures or lab procedures missed due to an absence. It is the student's responsibility to inquire or make up any work missed or submit any assignments that were collected immediately upon return to class. If a student has questions because they missed class or did not complete the required homework, please be respectful of the other students and ask these questions outside of class. If a student is absent from class, they should obtain the class notes from another student and read the corresponding section in the textbook. Additionally, they should meet with the instructor outside of class to receive individual help.

Students who are withdrawn from the program for excessive absences will be reinstated at the discretion of the faculty according to college policy. Please maintain a record or log of your absences including the date and the reason you missed class. A student should attach any documentation regarding their absences to the attendance log. If a student exceeds the allowable number of absences and requests reinstatement, they will need to present these reasons to their instructor. The instructor's decision for reinstatement will be based on the reasons for all absences, the student's current grade in the class, the student's ability to make-up any assignments in a timely manner, and the student's behavior in class.

**Note:** *If a student is reinstated following being withdrawn from a class for failure to attend, they may be placed on academic probation.*

## Clinical Rotation Attendance Policy

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In the clinical setting, the student is expected to be in the clinical affiliate each day of the semester and to attend all clinical experiences. Students are required to report to the clinical affiliate on time and as scheduled according to their rotation schedules in MLT 259 MLT Practicum I and/or MLT 269 MLT Practicum II. Students are expected to be ready to train at the appointed hour. A student who is unable to attend class or their clinical experience must notify the clinical facility at least one (1) hour prior to their assignment. The MLT Program Director and/or Instructor must also be called no later than 8:00 a.m. The contact information is in the front of this manual.



Excessive failures to report to the clinical affiliate will result in disciplinary action. The student will be held to the same attendance policies and disciplinary action as employees. If the student exceeds the occurrences of absenteeism that equate to employee termination, the student will be removed from the clinical affiliate. The student will be allowed to continue only if there is another clinical affiliate site available.

The rotation time missed due to absences must be made up before the student is allowed to progress to the new rotation. Students must spend adequate time in each department to learn the required skills of that department. For any deviation in the schedule, a member of the MLT program faculty must be notified, and any changes in scheduled hours at the clinical affiliate must be approved by the Program Director, the clinical affiliate's education coordinator, and the department supervisor/preceptor. The student is accountable for all work missed due to an absence and will be responsible for scheduling make-up time with the Clinical Coordinator or preceptor and MLT Program Director. Clinical make-up time will be decided on a case-by-case basis by the MLT Program Director and the clinical affiliate's department supervisor and Clinical Coordinator. Any make-up time must be approved by the MLT Program Director since written approval must be obtained from the Vice President for Instruction and Student Services through the Nursing and Allied Division Chair. The appropriate form must be completed and signed by both the MLT program faculty and the Clinical Supervisor.

Absence due to sickness, of course, cannot be avoided, but other reasons for absences (doctor's appointments, special events, etc.) should be pre-arranged with the MLT Program Director and Clinical Laboratory Supervisor as far in advance as possible. If this is not possible, the student must turn in a signed note from the physician or dentist. Any requests for prior approval of days or time off must be presented in writing to the MLT Program Director and Clinical Supervisor for consideration five (5) class days in advance. The Prior Approval of Absence form must be signed by the appropriate supervisors and turned in to the MLT Program Director. The College's attendance policy applies to MLT 259 MLT Practicum I and/or MLT 269 MLT Practicum II. Hours missed due to tardiness and leaving early accumulate toward the total of absences. Refer to the MLT 259 and/or MLT 269 syllabi for further guidelines.

### **Absences/Tardies Professional Development Evaluation Grade**

- In a professional setting, attendance is critically important. In the event of a no-call-no-show, a twenty-point (20) deduction in the professional development evaluation grade will be assigned for not notifying the clinical site and the MLT Program Director prior to an absence. Exceptions will be made on a case-by-case basis for extenuating circumstances.
- A five-point (5) deduction in the professional development evaluation grade will be assessed for not calling the MLT Program Director if the student arrives late or leaves early.

## **Criteria for Progression**

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The MLT program faculty are committed to their students' success. This is achieved through defined criteria for progression that outline the cognitive, psychomotor, and affective standards within the program.

Along with meeting the College's definition of Satisfactory Academic Progress as well as complying with the College's Academic Warning, Academic Probation, and Proscribed Conduct policies outlined in the *College Catalog*, in order for a student to remain in good standing in the MLT program, the student must meet the following criteria for progression:

- Maintain a minimum grade of C+ (77) in all MLT prefix courses.
- Successfully pass all program competency skill checks by the third attempt.
- Earn a minimum grade of C (73) in all core science courses (i.e., BIO 163, CHM 130/130A).
- Earn a minimum grade of C- (70) in all related courses (i.e., BIO 140, CIS 111, ENG 111, ENG 112, PSY 150, Humanities/Fine Arts Elective).
- Maintain a minimum grade point average of a 2.0.
- Demonstrate satisfactory psychomotor skills in both the laboratory and clinical settings.
- Consistently exhibit professional and ethical conduct.
- Demonstrate strong interpersonal communication skills.

## Progressive Action Policy

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In situations where an MLT student does not meet the program's criteria for progression, a progressive action policy is followed. The goal is to provide students with the opportunity to improve and succeed in the program while maintaining the high standards required in the medical laboratory profession. The Progressive Action Policy consists of three steps, each of which are described in the following sections.

Please be aware, however, that a behavior deemed sanctionable under the College's Proscribed Conduct policy may bypass Step 1 (probation) and proceed directly to Step 2 (suspension) or Step 3 (dismissal).

### Step 1: Probation

At the mid-point of the semester, a student's overall performance in their MLT prefix courses is assessed and midterm grades are submitted. If a student is at risk of not meeting one of more of the criteria for progression, the student will be placed on probation.

Probation is defined as a trial period, typically lasting for the duration of the semester, after which the student's performance will be reassessed.

Reasons a student will be placed on probation include, but are not limited to:

- Failure to earn a midterm grade of C+ (77) in all MLT prefix courses
- Failure to pass a program competency skill check after one attempt
- More than one warning about unsatisfactory psychomotor skills in a laboratory and/or clinical setting
- More than one warning about unprofessional or unethical conduct
- More than one warning about unsatisfactory interpersonal communication skills
- A violation of the College's Proscribed Conduct policy

The MLT Program Director will provide the student with a written notice, informing the student of their probationary status and explaining:

- The specific reason(s) for probation
- A request to conference with the MLT Program Director to occur within five (5) working days of receiving the written notice
- The consequence of not attending the requested conference with the MLT Program Director within five (5) working days of receiving the written notice

During the conference, the MLT Program Director will counsel the student regarding the specific reason(s) for probation and will create a success plan. The success plan may include, but is not limited to:

- Academic tutoring or support services
- Re-doing specific assignment(s)
- Additional remedial activities

In order to remain in the MLT program, the student is required to satisfy the terms of their success plan by the end of the probationary period.

If a student either (a) neglects to meet with the MLT Program Director within five (5) working days after receiving written notification of their probationary status, or (b) does not fulfill the terms of their success plan by the end of the probationary period, then the student will be suspended from the program.

### Step 2: Suspension

At the end of each academic term, a student's progress within the MLT program is evaluated. Each student is expected to meet the program's criteria for progression as previously defined. If, at the end of the academic term, a student does not meet the MLT program's criteria for progression, then the student will be suspended from the program.

Suspension is defined as a temporary removal from the MLT program that typically lasts one academic year. Upon conclusion of the suspension period and successful completion of any terms set during suspension, the student may apply for readmission to the program. Each student is eligible for readmission to the MLT program one time. In order for a student to re-enter the MLT program after a period of suspension, they must reapply to the program and meet the criteria in the Program Readmission policy. Readmission to the MLT program is contingent upon space availability and/or the ability for the student to enroll in the necessary courses (MLT prefix courses are only offered once in an academic year).

Reason(s) a student may be suspended from the program include, but are not limited to:

- Failure to meet with the MLT Program Director within five (5) working days after receiving written notification that they have been placed on probation
- Failure to successfully complete the requirements of the student's success plan by the end of the probationary period
- Failure to earn a minimum grade of 77% (C+) in any MLT prefix course
- Failure to earn a minimum grade of 73% (C) in any core science course by the semester outlined in the MLT program of study
- Failure to earn a minimum grade of 70% (C-) in all related courses by the semester outlined in the MLT program of study
- Failure to successfully pass all program competency skill checks after three attempts
- Repeated failure to demonstrate satisfactory psychomotor skills after remediation
- Repeated failure to consistently exhibit professional and/or ethical conduct after remediation
- Repeated failure to demonstrate strong interpersonal communication skills after remediation
- A violation of the College's Proscribed Conduct policy

If it is determined that a student must be suspended from the MLT program, the student will be provided with a written notice, informing the student of their suspension and explaining:

- The specific reason(s) for suspension
- A request to conference with the MLT Program Director to occur within five (5) working days of receiving the written notice
- The duration of the suspension
- The steps required for readmission
- The consequence of not attending the requested conference with the MLT Program Director within five (5) working days

#### ***Suspension as a Result of Failing to Meet the MLT Program's Criteria for Progression***

A meeting to discuss the suspension and the steps that must be taken to be readmitted to the program will be scheduled with the student no later than five (5) working days after the student receives written notification of their suspension from the MLT Program Director. During this meeting, the MLT Program Director will provide a copy of the College's Grievance Procedure, which is published in the *College Catalog*. In alignment with the College's Grievance Procedure, no suspension resulting from a student's failure to meet the MLT program's criteria for progression will go into effect during the five (5) working days following the student's meeting with the MLT Program Director in which a student is entitled to meet with Nursing and Allied Health Division Chair. Likewise, if a student continues to initiate further steps within the Grievance Procedure policy, no suspension will go into effect during the period in which any step of the Grievance Procedure is being enacted until the final decision of the grievance is rendered.

#### ***Suspension as a Result of a Proscribed Conduct Violation***

In cases where a Proscribed Conduct violation is under review, the Discipline Procedures policy, as outlined in the *College Catalog*, will be followed. During this process, the student will be provided with a copy of the College's Right of Appeal policy, which is published in the *College Catalog*. In alignment with the College's Discipline Procedures policy, no suspension will go into effect during the ten (10) working days in which a student is entitled to request a hearing of the decision. Likewise, if a student initiates the Right of Appeal policy, no suspension will go into effect during the period in which any such hearing is being conducted until the final decision of the appeal is rendered.

#### ***Emergency Suspension***

Please note, per the College's Discipline Procedures policy, in the case of an emergency, as defined within the Discipline Procedures policy, it may be deemed necessary to immediately suspend a student. If such action must be taken, the suspension will go into effect immediately, but the student may submit a written request for a hearing within ten (10) working days.

#### ***Removal from a Clinical Site***

Regardless of any decision to allow a student to remain in the MLT program as a result of initiating the Grievance Procedure policy or the Right to Appeal policy, such a decision does not mean that the student may return to a clinical site. All clinical sites reserve the right to deny any student access to the facility for any reason the site determines is in the best interest of its patients.

### **Step 3: Dismissal**

Dismissal is defined as permanent removal from the MLT program. If a student is dismissed from the MLT program, that student will not be eligible for future readmission to the MLT program.

Reason(s) a student may be dismissed from the program include, but are not limited to:

- Failure to earn a minimum grade of 77% (C+) in any MLT prefix course after readmission to the program
- Failure to earn a minimum grade of 73% (C) in any core science course after readmission to the program
- Failure to earn a minimum grade of 70% (C-) in all related courses after readmission to the program
- Failure to successfully pass all program competency skill checks after readmission to the program
- Failure to demonstrate satisfactory psychomotor skills after readmission to the program
- Failure to consistently exhibit professional and/or ethical conduct after readmission to the program
- Failure to demonstrate strong interpersonal communication skills after remediation readmission to the program
- A violation of the College's Proscribed Conduct policy

If it is determined that a student must be dismissed from the MLT program, the student will be provided with a written notice, informing the student of their dismissal and explaining:

- The specific reason(s) for dismissal
- The student will not be eligible for future readmission to the MLT program
- A request to conference with the MLT Program Director to occur within five (5) working days of receiving the written notice
- The consequence of not attending the requested conference with the MLT Program Director within five (5) working days

#### ***Dismissal as a Result of Failing to Meet the MLT Program's Criteria for Progression***

A meeting to discuss the dismissal will be scheduled with the student, no later than five (5) working days after the student receives written notification of their dismissal from the MLT Program Director. During this meeting, the MLT Program Director will provide a copy of the College's Grievance Procedure, which is published in the *College Catalog*. In alignment with the College's Grievance Procedure, no dismissal resulting from a student's failure to meet the MLT program's criteria for progression will go into effect during the five (5) working days following the student's meeting with the MLT Program Director in which a student is entitled to meet with Nursing and Allied Health Division Chair. Likewise, if a student continues to initiate further steps within the Grievance Procedure, no dismissal will go into effect during the period in which any step of the Grievance Procedure is being enacted until the final decision of the grievance is rendered.

#### ***Suspension as a Result of a Proscribed Conduct Violation***

In cases where a student is sanctioned for a Proscribed Conduct violation, the Discipline Procedures, as outlined in the *College Catalog*, will be followed. During this process, the student will be provided with a copy the College's Right of Appeal policy, which is published in the *College Catalog*. In alignment with the College's Discipline Procedures policy, no dismissal will go into effect during the ten (10) working days in which a student is entitled to request a hearing of the decision. Likewise, if a student initiates the Right of Appeal policy, no dismissal will go into effect during the period in which any such hearing is being conducted until the final decision of the appeal is rendered.

#### ***Emergency Dismissal***

Please note, per the College's Discipline Procedures policy, in case of an emergency, as defined within the Discipline Procedures policy, it may be deemed necessary to immediately expel a student. If such action must be taken, the expulsion will go into effect immediately, but the student may submit a written request for a hearing within ten (10) working days.

#### ***Removal from a Clinical Site***

Regardless of any decision to allow a student to remain in the MLT program as a result of initiating the Grievance Procedure policy or the Right to Appeal policy, such a decision does not mean that the student may return to a clinical site. All clinical sites reserve the right to deny any student access to the facility for any reason the site determines is in the best interest of its patients.

## Program Readmission

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Students who are eligible to reapply for readmission to the MLT program may do so only once.

The following must be met to be considered for readmission:

- Provide a letter to the MLT Program Director stating the wish for readmission.
- Upon receipt of this letter the Program Director will review the letter with the Division Chair for Nursing and Allied Health.
- A meeting will be scheduled with the Program Director to review the readmission requirements. Readmission applicants should be prepared to discuss both their educational and professional goals. The following are requirements for readmission:
  - Readmission applicants must meet all current entrance requirements for the College and reapply to the MLT program.
  - Readmission applicants must possess a cumulative GPA of 2.0 or higher.
  - Readmission applicants must repeat any course(s) in which the student was unsuccessful. A course must be repeated if the student did not earn:
    - A minimum grade of C+ (77) in any MLT prefix course.
    - A minimum grade of C (73) in any course science course (i.e., BIO 163, CHM 130/130A).
    - A minimum grade of C- (70) in any related course (i.e., BIO 140, CIS 111, ENG 111, ENG 112, PSY 150, Humanities/Fine Arts Elective).
  - Must repeat any MLT prefix course(s) that were completed more than one (1) calendar year after the student's last semester of enrollment in the MLT program.
  - Make arrangements with the MLT Program Director to complete the requisite didactic and psychomotor competency validations.
    - MLT didactic competency validation – The student must retake and pass the final cumulative examination(s) with a minimum grade of 77 (C+) for the last successfully completed MLT prefix course(s).
    - MLT psychomotor competency validation – The student must retake and pass the final cumulative laboratory practical examination(s) with a minimum grade of 77 (C+) for the last successfully completed MLT prefix course(s).

In addition to successfully satisfying the aforementioned criteria, a student's readmission to the program is contingent upon space availability and/or the ability for the student to enroll in the necessary courses (MLT prefix courses are only offered once in an academic year). If the applicant is granted readmission, they will be contacted by the Program Director. Once readmitted, students must ensure all health forms and clinical requirements are up to date.

## Personal and Academic Conduct Expectations

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Although acquiring academic knowledge and gaining technical skills are very important aspects of the MLT program, developing appropriate professional behavior is equally important. Therefore, students will be expected to exhibit satisfactory behavior in the following areas:

- Attitude toward learning
- Quality of work
- Organization
- Productivity and initiative
- Reliability
- Problem solving abilities
- Professional ethics and integrity
- Interpersonal skills
- Teamwork
- Laboratory safety
- General hygiene

Failure to exhibit desirable professional behavior during the clinical experience may result in disciplinary action and/or dismissal from the clinical agency and/or MLT program.

## Academic Dishonesty

MLT students are held to comparable standards of accountability and integrity as practicing Medical Laboratory Technologists. The subject of academic integrity is critically important throughout academia and is taken very seriously by the faculty and students in the MLT program. Any form of dishonesty, such as cheating or plagiarism, or knowingly furnishing false information to the MLT program is considered a breach of the student code of conduct and may result in suspension, dismissal, and/or legal action.

As stated in the Proscribed Conduct section of the *College Catalog*:

*Academic dishonesty, which shall in general mean conduct that has as its intent or effect the false representation of a student's academic performance, including, but not limited to, cheating on an examination; collaborating with others in work to be presented, contrary to the standard rules of the course; plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed or otherwise obtained) as one's own; stealing or having unauthorized access to examination or course materials; falsifying records, laboratory or other data; submitting, if contrary to the rules of a course, work previously presented in another course; and knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.*

In the event of an alleged violation of academic integrity, the Disciplinary Procedures as well as the Disciplinary Penalties as described in the *College Catalog* will be followed.

The stringency of this policy is understandable when read in the context of an educational program preparing individuals for a health career where the safety and well-being of the public are largely dependent upon the knowledge and ethical responsibility of the health personnel. Evidence of unethical behavior, such as cheating, precludes the instructional faculty's ability to declare prospective graduates to be reliable and ethical, since both the level of knowledge and the degree of ethics are unknown values in such a situation.

## Clinical Learning Experiences Behavior Expectations

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- The student shall dress professionally and abide by the dress code.
- The student will demonstrate responsibility for their education by:
  - Preparing for each clinical section rotation by reviewing applicable principles and procedures prior to and during the rotation.
  - Completing assignments required by the MLT program.
  - Ensuring at the beginning of the clinical rotation that the Clinical Site Liaison understands that evaluation forms and checklists are completed via Trajecsyst and following up as needed to assure that the evaluations are completed, reviewed, signed, and submitted to the Program Director at the end of the rotation.
  - Performing satisfactorily on assignments and tests administered by the affiliating agency.
- The student is expected to follow the policies and procedures, including safety policies, and perform up to the laboratory's standards of acceptable performance.
- The student must follow the schedules established by the MLT program and the affiliating agency, and make up all absences as requested by the MLT Program Director and Clinical Site Liaison or Clinical Preceptor.
- The student must understand that they are a guest of the affiliating agency and may be dismissed if their performance is not compatible with the laboratory's standards for quality.
- The student will behave in a professional manner by demonstrating the desirable behaviors identified in the Professional Behavior Evaluation.
- The student is responsible to inform the Clinical Preceptor of any error or accident that occurs during the clinical.
- The student is responsible to document completely and accurately all tasks performed. Any evidence of falsification will result in dismissal from the program. The decision of the Program Director is final.
- The student should seek help as needed from the Clinical Preceptor, particularly when undertaking a new technique.
- If student is ill or an emergency occurs to prevent student from attending clinical assignment, student must notify the following parties prior to assigned time:
  - Call (not email) the clinical laboratory and inform the Clinical Site Liaison or rotation department, and
  - Email or call the MLT Program Director and leave a message.

## Testing and Grading Policies

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If the instructor is not notified of a student's absence on the day of a test, the student may receive a 10% penalty on that test grade. The student is expected to make up the test on the day of return unless other arrangements have been made with the instructor. Each student is limited to one make up test. Consequences of a second missed test will be left to the discretion of the instructor. Should a student know in advance of a serious conflict on a test day, they may take a scheduled test early, provided that the instructor has been notified at least three days in advance and has agreed to administer an early test.

## Grading System

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Official grades are issued for each student at the end of each semester. Students enrolled in academic programs will be graded by the following letter grade system.

	Numerical Grade	Grade Points Per Semester Hour
A (Excellent)	93 – 100	4.00
A-	90 – 92	3.67
B+	87 – 89	3.33
B (Good)	83 – 86	3.00
B-	80 – 82	2.67
C+	77 – 79	2.33
C (Average)	73 – 76	2.00
C-	70 – 72	1.67
D+	67 – 69	1.33
D (Below Average)	63 – 66	1.00
D-	60 – 62	0.67
F (Unsatisfactory)	Below 60	0

*See the College Catalog for specific grading system details.*

The percentage of the final grade carried by various sections of an MLT course (e.g., laboratory reports, exams, quizzes, final exam, etc.) will be clearly outlined on the syllabus for each individual course during the first week of the semester that the course is offered. Each syllabus also contains all the requirements for the course, including textbook(s), materials required for laboratory sessions, etc.

## Right of Appeal Related to Course Grades Received

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It is recognized that there may be individual cases in which a student should be allowed to make a formal appeal related to grades assigned for particular courses taken at the College.

All grade appeals must be initiated no later than the first calendar day of the next regularly scheduled semester.

The following procedure is to be utilized.

1. The student will contact the instructor to determine that there has been no mistake and to present his or her case.
2. In the event of no resolution between the student and the instructor, the student will, within five academic calendar days, contact the Division Chair, Director, or supervisor who will consider the appeal and render judgment within five academic calendar days.
3. In the event of no resolution with the instructor's supervisor, the student will, within five academic calendar days, contact the appropriate Vice President, who will require both the instructor and the student to present their cases. Upon completion of said presentations, the Vice President will render judgment within five academic calendar days.
4. Decisions obtained by this process will be recognized as final.

Exceptions to the aforementioned timelines must be approved by the appropriate Vice President.

## Academic Success

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Various resources are available to assist students with academic success.

- Faculty
- Counselors
- Academic Studies Center (ASC)
- Learning Resources Center (LRC)
- Web-based and Media Programs

## Patient Confidentiality and HIPAA Compliance

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Students are obligated to treat information about patients as confidential. The MLT student will have access to matters and information that in ordinary circumstances would be private. It is appropriate for the student MLT to have necessary interactions with the instructor and/or other members of the health care team when performing student duties. Discussing a patient in public whether or not it contains confidential information may place a student at risk for breaking confidentiality. The student who violates confidentiality will be held to the policy of the institution and/or clinical site in which the student is assigned. Disciplinary action may result in dismissal from the MLT program.

All assignments with information that could potentially identify a patient must be shredded. Students may not retain any confidential information on computer storage drives or hard drives.

The MLT program adheres to the requirements of the Health Insurance Portability and Accountability Act (HIPAA) regarding confidentiality of patient data. Specific examples of Public Health Information (PHI) include the following:

- Patient names
- Geographic subdivision smaller than a state
- Dates including birth date, admission date, discharge date, date of death, and all ages over 89
- Telephone numbers
- Fax numbers
- Electronic mail addresses
- Social security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- VIN and license plate numbers
- Device identifiers and serial numbers
- Biometric identifiers
- Full face photographic images

Examples of HIPAA breaches may include, but are not limited to:

- Discussing PHI in a public place, such as an elevator or the cafeteria
- Patient paperwork containing PHI that leaves the hospital or clinical site for any reason
- Photographs taken in the clinical setting without patient permission

Recent legislation can result in personal fines up to \$25,000 per patient. Accordingly, faculty recognizes a HIPAA violation as a serious infraction and the student may be dismissed from the program whether intentional or non-intentional.



## Student Service Work Policy

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Under no circumstances are students permitted to be utilized as substitute employees to fill gaps in staffing at a clinical affiliate site. The MLT program's clinical affiliates are aware of this policy; however, should a student be requested to perform such substitute duties, they are asked to inform the MLT Program Director immediately.

Students may choose to be employed by a clinical site in a student technologist or lab assistant role under the following conditions:

- Student employment must occur outside of regular academic hours,
- Student employment must be non-compulsory,
- Students engaging in student employment must be paid,
- Students engaging in student employment must be supervised on site, and
- Students engaging in student employment are subject to employee regulations.

*Note: Stipends and scholarships toward a student's education do not imply employment and do not allow student responsibility for direct patient and/or reportable work during scheduled educational periods.*

## Expectations for MLT Students Choosing to Work While Training

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The MLT program is demanding and many past students have experienced difficulties balancing training and additional outside work responsibilities and obligations. This is especially true during the clinical practicum portion of the program, where students spend 32 hours per week at a clinical site for two semesters. The rotation portion is also supplemented by multiple additional educational enrichment experiences. The following is a summary of the general expectations of an MLT student who chooses to work while in the MLT program:

- All students choosing to work outside training hours are encouraged to recognize the opportunity provided to each student by Coastal and its clinical affiliates. The MLT program expects this training opportunity to take precedence over other, outside of the program, job duties/responsibilities.
- No training schedule modifications will be made for any student due to a work/outside activity schedule conflict.
- Students who are running late, or may be absent, will be held to the Absence and Tardy policies contained within the course syllabi and this manual.
- All students are expected to remain alert and actively participate in both didactic and practicum courses. Working students who are overtired and unable to focus not only hinder their learning experience in the program, but also compromise their safety when working with pathogens, driving a vehicle, etc.
- All students must meet all academic standards.

## Personal Appearance Guidelines

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Asepsis and comfort are necessary considerations in any clinical setting. Any characteristics of dress or grooming that interfere with any aspect of laboratory protocols, lab QA/QC, or patient care are prohibited. As a result, your clothing, lab coat, hair, jewelry, fingernails, or any other personal appearance characteristics may have to be modified at the discretion of the preceptor/instructor. Students not meeting appearance standards may be dismissed from the classroom or clinical setting to correct deficiencies. Professional attire must be appropriate to the situation.

The following guidelines are representative of dress code/personal appearance guidelines for Coastal Carolina Community College MLT students.

- Hair must be clean and off the collar, secured out of the eyes so that it will not fall forward when the student leans forward.
- Jewelry must be kept to a minimum. No dangling or large hoop earrings that may be caught when the student leans forward. Some rings may cut through gloves and are not allowed for infection control reasons. Individual variations on jewelry will be dealt with as situations arise based on facility and clinical safety requirements.
- Well-groomed means:
  - Absence of odors of tobacco, perspiration, perfume, etc.
  - Comfortable shoes with closed toes and clean laces. No high-heeled shoes are allowed in laboratory setting, on and off campus.
  - Clothing clean and unwrinkled.
  - Clean fingernails, no longer than fingertip length. No artificial nails are permitted.
  - In clinical settings, students must be professionally dressed, not "casually" dressed.

- o No hats, short skirts, shorts, sunglasses, bare feet, sandals or clog-type shoes.
- Name tags or designated ID must be worn whenever you are in a clinical setting.

Additionally, other requirements for specific classes or situations are below:

- Lecture: Proper dress is left to the discretion of each student, but attire should be neat and clean.
- Lab Sessions: Shoes covering the entire foot and a buttoned-down lab coat must be worn at all times. Shorts and skirts are not allowed to be worn in the student laboratory. Lab coats are not to be worn outside of the student laboratory.
- Clinical Sites: MLT students will be required to purchase complete uniforms for their clinical experiences:
  - o Clean scrubs
  - o Non-slip shoes that cover the entire foot
  - o One student name tag provided by the hospital

**Please be aware that dress codes at affiliating agencies may be more restrictive than the above policies. If so, students will be expected to adhere to that institution's policies.**

## Social Media Policy

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The internet and social media, when used wisely, provide many safe and positive ways to stay in touch with others. However, online social media has also become a host of lesser known ways that healthcare providers may inadvertently disclose PHI. While the MLT program values a student's right to self-expression, once a student identifies themselves as a Coastal MLT student in a social networking profile, website, group page, or blog, or uses the Coastal name, logo, photograph or text, everything and anything that student posts or says in that medium can then be seen as a reflection of Coastal's MLT program. As such, the program requires students to observe specific guidelines related to social media.

As a Coastal MLT student, you agree to be respectful of the MLT program, the students, and the faculty in all communications including e-mails, messages, profile, blog, or other. You also agree to **NOT**:

- Use obscenities, profanity, or vulgar language.
- Engage in harassment or intimidation.
- Post comments that are derogatory with regard to any individual's race, gender, religion, sexual orientation, or disability.
- Use sexually explicit, suggestive, humiliating, or demeaning comments.
- Post photographs that compromise anyone's privacy or that are used to demean, humiliate, or otherwise embarrass anyone.
- Post photographs that portray a situation involving use of drugs and/or alcohol.
- Discuss information that is considered PHI as defined by the Patient Confidentiality and HIPAA Compliance Policy.

## Laboratory Safety Standards

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Students in Coastal's MLT program will follow all Universal Safety Precautions and Occupational Safety and Health Administration (OSHA) requirements as set forth in the training provided in both the didactic and practicum courses. Each didactic course will provide the applicable safety training. Practicum safety training will take place at the clinical affiliate site as required by the institution.

## Occupational Hazards

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Occupational hazards for the field of laboratory medicine (and phlebotomy) may include, but are not limited to: exposure to infectious diseases such as AIDS or hepatitis, exposure to hazardous chemicals or substances, accidental injury (particularly inadvertent needle sticks), exposure to blood-borne pathogens, exposure to radiation, and allergic reactions to chemical agents.

## Accidents

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Immediately report all laboratory accidents (needle sticks, cuts, hazardous material in mouth, eyes, nose, etc.) to an instructor, no matter how minor the incident may be. An incident report must be filed with Security. Students in MLT 259 MLT Practicum I and MLT 269 MLT Practicum II will be oriented to the clinical site's safety and infection control procedures.

## Request for Accommodation

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Students requesting disability accommodations must self-identify to the Coordinator for Disability Support Services. Students are required to submit current documentation of their disability to the Coordinator for Disability Support Services in order to determine eligibility prior to any implementation of accommodation services. Students requesting accommodations from the College must have a disability, as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Self-identification and providing documentation can be initiated at any time; however, the student must allow reasonable time for accommodations to be implemented.

Consistent with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Coastal Carolina Community College is committed to the ideal of equality of educational opportunity and ensures that no qualified person shall, by reason of a disability, be denied access to, participation in, or the benefits of any program or activity operated by the College. Each qualified person with a disability shall receive necessary reasonable accommodations to ensure equal access to educational opportunities, programs, and activities in the most integrated setting appropriate. Accommodation services are provided in accordance with the specific needs of the student based upon the documentation of the disability. Referrals are made, as needed, to other community agencies. For more information or to make an appointment, contact Coordinator for Disability Support Services.

Please visit <https://www.coastalcarolina.edu/services-and-support/disability-services/> or call 910-938-6331 for further information about the Steps for Requesting Accommodations.