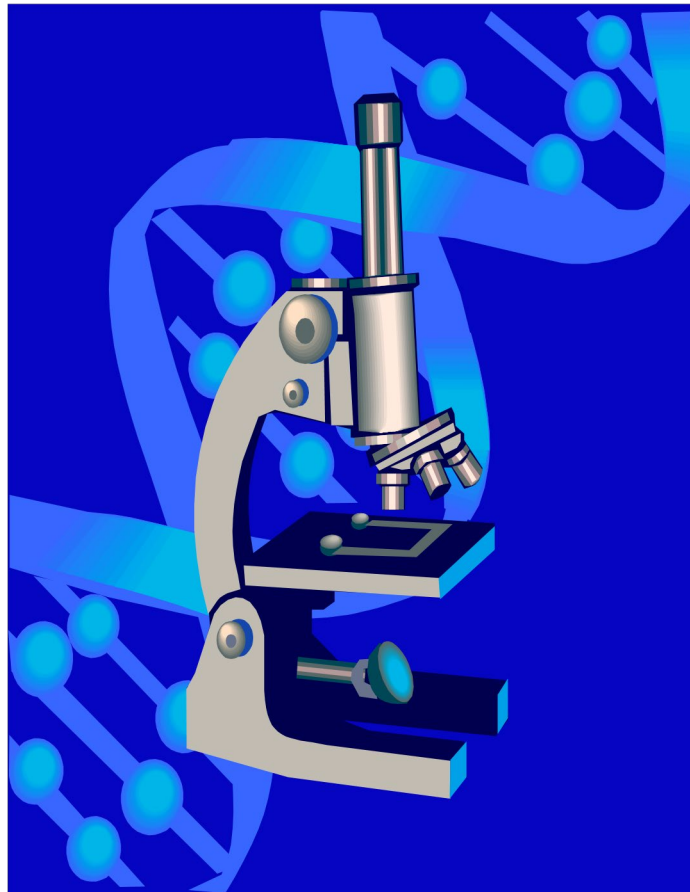


WEST GEORGIA TECHNICAL COLLEGE

MEDICAL LABORATORY TECHNOLOGY

Student Handbook



2025-2026

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Welcome to Medical Laboratory Technology Program

Welcome to the Medical Laboratory Technology program. The MLT program faculty would like to take this opportunity to thank you for making West Georgia Technical College your choice for your college career. We look forward to having you in our classes and to make your learning experience a rewarding one.

The profession that you have chosen is a very demanding, yet rewarding one. The goal of the program is to prepare you for this profession, and to provide you with the opportunities needed to acquire entry level job skills as a MLT, and to be eligible for national certification examinations.

The Health Sciences and MLT program faculty are here to provide you with the learning tools necessary to accomplish the program goals, as well as prepare each of you to achieve his/her personal goals. You will find the program challenging, and we encourage your enthusiasm and questions. The MLT program faculty are available to assist you in any way.

Please be aware that as a student in the MLT program, you are responsible for reading and adhering to the policies found in the *MLT Student Handbook*, as well as the *West Georgia Technical College Catalog/Handbook*. The MLT Handbook is available to all prospective and current students at new student orientation, Competitive Selection Information sessions, and Virtual Tuesdays upon request and may be mailed. Students admitted to the MLT cohort will receive a hardcopy of the MLT program handbook at the MLT program orientation prior to any class start date.

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Medical Laboratory Technology Program History

The MLT program was first established in 2001. In 2001, the MLT program was approved to become an associate degree level program and began the process of accreditation with NAACLS. The first associate degree MLT class graduated in the fall quarter of 2003. The college converted to the semester system in Fall 2011.

The Medical Laboratory Technology program (occupational courses) at West Georgia Technical College (WGTC) is a five semester Associate of Applied Science (AAS) degree program designed to prepare students for entry level careers in clinical laboratories and related business and industry in Georgia and bordering states. Learning opportunities on campus or in an affiliated clinical site develop the academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program follows statewide curriculum standards established by the Technical College System of Georgia (TCSG) and implemented in 1989.

Medical Laboratory Technology Program Description

The Medical Laboratory Technology Program is designed to prepare students to sit for a national certification examination recognized by the Georgia Department of Community Health (GaDCH) and to work as a MLT in a moderate to high complexity clinical laboratory. The program prepares graduates to be competent entry level practitioners of laboratory technology including basic laboratory skills, math, computer skills, phlebotomy, urinalysis and body fluids, clinical chemistry, serology/immunology, hematology & coagulation, microbiology, parasitology and immunohematology (blood bank).

This is accomplished through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to become a competent MLT. A variety of clinical experiences are planned so that theory and practice are integrated under the guidance of the clinical preceptor.

Students can be admitted to the MLT program any semester to begin learning support (developmental) studies, and complete the academic core courses before beginning the occupational courses. The sequence of occupational MLT courses begins in summer semester with a class of up to 17 students. A new student entering in the summer semester completes three semesters of occupationally specific MLBT courses on campus before placement in a clinical affiliate for a 23-week internship. The 23 – week internship is during the summer semester and fall session of the second year of the program and in one of the affiliated clinical laboratories located throughout west Georgia.

Graduates must pass a national certification examination recognized by GaDCH within 12 months of employment in-field (a six-month extension possible) to continue to work as a MLT in Georgia, but this is not a requirement for graduation from the program.

The Medical Laboratory Technology program is monitored by the Technical College System of Georgia (TCSG) and is accredited by NAACLS, the National Accrediting Agency for Clinical Laboratory Sciences.

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714-8880 www.naacls.org

Medical Laboratory Technology Program Mission

The mission of West Georgia Technical College's MLT Program is as follows: The Medical Laboratory Technology program, with the assistance of its clinical affiliates, is committed to providing quality didactic, laboratory, and clinical instruction through cognitive, psychomotor, and affective domains of learning, encompassing the skills needed to examine, analyze, and interpret results from blood, body fluids, and other diagnostic specimens. Upon graduation, students are prepared to work as clinical laboratory technicians in various medical laboratories and are eligible take a national certification examination through the American Society for Clinical Pathology Board of Certification (ASCP) or the American Medical Technologist (AMT) Certification.

Medical Laboratory Technology Program Philosophy

The MLT program, under the direction of the Technical College System of Georgia, confirms the dignity and worth of the individual within the framework of a democratic society. The program fosters an environment that encourages the individual to benefit and contribute as a partner in Georgia's economic progress, development, and stability.

The program of instruction acknowledges individual differences and respects the right of individuals to seek fulfillment of their physical, mental, social, educational, emotional, spiritual, and economic needs.

The program does not discriminate on the basis of race, color, creed, ethnic or national origin, religion, sex, age, handicapping condition, marital status, academic disadvantage, and economic disadvantage.

Education is a lifelong, dynamic learning process resulting in changes in knowledge or behavior enabling the individuals to develop their potential in becoming a productive responsible member of our existing and changing society. Education allows for upward and/or horizontal mobility according to the individual's capabilities. The teacher and learner must understand their roles in the learning process. The teacher is a manager of a variety of selected instructional resources. The teacher organizes instruction using meaningful educational objectives, progressing from simple to complex using learning activities to meet the needs of individual learners. The student assumes responsibility for learning by actively participating in the learning process.

The Medical Laboratory Technology program is a technical program of study that is consistent with the philosophy and purpose of the institution while providing the knowledge, skills and critical thinking skills needed for participants to become clinical laboratory technicians. The ultimate goal of the MLT faculty is to prepare clinical laboratory practitioners who will be an asset to the laboratory profession and function safely within the framework of their job description, and continue to up-date skills to maintain certification. The program provides academic foundations in communications, mathematics, and human relations as well as technical fundamentals. Technical fundamentals include knowledge and skills in the areas of clinical chemistry, hematology, immunohematology, microbiology, phlebotomy, serology & immunology, urinalysis & body fluids, basic laboratory skills, phlebotomy, laboratory math and computer skills.

The medical laboratory profession is a dynamic field that requires an up-to-date curriculum that is technologically current, thus enabling the student to understand the knowledge, skills and ethics required of the profession. The medical laboratory profession is part of the health care team that makes an important contribution to meet the total needs of the patient and overall patient care. Team work and critical thinking skills help prepare the MLT student to function cohesively with all members of the health care team. Upon completion of the Medical Laboratory Technology program, students are eligible to sit for a national certification exam thus enabling them to maintain professional employment in the field.

Medical Laboratory Technology Program Purpose

The goal of the MLT Program is to prepare students to obtain employment as an entry level MLT in high complexity clinical laboratories, and to be competent entry level practitioners of clinical laboratory technology including basic laboratory skills, math, computer skills, phlebotomy, urinalysis and body fluid, clinical chemistry, serology, immunology, hematology and coagulation, microbiology, and immunohematology. This goal includes preparing graduates to sit for a national certification examination recognized by the Georgia Department of Community Health.

Medical Laboratory Technology Program Goals

The goals of the MLT program are to:

- Provide education that acknowledges individual differences and respects the right of individuals to seek fulfillment of educational needs.
- Provide an environment that encourages the individual to benefit and contribute as a partner in the economic process, development and stability of Georgia.
- Provide education, which develops the potential of each student to become a productive, responsible and upwardly mobile member of society.

- Provide quality medical laboratory technology education in an atmosphere that fosters interest in and enthusiasm for learning.
- Prepare graduates to function as accountable and responsible members within their field of endeavor.
- Prepare graduates to function as safe and competent practitioners in the clinical or medical laboratory field.
- Prepare program graduates with the highest level of competence possible given the constraints of the interests and ability levels of the individual.
- Provide educational and related services without regard to race, color, national origin, religion, gender, age, handicapping conditions, academic disadvantage or economic disadvantage.
- Foster employer participation, understanding and confidence in the instructional process and the competence of MLT program graduates.
- Provide guidance to MLT program students to assist them in pursuing educational opportunities that maximize their professional potential.
- Encourage program graduates to recognize and to act upon individual needs for continuing education as a function of growth and maintenance of professional competence.

Medical Laboratory Technology Program Objectives

The objectives (student learning outcomes) of the MLT program are to:

1. Demonstrate mastery of knowledge and skill in the area of Hematology & Coagulation, including performance of CBC, normal and abnormal WBC differentials, normal and abnormal WBC, RBC and platelet morphology, coagulation test procedures, applicable quality control procedures, staining techniques, interpretation and correlation of results.
2. Demonstrate mastery of knowledge and skill in the area of Blood Bank (Immunohematology), including understanding of immune system, genetics, ABO & Rh blood typing, antibody screening and identification techniques, antigen typing, assessment of HDFN, cross-matching techniques, donor unit collection, blood components, transfusion reaction work-ups, applicable quality control procedures, interpretation and correlation of results.
3. Demonstrate mastery of knowledge and skill in the area of Serology & Immunology, including understanding of the immune system, use of diagnostic testing including rapid serological kits, instrumentation and molecular diagnostic tests, applicable quality control, and interpretation and correlation of results.
4. Demonstrate mastery of knowledge and skill in the area of Urinalysis & Body Fluids, including complete urinalysis with macroscopic, microscopic, biochemical testing of urine and body fluids, applicable quality control, interpretation and correlation of results.
5. Demonstrate mastery of knowledge and skill in the area of Clinical Chemistry, including use of basic chemistry equipment for the manual and automated chemical analysis of carbohydrates, proteins, lipids, liver function, kidney function, enzymes, electrolytes and trace minerals, blood gases, therapeutic drugs, toxicology, and endocrinology, application of related lab math and quality control, interpretation and correlation of results.
6. Demonstrate mastery of knowledge and skill in the area of Microbiology & Parasitology, including isolation techniques, specimen handling & processing, identification of gram positive & gram negative cocci, gram positive & gram negative rods, anaerobes, helminth & protozoan parasites, blood culture techniques, antimicrobial susceptibility, parasitology concentration techniques, quality control procedures, instrumentation & use of molecular diagnostic testing procedures and interpretation & correlation of results.

7. Demonstrate mastery of knowledge and basic laboratory skills including specimen collection, laboratory safety, standard (universal) precautions, ethics & medical-legal, venipuncture & capillary puncture techniques, pipetting, use of glassware, metric system, quality assessment/quality control and use of basic laboratory equipment.
8. Demonstrate mastery of knowledge of basic lab math and application to laboratory techniques and procedures.
9. Communicate in writing with appropriate spelling & grammar, and orally to interact effectively with patients and health care personnel.
10. Demonstrate successful application of knowledge to pass a national certification examination within 1 year of graduation by successfully passing an end-of-program exit exam.
11. Demonstrate application of knowledge and skills in the areas of Hematology & Coagulation, Immunohematology, Serology/Immunology, Clinical Chemistry, Microbiology, Urinalysis & Body Fluids, basic laboratory skills, specimen collection techniques, data entry computer skills, and effective communication in a clinical internship environment.
12. Apply knowledge of anatomy & physiology to MLT courses as applicable, such as cell physiology, cardiovascular, nervous, urinary, respiratory, gastro-intestinal and lymphatic systems.
13. Demonstrate use of fire & safety techniques and universal precautions in laboratory & clinical internship environments.
14. Demonstrate professional behavior, including professionalism/work ethics, in the clinical internship environment.

Technical Standards/Essential Functions

The following essential, non-academic requirements have been developed in order to maintain compliance with Health Science program accrediting agencies:

Essential Behavioral Attitudes: Students in the MLT program must have the:

1. Ability to engage in activities consistent with safe clinical practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol, other drugs, or other non-medically prescribed controlled substances or misuse of prescription drugs, and/or over-the-counter medications or herbs that may alter or impair behavior or judgment.
2. Capacity to demonstrate responsibility and accountability for action as a student in a Health Science program and as a developing Health Care professional, including demonstrating integrity, respect for self and for others, and projecting an image of professionalism.
3. Ability to work under mental and physical stress frequently is required, including ability to concentrate in situations which include multiple distractions and interruptions.

4. Ability to think critically—essential to perform, evaluate, interpret, record and report patient status and diagnostic results.
5. Ability to adapt to changing environment and be able to prioritize tasks.

Physical Demands: Students in the MLT program must be able to:

1. Endure medium work which requires frequent lifting & carrying equipment, and assisting in lifting regardless of weight of equipment.
2. Push or pull equipment and assist in pushing or pulling equipment regardless of the weight of equipment.
3. Stoop, kneel, reach, sit, stand, and/or walk as required.
4. Perform delicate manipulations as required—manual dexterity.
5. Identify and distinguish color is required.
6. See and obtain impressions through the eyes of shape, size, distance, color, motions, or other characteristics of objects. This requires acuity of 20/20 vision, with clarity of vision of 20 inches or less, depth perception, four-way field vision, and sharp eye focus.
7. Hear, smell and discriminate with touch.
8. Read, comprehend and apply complex technical material as it relates to clinical procedures and equipment.
9. Express or exchange ideas by spoken and written word, and through computer information systems using English as the primary language.
10. Demonstrate progressive independence without constant supervision during clinical internship.

Program Graduation, Certification and Placement Rates:

100% Graduation Rate for years 2023-2024 for second year students*.

100% Placement Rate for years 2023-2024 for graduates working in-field or in a related field.

80% Pass Rate for years 2023-2024 on the ASCP and/or AMT national certification exams.

93.3% Pass Rate for a Three-Year Average 2022-2024

*These rates are calculated based on students who begin their 2nd year of the Medical Laboratory Program (Level 2000 courses).

Special Needs:

It is the responsibility of the student to contact the ADA Coordinator for WGTC to inform WGTC of conditions that could affect your performance. The college will make every effort to make reasonable and appropriate accommodations. If you have reason to believe that you will have difficulty in this course or the clinical internship and require any modifications or special accommodations due to academic or physical disabilities, you will need to contact

Please advise the instructor as well during the first week of the course. A “Request for Accessibility Services” form is located under the “Forms” link on the West Georgia Technical College web site www.westgatech.edu home page. Look for the request form under the Student Services section on the drop down box.

Competencies & Functional Abilities

West Georgia Technical College's Health Science Department recognizes that the health care professions are intellectually, mentally, and physically demanding. Students seeking admission should be aware that graduates are expected to assimilate basic competencies and abilities throughout the educational process. Competencies and functional abilities required of clinical laboratory technicians are summarized in the table below. The competencies and functional abilities outlined below are not intended as a complete list of professional behaviors but rather a sampling of the types of abilities required by Clinical Laboratory Technician students in order to meet program goals.

MLT Program Competencies & Functional Abilities		
Core Competencies	Standard	Examples (not meant to be inclusive)
Critical Thinking and Analytic Thinking	Critical thinking ability that includes the ability to recognize cause/effect and analyze potential solutions sufficient for clinical judgment	Recognize problems in testing, including specimen collection, QC and critical values, and determine the best course of action. Prioritize tests.
Interpersonal Skills	Demonstrate therapeutic communication and relationship skills. Interpersonal abilities sufficient	Establish rapport with patients and colleagues. Work as member of the healthcare team in a
	to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds	collaborative and inclusive manner.
Communication	Communication abilities sufficient for interaction with others in verbal and written form using English as the primary language.	Explain laboratory test results when applicable. Written and verbal communication of technical material to service personnel and colleagues.
Mobility	Demonstrates physical abilities consistent with role sufficient to move from room to room and maneuver in small spaces.	Moves around in the clinical laboratory and patient care areas.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care. Exhibit ability to move, sit, stand, and walk safely. Demonstrate ability to write, grasp, pick up, or manipulate small objects.	Bend, stoop, reach and lift. Maintain balance. Write legibly. Manual dexterity to manipulate venipuncture equipment, calibrate and use equipment and enter data.
Mental Health Status	Maintain focus, emotional stability in stressful situations and respond to needs of others.	Demonstrate professional behavior by managing emotions, responding appropriately in crisis situations, adapt to change and accept criticism.
Hearing	Auditory ability sufficient to monitor and assess health needs, hear with or without aids, voices, sounds, and monitoring alarms necessary for safe practice.	Monitor and respond to equipment alarms and emergency signals. Hear and respond to patients and colleagues, including cries for help.

Visual	Visual ability sufficient for observation and assessment necessary in performing patient tests. Distinguish color and visual images within normal range.	Determine color changes in lab test procedures/results. Observe color coding in specimen collection and test procedures. Read computer/ equipment monitors/screens.
Tactile Sensation	Interpret sensations, temperature and environmental temperature. Tactile ability sufficient for physical assessment.	Perform palpations in locating veins for venipuncture; responds to environmental temperature changes.
Olfactory Sensation	Detect odors, unusual smells, or smoke	Assess odors in gross examinations of body fluids, and microbiology cultures.
Psychomotor Skills	Perform tasks congruent with the professional role undertaken.	Perform specimen collection, data entry and lab test procedures.
Reading	Read and comprehend written materials.	Read and interpret lab policies and procedures
Mathematical Ability	Demonstrate facility with arithmetic functions, measurements, recording devices and reading/recording of numerical information.	Perform calculations related to lab procedures, perform metric system conversions, read & record numerical results from instrumentation.
Physical Stamina	Exhibit physical strength and endurance appropriate to professional role throughout assigned shifts.	Lift or move lab equipment and supplies.
Physical Health Status	Maintain physical health consistent with employment responsibilities and commitments.	Monitor health status and immunity to communicable diseases.

Source: Southern Council on Collegiate Education for Nursing (SCCEN). (2004). The Americans with Disabilities Act: Implications for Nursing Education. Atlanta: Author. Revised January 2012. DOT Occupational Handbook – Clinical Laboratory Science programs – 2011.

MLT Program Occupational Hazards:

Work Environment – clinical laboratory science occupations generally work inside well-lighted and ventilated laboratory and patient care areas. Students may possibly receive cuts and infections from sharp instruments and infections from contaminated equipment and personnel. Students may be exposed to communicable diseases. Students may possibly incur strains due to handling heavy equipment.

Occupational Risk Factors with Exposure Control Plan – West Georgia Technical College maintains an approved *Exposure Control Plan* for occupational exposure to blood borne and airborne pathogens/tuberculosis. The plan is updated annually and posted in all laboratories or classrooms. The Clinical Laboratory Technology program has been classified as Category I and II. A Category I program includes tasks/activities where there is the definite potential for contact with blood, other potentially infectious materials or airborne pathogens. A Category II program includes tasks/activities performed in which exposure to blood, other body materials, or airborne pathogens might occur as an abnormal event or an emergency. Training is provided to students by their respective faculty prior to performing student to student or student to patient/client procedures.

WORK ETHICS (Professionalism): The Technical College System of Georgia and West Georgia Technical College instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork.

The definitions for these traits have been integrated into the program standards of each program curriculum thereby allowing each program to make work ethics a relevant and meaningful part of the program curriculum. The traits are assessed before the student graduates from the program in MLBT 1010 and MLBT 1080 and MLBT 2200 – (clinical internship).

Work Ethic Trait	Definition
Appearance	Displays appropriate dress, grooming, and hygiene
Attendance	Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.
Attitude	Demonstrates a positive outlook; demonstrates mannerly behavior; follows chain of command.
Character	Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline & self-responsibility.
Communication	Displays appropriate nonverbal, verbal, and written skills
Cooperation	Handles criticism, conflicts, and complaints appropriately; works well with others.
Organizational Skills	Prioritizes and manages time and resources effectively; demonstrates flexibility in handling change; follows directions and procedures for the work environment.
Productivity	Completes task assigned efficiently, effectively, and timely, demonstrates problem-solving capabilities
Respect	Tolerates other points of view; acknowledges and appreciates rights of others; has regard for diversity
Teamwork	Works collaboratively with others toward a common goal in a respectful and cooperative manner; participates appropriately as a team member.

MLT Program Course Outline

Program Length – 5 Semesters (**excluding** learning support courses & pre-requisite courses)

Course #	Course Title	Credit Hrs
General Core Courses		
ENGL 1101	Composition and Rhetoric	3
PSYC 1101	Psychology	3
Humanities elective	ARTS 1101, MUSC 1101 or ENGL 2130	3
		9
Gen Ed/Core Courses (Competitive admission courses – taken before MLBT 1010)		
MATH 1111* or MATH 1101 or MATH 1127	College Algebra or Mathematical Modeling or Introduction to Statistics	3
BIOL 2113/2113L	Anatomy and Physiology I and laboratory	4
CHEM 1211/1211L OR CHEM 1151 & 1151L	Chemistry I and Chemistry I laboratory OR Introduction to Inorganic Chemistry	4
		11
Gen Ed/Core Courses (Course requirements taken concurrently with MLBT courses)		
BIOL 2114/2114L	Anatomy and Physiology II and laboratory	4
COLL 1010	College and Career Success Skills	3
		7
Specific Technical Courses		
MLT Campus Courses (4 semesters)		
MLBT 1010	Introduction to Clinical Laboratory Technology	2
MLBT 1030	Urinalysis & Body Fluids	2
MLBT 1040	Hematology & Coagulation	5
MLBT 1050	Serology/Immunology	3
MLBT 1060	Immunochemistry (Blood Banking)	4
MLBT 1070	Clinical Chemistry	4
MLBT 1080	Microbiology	5
		25
MLT Clinical Internship Courses (2 semesters)		
MLBT 2090	Clinical Urinalysis, and Preanalytic Specimen Processing Practicum	3
MLBT 2100	Clinical Immunochemistry Practicum	4
MLBT 2110	Clinical Hematology/Coagulation Practicum	4
MLBT 2120	Clinical Microbiology Practicum	4

MLBT 2130	Clinical Chemistry Practicum	4
MLBT 2200	MLT Certification Review	2
		21
	Total Hours	73

Grades

Didactic course grades are determined by assignments, lab skills & activities and exams. Clinical Course grades are based on student skill performance, clinical evaluations, case studies and exams. If a student is unsuccessful in either the theory or performance component of a course, the course must be successfully repeated before the student is allowed to progress through the program. Grading procedures for each course are outlined in the course syllabi. Course letter grades are assigned using the following scale:

Percentage of Points Earned	Corresponding Letter Grade
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

A grade of 70 or higher must be maintained in **all classes** (core and program specific) in order to progress through the program.

Grades will be posted and/or assignments will be returned to the student. Students should record grades earned in order to determine academic standing throughout the course.

See the West Georgia Technical College Catalog for the appeal process related to final course grades and procedures regarding academic warning or academic probation.

Progression in the Medical Laboratory Technology Program

The MLT courses are sequential. Successful completion of each course is a prerequisite for admission into the next or successive courses. A student who cannot progress in the MLT program due to unsatisfactory academic performance is eligible to reapply for admission into the next MLT cohort in accordance with the Readmission guidelines in this document.

In order to progress the student must:

- Attend class, laboratory and clinical practicum sessions in accordance with the attendance policy for that course.
- Maintain a “C” (70%) or higher in all courses, including clinical courses.
- MLT students enrolled in 1000 level MLBT courses and earning a final grade of D or F have the option to register for the course when it is offered again. Students cannot exceed the 2-year limitation on MLBT courses before returning to complete the program.

- MLT students enrolled in 2000 level MLBT courses and earning a final grade of D or F in a clinical course cannot progress in the clinical internship, and are not eligible for readmission to the program.
- Demonstrate continued professional growth and development as the student progresses through the Medical Laboratory Technology curriculum.
- Master all components in MLBT courses that are essential to safe laboratory practice and professional behavior. These components include, but are not limited to:
 - satisfactory completion of clinical objectives
 - attaining a minimum score of 70% or higher on the MLT Program Exit Exam
 - passing laboratory skills competencies with satisfactory grade, including lab practicals
 - satisfactory completion of course checklists and projects (diffs, draws, gram stains, etc)
 - any additional component as listed in the course syllabi

Achieve a score of 70% or higher on the final written exam in MLBT 2090, MLBT 2100, MLBT 2110, MLBT 2120 and MLBT 2130 and a final course grade of 70% or higher. Students failing to achieve the minimum score on the first attempt will have the opportunity to complete appropriate remediation, and then have one opportunity to retest. Students who are then unable to meet the requirements of the course will receive a failing grade for the course. The student will be allowed to complete the next clinical course, but if a failing grade is achieved in the second clinical rotation (course), then the student must withdraw from clinical internship and are ineligible for progression/graduation.

Student must demonstrate achievement of program objectives and mastery of skills and knowledge by scoring at least 70% on the MLT Program Exit Exam (25% of MLBT 2090 course grade). Students must successfully complete the clinical rotation for ALL departments to be eligible to sit for the MLT Program Exit Exam. If a student is dismissed from the clinical site, the student will not be allowed to take the MLT Program Exit Exam, and will be dismissed from the program. Any student who is dismissed from the MLT Program due to clinical termination is not eligible for readmission to the program.

- Complete/maintain a health examination in order to participate in the clinical component of the program. This includes:
 - Physical examination
 - up-to-date immunizations
 - random urine drug screening
 - criminal background check
- Demonstrate professional behavior and progress satisfactorily in academic work and clinical practice in order to participate in the clinical practicum. Satisfactory progress includes maintaining a grade of “C” (70%) or higher with no disciplinary infractions.
 - Demonstrate actions/behavior that
 - meet safe clinical practice guidelines
 - show ability to function independently with minimum assistance
 - show ability to verbalize and apply scientific or theoretical principles related to behavior or competency skills.

Students unable to maintain satisfactory progress in the clinical setting by failing to demonstrate satisfactory performance will receive a Clinical Warning, or a Clinical Termination (See the *Clinical Policies* section of this document).

Students may be placed on disciplinary probation for actions/behaviors that violate the student code of conduct or are considered unsafe practice. (See the *Student Code of Conduct* section of this document).

If at any time a student's conduct becomes unprofessional or unsafe, the instructor, program director, department chair or clinical/practicum preceptor may require the student to leave the premises. A counseling session will be scheduled and appropriate disciplinary action, up to and including possible termination from the program, will be taken. The student may return only after approval is granted.

Termination from the Medical Laboratory Technology Program

Termination from the Clinical Laboratory Technology program may be necessary when a student is in violation of the rules, policies and requirements of the program, college or clinical site. Such behaviors include but are not limited to academic dishonesty, drug use, violation of ethical code, or any act that can be considered dangerous to fellow students, patients, faculty, etc.

Procedure for Termination

1. Program faculty and Health Science Dean meet with the student to gather information. Should the Dean and program faculty agree that the infraction has risen to the level of possible program termination, then the Department Dean will forward a written recommendation with supporting documentation to the Dean for Academic Affairs explaining the reason for possible termination from the clinical site and or MLT program. If a student is dismissed from clinical internship, WGTC is under no obligation to provide the student with a second clinical internship site, and the student is not eligible for readmission.
2. The Dean confers with the student and counsels with the appropriate Vice President to approve the recommendation or suggest an alternative approach. The decision is submitted to the student in writing.

Readmission Guidelines

Readmission to the program will depend upon resources available and time since initial admission. The student may be readmitted in the next cohort if space is available. The student may be required to repeat courses beyond the time limits. Students who are readmitted to the program may be required to complete appropriate remediation or demonstrate satisfactory competency of skills assigned by faculty. A second failure in a required 1000 level MLBT course or failure of a subsequent 1000 level MLBT course will result in dismissal from the MLT Program and ineligibility to complete the program/graduate

Student Attendance

Regular and punctual attendance is an important part of preparing students for employment and is often a critical factor when employers review a student's record. Absences seriously disrupt a student's orderly

progress in a course and significantly diminish the quality of group interaction in class. Regular and punctual attendance in all classes is the student's responsibility. Attendance is recorded on the first scheduled class meeting through the last scheduled class of each term. Students must abide by the attendance policies adopted for individual classes by instructors. The instructor has the option of withdrawing a student from a course who exceeds the maximum number of permitted absences as defined by the course syllabus. A student who cannot progress in the MLT program (MLBT 1000 level courses only) is eligible to reapply for admission into the next MLT cohort in accordance with the Readmission guidelines for a competitive admission program as outlined in this document.

TARDINESS AND ABSENTEEISM

Students should prepare to report to class at the scheduled time. Students reporting 5-15 minutes late will be counted as tardy. Three (3) tardies equal one (1) absence. Tardies in excess of 15 minutes for a 60-minute class will be considered absent. **Students leaving prior to the end of class (without prior arrangements) will be considered absent for that class day.**

ATTENDANCE POLICY: LECTURE AND LABORATORY

It is the student's decision to take this class. Therefore, once the student makes this decision, he/she has responsibilities to everyone else in the community of learners. Excellent attendance and punctuality are key behaviors which demonstrate responsibility and commitment to a successful learning experience. It is this commitment to learning that will enable the student to progress satisfactorily towards completion of course goals and objectives. Additionally, we want the student to set a pattern of professional behavior which mirrors the attendance expectations in the true clinical environment.

Attendance demonstrates professionalism and regular and punctual attendance is the expectation in the professional workplace setting. Due to the nature of our courses, each class serves as a building block of knowledge for the next class session. Each student is responsible for making up all assignments, materials, examinations etc. when absent from class. All missed lecture/ lab exercises must be completed to verify completion of the course objectives. Make-up exercises or alternative learning experiences will be planned according to the limits set by the instructor.

Students that need extra time and have instructor approval may submit assignments up to one week passed the original due date. A 10% late penalty will be applied to the grade achieved on the late assignment regardless of the day of the week which the work was submitted. Students who attempt to submit work beyond the one additional week deadline will receive a grade of zero on the assignment, unless prior arrangements with the instructor were made in writing. In the event an extenuating circumstance (such as hospitalization, childbirth, major accident, injury or bereavement), late work will be accepted beyond the one-week extension. Students suffering from an extenuating circumstance must notify their faculty as soon as possible of the situation preventing the on-time submission of work due. A new deadline will be determined by the faculty and provided to the student in writing within 48 business hours from the original contact date during the semester. In these instances, the instructor will waive the late penalty for the grade. If the alternate deadline provided by the faculty is not met, the student will receive a grade of zero on the missed assignment. It is the responsibility of the student to arrive in class on time. Habits developed during this time of education and training are important when the student enters the job market. When a student is ill or has an acceptable reason for absence, he or she must call or email WGTC faculty the morning of the absence, preferably prior to the time the student should have reported. During the clinical phase of the program students must notify Dr. Ingham if they are absent as well as contact the clinical site supervisor for the rotation and let them know the student is sick and will be out for the day.

CLINICAL PRACTICE

A student who misses any time during clinical practice will be required to make the time up before the end of the semester. If time must be made up between semesters, a student will receive a grade of “I” for Incomplete status, until the time made up is documented. Because of the intense nature of clinical instruction, a student who misses more than one day will fall behind and have difficulty in achieving minimal competency in experiences offered during the time of absence. A passing grade in both classroom phases, which include examinations and clinical laboratory practice, as well as passing evaluations in the clinical phase, must be achieved in order to successfully progress in the Medical Laboratory and Phlebotomy Programs.

Students are expected to consult with the instructor if an absence or tardy is unavoidable and necessary, and present appropriate documentation to the instructor as proof of reasonable absence. The appropriate documentation of absence should be presented during the first class period following the absence. Examples of acceptable documentation include a physician’s excuse written on letterhead (not a prescription pad), legal court summons, emergency room discharge papers, receipts for flat tires or towing, name in funeral program. Excessive absences of any kind—whether excused or unexcused—may result in being dropped from a course.

On-line Course Attendance

Students taking online classes must be sure to log into the class frequently. To receive credit for accessing (attending) the class, students must log into Blackboard and into the specific course to be counted present. Logging into Blackboard without entering into each course does not count for attendance.

Students should expect to spend at least the number of contact hours in the online course as would a student attending a traditional face-to-face class. For example, if the class is scheduled for 3 contact hours, this would be the minimum number of hours a student would need to log on to check announcements, complete assignments, etc.

On-line students must access each course at least once per academic week. After seven calendar days of inactivity the student may be withdrawn from the course.

Attendance Appeal Process

Students should discuss attendance matters with the instructor. If a student is dropped from the course due to excessive absences, the student may appeal to the Dean of Health Sciences. The WGTC MLT program will follow all college policies and procedures for due process and appeals procedures.

Make-up Work

It is the student’s responsibility to obtain missed class lecture notes and important announcements from classmates. Students must confer with faculty to schedule make-up tests, graded laboratory assignments, skill check-offs and obtain handouts and other materials as assigned.

Students who are absent on a test day will have one week from returning to class to take the test. Failure to take the make-up test during the time frame allowed will result in a grade of 0 on the test. Additional information related to makeup work can be found in each course syllabi.

Class Schedule

Class and clinical schedules (when applicable) are provided to students on the first day of class. Clinical learning experiences are only scheduled during the day. Transportation to and from clinical sites is the responsibility of the student. Any changes in the schedule will be reviewed with students prior to making the changes.

Equipment /Books/ Supplies

Students are required to purchase required textbooks, writing equipment, notebooks, and other assigned equipment for the class. A book list is provided to the student at the beginning of each term. Books may be purchased through WGTC campus bookstores or online.

Cell Phone Use Policy—Classroom

Cell phones and electronic devices are not to be used during class or laboratory sessions. Cell phones should be switched to “silent” or “off” during class or labs and stored in a secure area. Only in emergency situations should the student receive phone calls. Prior to class, students should notify the instructor of urgent or emergency situations that may result in the need to accept a call. Students abusing the use of cell phones or electronic devices during class (texting, talking, web browsing) can be asked to leave the classroom/lab session and would be considered absent for the class.

SPECIFIC INFORMATION RELATED TO MLT INTERNSHIP

Occupational Based Instruction (OBI) for Health Science Programs

OBI is defined as a clinical affiliation, field work, laboratory experience, practicum, or clinical internship. To ensure the safety and well-being of others, the College must insure that each student participating in an OBI experience possesses minimum skills, knowledge, personal maturity, and judgment by the program’s technical standards.

Prior to a student participating in an OBI experience or during the OBI experience, situations may occur that may not be considered academic or disciplinary in nature. However, the experience may actually or potentially jeopardize the safety and well-being of others. These situations may arise from unethical behavior, immaturity, emotional instability or other conditions. If it is determined that such behavior cannot be identified as either academic or disciplinary in nature, the faculty may recommend, in writing to the Dean of Health Sciences, that the student not initiate or continue in the OBI experience.

For specific programs, students participating in an OBI experience will be required to undergo a criminal background check and also be required to submit to a random drug screen. An updated criminal background check and drug screen will be required for each change of program. A student denied

placement by an agency (clinical site) due to an unacceptable background check is not allowed to enroll in another program which requires a criminal background check.

A student's placement in an OBI experience is the sole responsibility of West Georgia Technical College. Students are prohibited from contacting a site concerning placement, continuance or reinstatement at an OBI site. Failure to comply with this requirement will result in the student forfeiting placement in an OBI experience.

Clinical Assignments:

The clinical assignment for MLT students is made during spring semester prior to placement in a clinical site for the internship. The student must be in good standing, meet the criteria for satisfactory progress (see eligibility criteria) and have the Program Director's approval before assignment to a clinical training site is made. In addition, you must have completed all core and occupational (campus phase) courses prior to clinical training. Each student must have a physical examination, up-to-date immunization record, including Tetanus and Rubella, show evidence of Chickenpox or vaccine, TB skin test and either HBV vaccine or signed HBV declination form, CoVid Vaccination, Flu vaccination, and any other vaccinations as required by the clinical affiliate before beginning clinical training. Note that non compliance with immunizations may result in clinical rotations unavailability which will prevent student from completing the required clinical hours thus completing the program. In addition, all students must have a background check with Advantage and a negative drug screen prior to participation in clinical internship.

At present, West Georgia Tech is affiliated with 14 Joint Commission (JCAHO) accredited hospitals throughout West Georgia..

Affiliation agreements are made on a year-to-year basis and do change.

Placement of students in a clinical internship is the sole responsibility of the Program Director and program faculty. To assist in placement of the students in clinical internship, each application will be ranked based on cumulative GPA from highest GPA to lowest GPA. Placement will then be made using, but not limited to, the following criteria: (1) clinical site availability, (2) clinical site interviews, (3) student choice, (4) student proximity to the training site and (5) clinical site-student personality match. Every attempt will be made to place the student in a training facility within commuting distance (one hour) of the address listed on the student's clinical internship application. It is the student's responsibility to notify program faculty if his/her address changes prior to placement in a clinical internship site.

Waiting List (Alternate Status) Policy:

In the event that there is not a sufficient number of clinical sites available for placement of ALL students, a waiting list will be used. A ranking of students from highest to lowest GPA will be made from the student's cumulative GPA. In the event of a tie, the average number of absences will be used as the tie-breaker. If the tie is not broken using the average number of absences, then the student's admission date will be used to break the tie. Students will then be assigned to a clinical training site in the order in which he/she is placed in the ranking. All students will be required to sign a clinical assignment waiver indicating understanding of this policy. This waiting list will reserve a student's clinical placement for six months. Students requiring a waiver of longer duration (over 6 months) may be required to demonstrate competence of knowledge and skills prior to placement. Students requesting a waiver in excess of six months must submit the reason for the waiver, in writing, to the Vice President of Student Services to explain the need.

Teach Out Plan:

West Georgia Technical College Medical Laboratory Technology Program

PROGRAM CLOSURE TEACH OUT PLAN

NAACLS requires the program to have a “teach out” plan in case the program unexpectedly closes due to natural or unnatural disasters or permanent closure. Intentional closure of the program will be communicated to all students immediately. In case of disaster the university will inform students of a plan for continuation of their education as soon as that information is available. NAACLS will be notified and a teach out plan will be provided to them within 30 days of the official announcement of program closure.

Prospective students:

- In the case of permanent closure students will be informed that the program will not take a new cohort due to program closure.
- In the case of a natural or unnatural disaster the program will work with other laboratory science programs to continue education and training until training can resume at the college.
- Students will be counseled in applying to other local programs. □ Program closure information will be posted on the program website.

Current students:

- Students will be informed of program closure.
- In the case of a natural or unnatural disaster the program will work with other laboratory science programs to continue education and training until training can resume at the college.
- In the event of a mandated permanent closure currently enrolled students will be allowed to complete program.
- The Program Director will be designated to clear students applying for the certification exam.

Clinical Affiliates: The MLT Program is affiliated with 12 Joint Commission accredited hospitals for clinical internships and students are assigned to one of the following:

WEST GEORGIA TECHNICAL COLLEGE MLT PROGRAM CLINICAL AFFILIATES 2024-2025	
Tanner Carrollton 705 Dixie St. Carrollton, Ga. 30117	Tanner Higgins 200 Allen Memorial Drive Bremen, Ga. 30263
Tanner Villa Rica 601 Dallas Highway Villa Rica Ga. 30180	Atrium Health Floyd Rome 304 Turner McCall Blvd. Rome, Ga. 30165

Wellstar Cobb 3950 Austell Road Austell, Ga. 30106	Wellstar Kennestone 677 Church St NE Marietta, Ga. 30060
Wellstar Douglas 8954 Hospital Drive Douglasville, Ga. 30134	Piedmont Newnan 745 Poplar Road Newnan, Ga. 30265
Wellstar West Georgia LaGrange 1514 Vernon Road LaGrange Ga. 30240	Advent Health Redmond 501 Redmond Road, Rome Ga. 30165
Harbin Clinic Core Lab 101 Redmond Road Rome, Ga. 30165	Atrium Health Floyd Polk Medical Center 2360 Rockmart Hwy. Cedartown, Ga. 30125

Eligibility Criteria:

- Placement of students in a clinical internship is the sole responsibility of the MLT Program Director. Students are not to contact a clinical site for purposes of procuring a placement.
- The MLT Program Director must give his/her approval before a student is eligible to participate in the internship or practicum training and will make the final decision regarding student placement for clinical training.
- The student must be in good standing to begin the internship/practicum with a GPA of 3.0 or better and must have completed all core and technical courses with a C or better before beginning the MLT clinical internship.
- The student must meet the college's requirements of satisfactory progress, and not be on academic warning or probation.
- While in the clinical internship, students are expected to abide by the rule and regulations for student conduct for the individual clinical site including employer policies not in conflict with federal, state or college policies.
- All students will be required to sign a clinical agreement for internship (practicum).

- MLT students can NOT be paid for internship work. However, any student may be hired by the training facility to work during non-clinical hours and receive the same benefits as any other facility employee. See Service Work Policy below.
- Students must have a passing grade in all department clinical rotations and pass the MLT Program Exit Exam to pass the clinical practicum.
- Due to conflict of interest, students may not be assigned to a clinical training site at which he/she either has a longstanding employment history in the clinical laboratory or a family member is currently employed in the clinical laboratory.
- Students must have submitted the physical examination form, immunization record, completed the background check and drug screen in order to be placed at a clinical training site.
- If a student has been placed at a clinical internship site, and then not accepted by the clinical site due to an unacceptable background / criminal history, WGTC is not obligated to place the student at a second clinical site.

Service Work Policy:

During the clinical internship, as required by the NAACLS accreditation standards, MLT students cannot be used to substitute for regular clinical laboratory personnel. MLT students should focus on the clinical internship first, and are not required to perform work outside of the regular training hours. MLT students may be hired by the clinical site, but this should not interfere with the student's progression in the clinical internship, cannot occur during the training hours, and cannot be counted toward the clinical training hours.

Criminal Background Check Procedure

In the interest of patient safety, to comply with the concerns of clinical facilities, and to fulfill requirements of the governing agencies of the Health Science programs, a criminal background check is required no more than six months prior to a student's participation in occupational based instruction (OBI) or clinical internship. Failure to undergo a criminal background check prior to an assigned OBI experience will result in the inability of the student to progress in the program. Should an agency (clinical site) refuse to place a student based on the outcome of the background check, the college/program shall have no responsibility for arranging an alternate clinical/fieldwork or practicum placement.

Students are given the information to acquire the criminal background check through the designated background check provider(Advantage.com). Students have the ability to see their background check and are encouraged to review their background check. Students may appeal the criminal background check to the provider and be given the opportunity to present information to dispute the background check. Students should be aware that the OBI agency (clinical site) makes the final determination as to whether a student is accepted or denied placement based on the contents of the background check. To participate in the OBI the student must provide authorization for all results to be available to the program and/or the agencies associated with the program and the OBI. Cost for the criminal background check is the responsibility of the student.

Drug Screen Procedure

To participate in a Health Science OBI experience, the student is required to have a negative drug screen within 3 – 6 months of placement in a clinical facility. If a student does not remain continuously enrolled in his/her program of study or changes the program of study, a more recent drug screen test will be required before participation in the clinical component of the program is approved.

If a student has a positive drug screen and wishes to provide evidence that the positive result stems from a prescription drug, the student will make that evidence available to the drug screen provider. The student cannot return to the OBI while the drug screen results and documentation is under review. Failure to provide the prescription and supporting documentation to the drug screening provider within four business days will be considered a violation of the college's drug free campus policy and the student will be removed from all occupational classes and their program of study by the instructor. Students withdrawn from an OBI for problems related to the drug screen are referred to the Vice President for Student Affairs for violation of the WGTC Student Code of Conduct.

If the student desires reinstatement/readmission to WGTC, he/she must follow the procedure outlined in the WGTC Course Catalog/Student Handbook following dismissal or withdrawal for violation of an institutional regulation of controlled substances. If reinstated to the College, a student will not be readmitted to a program requiring a drug screen procedure.

Any student taking prescription medications with the potential to alter mood or judgment is required to undergo an evaluation by a physician to determine if the therapeutic medication compromises the student's judgment or ability to function in a health care setting. Documentation of this evaluation is to be submitted with the health and physical examination documents or as soon as practical following the initiation of the therapeutic regimen.

Students are subject to random drug and alcohol screening as required by the OBI agency under the clinical affiliation agreement between West Georgia Technical College and the clinical affiliates.

Medical/Dental Examinations

According to the contractual agreement with the clinical facilities, all students must have a physical examination and a completed up-to-date immunization record. This must be done within six months of beginning clinical internships. A dental examination is not required for the Medical Laboratory Technology program. It is the student's responsibility to keep the instructors informed in writing, of any change in their health information/status throughout their program of study. The cost related to these examinations and/or immunizations is the student's responsibility.

Medical/Dental Exam Forms are available from the program instructors. The Health Science Department Immunization Process is presented below.

Prior to assignment to a clinical site or student-to-student contact, each student must have a tuberculin skin test unless a previously positive reaction can be documented. The TB skin test must be kept 12 months current. If a student exhibits a first time positive reaction to the skin test, he or she must be cleared by a physician prior to further contact with fellow students or patients. Clearance must be documented in writing. Students with a documented history of a positive PPD or adequate treatment of a latent infection or active disease are exempt from further testing unless signs and symptoms of TB develop. Initial and follow-up testing must be administered and interpreted according to the current CDC

guidelines. Students are responsible for the cost of their skin test and the test should not be over 6 months old.

Each student will be asked to either receive the Hepatitis B vaccine and complete the appropriate forms documenting the vaccinations or sign a declination statement prior to entering a clinical location or engaging in close student contact. At any time a clinical site might require a student utilizing their facility to have completed or begun receiving the vaccine prior to entering their facility. The instructor will provide locations where the vaccine may be received and the cost of the vaccinations will be the responsibility of the student.

Note: Prior to assignment of clinical site or student-to-student contact, each student must have a tuberculin skin test unless a previously positive reaction can be documented. If a student exhibits a first time positive reaction to the skin test, he or she must be cleared by a physician prior to further contact with fellow students or patients. Clearance must be documented in writing. Students with a documented history of a positive PPD or adequate treatment of a latent infection or active disease are exempt from further testing unless signs and symptoms of TB develop. Initial and follow-up testing should be administered and interpreted according to the current CDC guidelines. Students are responsible for the cost of the skin test. The test must be current—conducted within the last six months.

Each student must either receive the Hepatitis B vaccine and complete the appropriate forms documenting the vaccinations or sign a declination statement prior to entering a clinical location or engage in close student contact. Students should know that a clinical site may require the vaccine prior to entering the facility. Faculty will provide students with information on locations where the vaccine may be received. Students are responsible for the cost associated with vaccinations.

Clinical Preparation Requirements

1. Students must have satisfactorily completed all academic core courses and didactic MLBT courses with a C or better prior to participation in the clinical internship.
2. Inform program faculty, in writing, of any change in vital information or health information/status throughout the program.
3. Complete background check and drug screen in accordance with the policies of clinical facilities. Rejection from any clinical site and/or positive drug screen report will result in the student being dismissed from the program.
4. Students must provide a physical examination and immunization record (includes MMR, TB skin, HBV, HAV, Varicella [Chickenpox], Tetanus or DPT), Flu and COVID vaccinations prior to participation in the clinical internship.
Failure to provide a physical exam or immunization record or one that does not meet the clinical requirements of the program may prevent a student from participating in the clinical internship.
5. The MLT Program is an OSHA Category I Risk program, so the chance of exposure to blood and body fluids is high and an integral part of the MLT program and course completion.
6. Students in the MLT Program must be covered by malpractice liability insurance. Malpractice liability insurance coverage is purchased through WGTC each fall semester and covers the student for one full year.

7. Students are encouraged to have health insurance coverage for the clinical internship. Any cost for illnesses not directly related to the clinical are the responsibility of the student. Injuries incurred at the clinical site in the performance of clinical task will be submitted through the college's accident insurance coverage for reimbursement. The cost for blood borne pathogen exposure incidents occurring during the clinical internship is the responsibility of WGTC.

Health and Malpractice Insurance

1. MLT students are required to have malpractice insurance coverage while participating in laboratory and clinical experiences. The cost associated with malpractice coverage is the responsibility of the student. This coverage excludes any activity outside of college requirements and does not include personal health insurance.

Note: Students are not covered by the hospital's liability insurance or workman's compensation benefits.

2. If a student is injured (excluding needle stick injuries or other blood borne pathogen exposure incidents) or becomes ill at a clinical training site and requires medical services, the student is responsible for payment of their own bill(s).

Note: Malpractice/liability coverage is available through West Georgia Technical College for a minimal fee. Malpractice insurance is a mandatory fee and will be charged to you upon registration for MLBT 1010 and MLBT 1080. The fee may not be covered by financial aid.

Health and Safety Guidelines for Clinical Internships

MLT students must be able to perform physical activities in the clinical portion of the program. At a minimum, students will be required to help move patients in the performance of phlebotomy, stand for several hours at a time and perform bending activities. Students suffering from a chronic illness or condition must be managed through treatment and be able to provide direct patient contact. The clinical laboratory experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions.

Each student is required to:

- Obtain personal health insurance coverage.
- Maintain good health practices.
- Utilize preventive care for common illnesses.
- Report any health concern (including pregnancy) to faculty that could affect the health and safety of the student or patient.

In circumstances of student illness, injury, or other health limitations, health policies of the clinical affiliate and the MLT program guidelines and technical standards must be upheld. Program faculty will determine a student's ability to provide safe laboratory practice and if the student should remain at home or return to the clinical internship site (regardless of a physician's approval for return). Faculty may recommend withdrawal from the program for reasons of poor mental or physical health.

If the student has a disability that may limit his/her ability to perform required duties and for which an accommodation is required, please see the Special Needs section (page 8) for information regarding the process for requesting ADA services.

Safety

Safety is extremely important in any health care environment and all procedures should be accomplished using strict safety precautions. Unsafe activities will not be tolerated and may result in termination from the clinical internship and MLT program.

Clinical Responsibilities and Competence

- The student must assume responsibility for all requirements as outlined by the MLT program.
- Absences from clinical internship jeopardize a student's ability to complete the number of required clinical hours. The student **MUST** complete a minimum of clinical hours per semester in order to pass the clinical rotation and to graduate. Documentation of these hours may be required using the appropriate clinical attendance sheets.
- Students must secure their own transportation and cover costs of travel to and from assigned clinical sites. Reliable transportation is necessary as "car-pooling" is not always an option.
- Students must have completed all core and appropriate technical courses with a grade of C or better, be in good academic standing and have met the college's requirements of satisfactory progress to participate in the clinical internship (MLBT 2090, MLBT 2100, MLBT 2110, MLBT 2120, MLBT 2130, and MLBT 2200).
- Students are expected to arrive at the clinical site prepared to perform any/all of the laboratory skills previously demonstrated in the lab or obtained in previous courses. If a student exhibits lack of preparation by failing to perform necessary laboratory skills in a safe and competent manner, dresses inappropriately or exhibits unprofessional behavior, he/she may be directed to leave the clinical site. The clinical evaluation will reflect the deficiency. (*See Clinical Performance Counseling Form*).
- Clinical assignments are arranged by the Program Director and program faculty. Students may rotate between several affiliates. Students must be available and prepared for variations in clinical hours. Changes in the clinical rotation schedule must be discussed and approved by the Program Director prior to the schedule change.
- Students are responsible for following the affiliate's employee policies while participating in clinical rotations.
- **MLT students cannot receive compensation for clinical internship work and may not be utilized as an employee during clinical hours.** However, any student may be hired by the clinical training site to work during nonclinical hours and receive the same benefits as any other facility employee.
- Students will not be assigned to a clinical training site in which the student is currently or recently been employed or in which the student has a family member employed in the clinical laboratory due to a conflict of interest. In such cases, the determination of conflict of interest will be made by the clinical facility.

Clinical Retention Policy:

Students enrolled in the MLT internship (MLBT 2090 – MLBT 2130) must pass the departmental exam in the 4 major departments (MLBT 2100, 2110, 2120, 2130) with a grade of 70% or better in order to receive a passing grade for the course and progress in the clinical internship. If one of the major department exams is failed, the student will be given a chance to retake the exam. If the student fails the retake exam, then the student does not pass the department rotation. The student will be allowed to continue in the clinical internship, but cannot fail another department exam/rotation. If the student successfully completes all other departments, including passing the exams with a 70% or better, then at the end of the clinical rotation, the student will be allowed to retrain in the failed rotation for a minimum of 3 weeks and retake the department exam. This retraining will be at the discretion of the clinical facility. If the student fails the department exam after retraining, then they fail the clinical course and are not eligible for graduation from the program. This clinical retention policy applies only to the written exam requirement for each clinical course, and not the performance evaluation requirement. Students must receive a passing grade (70% or better) on the graded performance evaluation to have a passing grade for the clinical rotation and continue in the clinical internship.

Students enrolled in the MLT internship (MLBT 2090 – 2130) must demonstrate achievement of program objectives and mastery of skills and knowledge by scoring at least 70% on the MLT Program Exit Exam (25% of MLBT 2090 course grade) to graduate. Students must successfully complete the clinical rotation for all departments to be eligible to sit for the MLT Program Exit Exam. If a student is dismissed from the clinical site, the student is not eligible to take the MLT Program Exit Exam, and may be dismissed from the program.

Clinical Attendance, Tardiness, Absenteeism, and Make-Up

Attendance at all scheduled clinical activities is necessary to meet the essential course requirements. Absences may affect the student's grade. Students are to report to the clinical site promptly on the days and times scheduled. Students must present a professional appearance and attitude at all times by arriving to work on time, beginning work promptly, working diligently and working well with others, accepting constructive criticism with a positive attitude and showing initiative and a desire to learn.

Unnecessary absences or tardies, indirectly affects patient care and directly affects those who work with you. MLT students are not allowed to miss more than two days of clinical per semester. All additional absences/clinical hours must be made up to demonstrate achievement of clinical competencies and receive a passing course grade.

Illness/Absence at Clinical Internship

- The Attendance Policy found in the West Georgia Technical College Catalog will be followed in conjunction with the MLT program's specific course attendance policy which is found in the syllabi for each course.
- Students must report to the clinical at the assigned time—ready to work. Consume breakfast prior to arrival at clinical site. Students are required to make-up all clinical hours in excess of two absences.
- Students must notify the preceptor at the clinical site AND the program instructor or program director about an illness at least one hour prior to the beginning of the scheduled assignment. Do

not leave a message—talk directly with the clinical preceptor and call/email the program instructor or program director. Notifications must be made for each day of a consecutive illness. **Failure to do so will result in an unexcused absence.** Unexcused absences impact the clinical grade.

- Doctor and/or dental appointments should be scheduled around class/clinical time. Students are not excused to leave clinical sites for these reasons without prior arrangement. If a student knows in advance of an unavoidable absence during clinical rotations, notify the clinical preceptor and the program instructor prior to the assigned day. Jury duty and court appearances are beyond a student's control and arrangements will be made as necessary for make-up time.
- Due to clinical facility scheduling, clinical hours may vary but the usual schedule is an eight-hour day, Monday - Friday. Times will be announced early enough for arrangements to be made for children, and work schedules, etc. The student should plan to remain at the clinical facility until the scheduled dismissal time, unless prior arrangements have been made.
- Absence of an entire clinical day must be made up during the semester in which the absence occurred. The student **MUST** complete a minimum number of clinical hours per semester in order to pass the clinical rotation and to graduate. These hours must be documented on the appropriate clinical attendance sheet.
- Students must make up ALL hours missed, even those spent on jury duty or other official business. Scheduling of make-up time or activities is at the discretion of the instructor and/or preceptor. Students must notify the instructor in advance to set-up the make-up time. Students will not receive credit for make-up time if appropriate personnel are not informed in advance.

Cell Phone Use Policy—Clinical

Cell phones and electronic devices are prohibited at clinical sites and should be left in student's vehicle. Emergency calls should be directed to the instructor—contact numbers will be provided to the students.

Clinical Dress Code

The purpose of a dress code is to present a competent and professional image. The guidelines are designed to produce a professional appearance.

Students must wear the designated student uniform (scrubs) when in the clinical area, clinical assignment or other course assigned activities. MLT Program Faculty may dismiss a student from the clinical setting and deduct points from the student's clinical grade if dress code standards are not met.

Personal Hygiene/Grooming Guidelines

- Students should be clean, neat and well-groomed at all times.
- No perfumed substances of any kind may be worn during laboratory/clinical experiences.
- Special attention should be given to achieving non-offensive breath and body odors. **No smoking** while in uniform.
- Hair must be presented in a conservative style. Conservative style is defined as hair off the collar, neatly arranged and no hair ornaments, no hair designs, no pigtails, beehives, puffs, or loose strings

in the face. Barrettes or clips which are used to keep hair off collar must be color of hair. (Hair color must be one that a person can be born with).

- Beards/mustaches should be short and neatly trimmed.
- Nails must be clean, neat, and do not extend beyond fingertips. Clear nail polish only. No artificial nails are allowed.
- Cosmetics and make-up should be moderate.
- Gum chewing and use of tobacco (smoking, dipping) are not allowed during laboratory/clinical experience.
- Limit jewelry to the following items: a plain wedding band, watch with second hand, small (white gold, gold, silver, or pearls) post earrings (one per ear; no hoops or colored earrings).

Uniform Requirements (General)

- Official WGTC MLT uniforms (scrubs) and lab coat must be clean and ironed.
- Students are required to have a West Georgia Technical College student ID name badge. The name badge is worn on the uniform and/or lab coat at all times when in the clinical facility. Students found without the WGTC student name tag may be sent home for the day and an absence will be recorded.
- The WGTC monogram with college logo and program name is worn on the left chest area (4 – 6 inches from the shoulder seam) on the scrub tops and the lab coat.
- Pants are available to be worn with the uniform top. Pants must be worn at the natural waist line; no undergarments or skin should be seen when bending or stooping. Natural color or white hose, mid-calf socks or knee-highs (no footies) are permitted with the pants.
- Shoes must be white, black, or brown, clean, closed toe, low-heeled, and professional with rubber soles. Shoes and shoestrings must be cleaned before each clinical assignment. **NO “croc”, canvas shoes or open backs are allowed. No Exceptions.**
- Underwear should be neutral or skin colored; solid – no prints; slips must be worn under dresses. Neutral or skin colored bras must be worn during all clinical experiences. Males should wear an undershirt or tee shirt under lab uniform top.
- Long sleeve shirts may be worn under the uniform top for warmth; No sweaters.
- Skin decorations, or any other drawing or diagram on the skin, are not to be visible. Tattoos or other permanent skin decoration must be covered at all times. “Ear gauges” must be covered and not visible. Use of flesh colored band aids is appropriate coverage.
- Visible body piercings, including tongue rings are not allowed and must be removed.
- Low-rise scrubs/uniform pants are not permitted. Pants must sit at the natural waist line.

Note: Please remember students should look clean, healthy and professional. Uniforms (scrubs) are not to be worn for any other reason except for clinical use. (ie. sporting events, casual wear, shopping, or after clinical hours, etc).

Purchasing Uniforms

A specific style and color has been selected for WGTC CLT students. Other styles are not permitted. The uniform may be purchased through Sew Simple in Bremen Georgia. Sew Simple will also monogram the scrub tops and scrub jacket (lab coat). During the summer semester on campus, a representative will be available to order uniforms.

Students are to purchase:

- Minimum of 2 complete uniforms: women – 2 print tops with specified pants; men- 2 specified uniform pants and tops. □ At least one ID picture badge..
- One white lab coat or scrub jacket with required monogram
- One pair of clean white, black, or brown leather shoes, closed toe with closed back, and low-heeled professional shoes with rubber soles may be purchased from any retailer. Clogs/Crocs are not acceptable.

Equipment for Laboratory/Clinical Internship You Must Have

- Watch with a second hand and five minute markings
- Black ink pens
- Calculator (preferably non-programmable, but with square root)
- Notepad for pocket and notebook for clinical paperwork
- ASCP BOC board review book
- Media Lab Modules and Media Lab Simulator
- Large 3 ring Binder, dividers, tabs, to prepare Clinical portfolio □ Computer, printer

Note: Some items available for purchase in the WGTC bookstore

Basic Clinical Information

- Listen carefully to instructions and take notes. Read appropriate procedure manuals. Study notes each night.
- Always report to your assigned department and ask permission to go to lunch or break. Inform department personnel whenever it becomes necessary to leave the department or laboratory or when leaving for the day. **Do not leave the department without permission or informing someone that you are leaving.** Always wash hands before leaving the department and when returning.
- **Release of patient results, including use of LIS and other patient information systems, must be completed under the direct supervision of the clinical preceptor. The performance of a procedure must be completed under the supervision of the clinical preceptor until competency has been documented and student is allowed to perform procedure independently.**
- Never hesitate to ask questions when in doubt, but asking the same questions repeatedly does not reflect well on the individual.
- Never take verbal or phone orders from a doctor. If it is necessary that you answer the phone, give the department name, your name and title.
- Never bring large amounts of money or valuables to clinical with you. If a locker or area to leave personal possessions like purses is not available to you, then purses and other personal possessions should be left locked and covered in your car or in the trunk of the car.
- Students ARE NOT to visit from one area of the facility to another without the preceptor's permission.

- Do not complain about being tired or feeling badly. If you are really sick, contact your preceptor and don't attend clinical. DO NOT under any circumstances discuss personal, medical or school concerns with hospital or laboratory staff.
- DO NOT lounge in patient areas. Students are allowed one 15-minute break in the morning, a 30 minute lunch break, and one 15 minute break in the afternoon (depending on the length of the shift).
- The clinical sites are smoke-free environments, therefore students are not allowed to smoke while in clinical per the policy of the clinical facility. This means you are not allowed to go out to your car during lunch or break to smoke. Students should not smell of smoke when in the clinical facilities and may be asked to leave if they do. If a student is told they smell of smoke by instructors or facility personnel and asked to leave, it will be counted as an absence and subsequent actions will be taken.
- As part of contractual agreements with clinical agencies, the institution may request a student not be assigned if their health, behavior, or performance is found unacceptable to the standard of the institution.
- Clinical sites may, at any time, request additional requirements be met prior to participation in a clinical experience at that facility. This may include, but is not limited to, substance abuse testing and additional seasonal immunizations.
- Unsatisfactory clinical performance includes but is not limited to: excessive absences or tardiness, failure to notify appropriate clinical preceptor of absence or late arrival, leaving department/laboratory without notification of appropriate personnel (abandonment), performance of duties in an unsafe manner, falsification of results or documentation, HIPAA violations, jeopardizing safety of patient, hospital/laboratory personnel or visitors, threats against patients, hospital/laboratory personnel or visitors, and lack of competency of basic skills.
- Unsatisfactory behavior includes but is not limited to: wearing unapproved clinical attire, being unprepared clinically to safely perform laboratory duties and responsibilities, behavior detrimental to college or clinical site, disruptive behavior, insubordination, physical or verbal abuse, profane language, indecent conduct, behavior consistent with reporting to clinical site under the influence or alcohol or drugs, failure to show respect to patient, hospital/laboratory personnel or visitors, sexual misconduct, theft, and possession of weapons.
- Please remember that you represent West Georgia Technical College. Be a GREAT example, and make the most of every possible learning opportunity. Motivation is reflected in the clinical grade.

Clinical Evaluations

Clinical evaluation is the process used to determine if students are achieving the established competencies identified in the clinical learning objectives. The clinical laboratory profession is a "practice" profession, so the clinical experience is essential and regulated within an educational program by the National Accreditation Agency for Clinical Laboratory Science (NAACLS) and the Technical College System of Georgia (TCSG) state-wide curriculum standards.

In addition to the accreditation and curriculum standards regarding the safe practice of clinical laboratory, there are professional ethical regulations or codes which also establish guidelines for safe practice and are recognized internationally (*Patient's Bill of Rights, ASCP*). The safety of patient care is an integral part of the clinical laboratory goals and learning objectives and each student is expected to conduct his/her self appropriately in a professional manner to prevent undue harm to others. If a student cannot demonstrate the ability to deliver care at the expected level required in a course, the faculty member and/or preceptor has a responsibility and the authority to remove the student so as not to compromise the safety and welfare of the patient.

The clinical evaluation tool is a means by which students will have an ongoing evaluation of their clinical progress during each clinical rotation. Student progress will be noted weekly by the clinical preceptor on the department weekly performance skill evaluation and the department competency check sheet. The weekly review is non-graded, and for documentation of areas or skills for improvement. The formal performance evaluation given at end of each clinical rotation (clinical course) is the graded evaluation. Student must receive a passing grade on the final performance evaluation at the end of each clinical rotation in order to progress to the next clinical rotation.

The Medical Laboratory Technology program faculty retains the right to withdraw any student for misconduct based on the gravity of the student's performance and/or behavior (*See Clinical Critical Incident Level I or Level II* in this document). Even if the student is achieving a passing grade for the theory component (exams, written questions and review materials), the student may be withdrawn from the course permanently depending upon the severity of the incident which would constitute a failing clinical grade, dismissal from the program and loss of eligibility for readmission.

Clinical Critical Incidents

A **critical incident** is defined as any action or failure to take action that may result in, or has the potential to result in harmful effects to the well-being of the patients and employees. Such incidents should be recorded (an incident report or anecdotal) and reported immediately to the clinical/practicum instructor or preceptor. Each critical incident should be taken very seriously and will be evaluated on an individual basis by a committee composed of, but not limited to, the preceptor/instructor, program director, department chair, and appropriate dean for academic affairs.

In order to protect the rights and safety of all protected students, program faculty asks that student activities be governed by a reasonable code of conduct. Certain actions will constitute cause for disciplinary action in the form of a written incident report or anecdotal which will become part of a student's permanent file, and may result in dismissal from the program.

Guidelines for critical incidents are as follows:

An act which requires disciplinary action will be assigned a designation of Level I or Level II. A Level I incident will result in immediate dismissal from the clinical/practicum site and other applicable disciplinary action. A Level II incident will result in a written warning for the first offense/incident. A second Level II incident may result in immediate removal of the student from the clinical/practicum site, and student may be subject to dismissal from the program.

Level I Incidents (may result in immediate dismissal from clinical/practicum site):

1. Stealing drugs or equipment from a clinical/practicum site.

2. Stealing or willingly destroying or damaging any property of the facility, patients, visitors, or personnel.
3. Having a weapon at the clinical/practicum site.
4. Reporting to work while under the influence of alcohol, drugs, narcotics, or in a physical condition making it unsafe or unsatisfactory to continue clinical practice.
5. Absence of two consecutive clinical or practicum days without notifying the clinical/practicum preceptor or instructor.
6. Patient abuse (physical, mental, verbal, threats) or abuse of WGTC faculty or employees of the clinical affiliate.
7. Altering, falsifying or making a willful misstatement of facts on any clinical documentation, including but not limited to, patient records or charts and diagnostic test results.
8. Making negative comments, either verbal or written, about the college, a clinical facility, patients, family members, or WGTC faculty (this includes social media).
9. Violating patient rights as legally defined, such as patient confidentially protected by federal law (HIPPA).
10. Repeating activity or incident that would adversely affect the health, well-being or safety of patients or co-workers. (Example: failure to follow safety protocol such as checking patient ID bracelet before rendering treatment or aid).
11. Abandoning—leaving the clinical area or practicum site during assigned clinical or practicum hours without the instructor/preceptor's knowledge or permission.
12. Performing any clinical or practicum task without supervision or approval of the clinical instructor or preceptor.
13. Failing to abide by policies/requirements of clinical facilities and clinical/practicum agreement.
14. Performing any activity that jeopardizes the current or future relationship of WGTC with the clinical facility.

Level II Incidents (may result in dismissal from clinical/practicum site for more than one infraction):

1. Disobeying or being insubordinate a clinical/practicum instructor or preceptor, clinical coordinator or program faculty.
2. Failing to abide by Cell Phone Use Policy—Clinical.
3. Demonstrating disorderly, unethical, indecent conduct or obscene language/behavior while attending an official and/or unofficial function of WGTC or in the clinical/practicum setting.
4. Discussing personal problems with a patient, co-worker, or clinical/practicum employees.
5. Abandoning or having excessive tardiness (defined as 3 tardies) or failing to inform the clinical/practicum instructor or preceptor of tardiness or absence by telephone at least one hour prior to the beginning of the shift.
6. Smoking! (smoking is not allowed).
7. Consuming food or beverages at unauthorized times or in unauthorized places.
8. Failing to abide by the standard uniform/dress code for clinical internship or practicum.
9. Failing to abide by policies/requirements of clinical facilities and clinical/practicum agreement.
10. Performing any activity or incident that would adversely affect the health, well-being or safety of patients or coworkers. (Example: failure to follow safety protocol such as checking patient ID bracelet before rendering treatment or aid).

Clinical Warning/Termination from Clinical Internship

Specific criteria for clinical performance are provided in individual course syllabi and evaluation tools.

The safety of the patient and the professional behavior of the student is essential. A student may be given a clinical warning, or possibly be terminated from a clinical/practicum site and/or program if the student's practice does not meet the criteria for the clinical experience.

Clinical Warning – Applies to any student who has received an evaluation or progress report addressing sub-par performance due to “not competent, unsafe or unprofessional practice”. Students may also be placed on clinical warning without a prior notification, if the situation is deemed a serious safety or professional issue by clinical preceptor or program faculty. A clinical warning may be issued by the clinical preceptor by email notification or by phone. The student who is placed on “Clinical Warning” will receive documentation describing the incident/behavior along with required remediation, if applicable. If the student is required to complete remediation, and the student does not satisfactorily complete the remediation process within the designated time frame, the student may be terminated from the clinical/practicum and/or the program depending on the severity of the situation. A student must meet with the program faculty immediately upon the receipt of a Clinical Warning. The Program Director or program faculty member will arrange a meeting within 5 working days of the receipt of the warning with the student and with the appropriate administrative personnel, such as the Health Science Department Chair, Dean for Academic Affairs, Vice President for Academic Affairs or Vice President for Student Affairs. A *Clinical Warning Report* will be completed prior to the meeting. The faculty member, the student, and the Department Chair or Dean will discuss the incident and determine an outcome.

Clinical Termination – Applies to any student who is placed on “Clinical Warning” and fails to satisfactorily complete required remediation or to a student who has committed a Level I offense. A Clinical Termination equates to clinical failure and the student will receive a grade of “F” in the course/s. A student may also receive “Clinical Termination” from the program without a prior “Clinical Warning” depending on the severity of the incident or issue, such as a Level I offense.

Reasons for possible dismissal from clinical internship:

1. Each clinical training facility has the option of having a student removed from their clinical site at any time, given sufficient cause, such as a HIPAA or safety violation, falsification of documents/results, jeopardizing safety of patients, hospital personnel or visitors, threats against patients, hospital personnel or visitors, abandonment of post or failure to report absence/s in a timely manner, and behavior detrimental to the college or clinical site. See student conduct section for details regarding Level I critical incidence.
2. West Georgia Tech is not responsible for finding an alternate training site for a student if the clinical site has requested the student's removal due to an academic or disciplinary problem.
3. Two consecutive days absence without prior arrangements or notification constitutes dismissal from the clinical training. A student who walks out of the clinical site and does not return may be subject to dismissal from the clinical training. (See department section of student handbook).
4. There are no provisions for leave of absence. If you are unable to complete the clinical training, you must withdraw from class or program. WGTC is not responsible for finding an alternate training site, if the student is unable to fulfill the training obligation in the semester provided.
5. Failure to officially withdraw from clinical training will result in a grade of F for the course.
6. Any student who after investigation has been found to have violated patient confidentiality under HIPAA regulations, or jeopardized patient or personnel safety, or falsified documents/results will

be withdrawn from the clinical site and receive a grade of F for the clinical internship. See student conduct in the department section of the student handbook for details.

Procedure for Termination:

1. Program Director, program faculty and other appropriate college personnel, such as the Health Science Department Dean and/or Dean for Academic Affairs, meet with the student to discuss the critical incident/s and to assess the situation. Should the Chair and/or Program Director agree that the infraction has risen to the level of program termination; the Program Director will forward a written recommendation and supporting documentation to the Dean for Academic Affairs. This written recommendation may be included in the Clinical Termination Documentation.
2. The Dean confers with the appropriate Vice President to approve the recommendation for termination or suggest an alternative approach. The decision will be submitted to the Program Director and the student in writing. **A student who is dismissed from the Medical Laboratory program due to clinical termination is not eligible for readmission to the program.**

Medical Laboratory Safety Management & Chemical Hygiene Plan

Bloodborne & Airborne Pathogens

The health care profession is a high-risk occupation for the transmission of blood borne and air borne pathogens. Samples utilized in practice laboratory sessions are from students, and clinical patients, therefore, standard precautions must be observed during student practice laboratories, and during the clinical internship. Students will wear protective gloves and fluid resistant lab coats during practice labs in which blood and body fluids are used. All personal protective equipment will be provided for practice laboratory sessions.

Campus Medical Laboratory Operation

1. Students are expected to follow all safety guidelines on fire, electrical, chemical, and biological safety. Be familiar with the location of the eyewash, safety shower and first aid kit.
2. Use of laboratory is limited to designated lab hours when proper supervision is available. Visitors are not allowed in student laboratory.
3. Students obtain lab materials at the beginning of a laboratory session. Students are expected to return unused materials to the appropriate storage area. Lab and work area are to be left neat and clean.
4. Students are expected to arrive to laboratory sessions on-time, and to not leave early unless prior arrangements have been made with the instructor.
5. Students are expected to remain in the laboratory and not leave the designated area (other than for bathroom break) without notifying the instructor. The instructor will announce any formal break time.
6. Each student is responsible for maintaining his/her work in a clean and orderly manner. Gloves are to be changed as often as necessary.

7. Broken glassware is disposed of in the appropriate sharps container. Broken thermometers are not to be picked up with hands. Use a broom and dustpan and dispose in the sharps container.
8. All spills are cleaned up immediately using a chemical spill kit and disinfected with Conflikt or 10% Clorox bleach solution. A Chemical Spill Kit and an Emergency Infection Control Kit are available in the clinical laboratory (Room 204) for use in the event of a chemical or biological spill.
9. Horseplay or any activity that may endanger an individual's welfare is not allowed at any time.
10. Students are expected to alert the instructor to any unsafe conditions that occur.
11. In lab sessions with blood and body fluids precautions, students are expected to follow Standard Precautions and wear appropriate barrier clothing when working with body fluids. Any breaks of the skin on the hands or wrists should be bandaged before putting on gloves.
12. Standard precautions require you to consider every specimen to be contaminated by communicable disease. For this reason, proper personal protective equipment (PPE) must be worn at all times in the laboratory:
 - a) Lab Coats must be worn and closed (i.e., buttoned) when performing laboratory work.
 - b) Gloves are required when handling specimens.
 - c) Face shields and other PPE are available and must be used when working with any body fluids that may splash.
 - d) No sweaters or hoodies are to be worn during practice laboratory sessions.
13. Students must wear closed-toed shoes in the laboratory and appropriate uniform & lab jacket. Long hair must be tied back. Care must be exercised to keep hair, clothing, jewelry, etc. away from laboratory equipment and reagents.
14. Lab coats, gloves, and other PPE should not be worn outside the laboratory. Remove PPE and wash hands before leaving for any reason.
15. Do not remove specimens, reagents, or equipment from the laboratory. This includes pens, pencils, and markers used in the lab.
16. Avoid touching face with gloves and do not put ANYTHING in mouth. No mouth pipetting! No eating, drinking, smoking, gum chewing or application of cosmetics permitted in the laboratory. Furthermore, fingernails must be trimmed to a reasonable length and artificial (acrylic) nails are not allowed.
17. When leaving the laboratory, turn off equipment and put away equipment and supplies. Disinfect the cleared work area with Sani-Cloth, Conflikt or 10% bleach solution. Remove PPE and wash hands after disinfecting bench.
18. Always wash hands upon entering and leaving the laboratory, and after removing gloves.

19. All personal items must be placed in your locker during lab. Headphones, cell phones, and pagers must be turned off. (Personal items may be stored in the laboratory, but may not be 100% secure and will not be accessible at all times. Food and drink may not be stored in the laboratory.)
20. All work performed in the laboratory is governed by the honor code. Work must be done independently unless otherwise instructed. All results generated, when applicable, must be immediately recorded in ink on the laboratory worksheet. Any mistake should be corrected by drawing a single line through the error and writing in the correct answer.
21. All used needles, syringes, and lancets that are contaminated should be disposed of in a *sharps disposal* unit. *Sharps* containers have been placed in the laboratory and at each phlebotomy station. When full the red units will be removed from the premises by a professional waste service company.
22. **No syringes with/without needles, venipuncture supplies, or capillary puncture supplies are to leave the laboratory area. All practice of venipuncture or capillary punctures will be performed in the laboratory under the direct supervision of Health Science instructors.** The instructor and/or administrative personnel will counsel students who consistently disregard this safety rule and termination from the program is a possible consequence.
23. Any exposure to any body fluid or air borne pathogens must be reported immediately to the instructor for the appropriate personal safety action and forms to be filled out and reported per WGTC college policy.
24. Since you will be working with blood and body fluids in laboratory sessions, the students are strongly encouraged to have the Hepatitis B series vaccination. Those that decline the HBV vaccination series must sign a declination form. The Hepatitis A vaccination is also highly recommended.
25. Any student with an active case of Tuberculosis must show evidence of appropriate successful treatment before being placed in a clinical training site.
26. A HEPA filter mask is available for training purposes and for use in the care of a patient with suspected or confirmed active TB.

In Case of Accident

1. Any and all needle stick injuries, injuries with contaminated sharps, exposure to contaminated blood and body fluids, or exposure to a suspected or confirmed active TB shall be reported to department instructor who will initiate an accident report within 24 hours of the exposure incident.
2. In the event of a skin puncture involving blood or body fluids, the injured party will undergo post-treatment for blood borne pathogens as outlined in the institution's blood and air borne pathogens plan.

3. In the event of exposure to an air borne pathogen, the exposed individual will undergo post-exposure treatment for air borne pathogens as outline in the institution's blood and air borne pathogens plan.
4. In the event of any accident and/or injury, the instructor will evaluate the injured party for medical services and complete an WGTC accident report.

Personal Protective & Safety Equipment (provided by WGTC)

Person Protective Equipment (PPE):

- Fluid resistant laboratory coats
- Safety glasses or goggles
- Full face shields
- Latex or vinyl examination gloves

Chemistry & Fire Safety:

- Chemical spill kit
- Fire alarm, fire extinguisher, fire blanket
- Lighted exit signs
- Planned fire drills
- Posted fire evacuation plan
- Emergency shower

Infection Control:

- Sharp's containers
- Biohazard containers
- First aid kit
- Blood borne pathogens spill kit

Needleless Sharp's Devices:

- Protective winged infusion (butterfly) System
- Safety Lok Hub System
- Disposable Safety Lancet
- Safety Lok Syringe with needle

Equipment Maintenance

- Equipment that is contaminated with blood is cleaned with provided Clorox wipes or equivalent immediately.
- All equipment is cleaned before being put away at the end of the laboratory or end of use.
- Laboratory equipment under warranty or a service contract is maintained by appropriate service technicians.
- Laboratory equipment not under warranty is serviced by health science instructors, maintenance personnel or a laboratory service company as appropriate.

Health Insurance Portability and Accountability Act (HIPAA)

All verbal, electronic, and written information relating to patients/clients (personal health information or PHI) and contracted agencies is considered confidential and is not to be copied or discussed with anyone. Information may be disclosed only as defined in the HIPPA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action, up to and including termination from the course and/or program. Legal actions may apply.

- The student is not to talk about any patient outside the hospital. This includes ministers, family members, friends, or other students.
- The student is not to talk with other laboratory and/or hospital personnel about patients except in a clinical situation.
- The student is not to discuss clinical experiences in the hall, cafeteria, parking lot, elevator, or any area where one might be overheard.
- No hospital business, patient affairs or conditions are to be discussed. Information should not be given to anyone outside the hospital. Do not take hard copies of computerized patient chart material that includes a patient's name or hospital number out of the clinical area. Examples: active orders, patient summary, MAR, or lab results.
- Respect the clinical facilities, observe all rules, be respectful of hospital property, treat those in authority with respect, be courteous to all; and consider the reputation and welfare of the clinical facility and West Georgia Technical College at all times.
- Students are not allowed to witness the signing of any hospital document.
- Students should vacate the clinical facility immediately following working hours. Visitors are not allowed.

Grievances

Communication is extremely important. The process for grievances begins with discussion between the student and instructor or advisor. Faculty are willing to discuss problems, whether personal or academic, and will make necessary referrals so that students can receive help and/or answers to questions. However, if you do not receive assistance from the instructor, make an appointment with the Program Director and if the program Director is unavailable to provide assistance the Health Sciences Dean is the next in the line. If the Dean is unable to provide assistance and the problem continues to exist, you should make an appointment with the appropriate Dean of Academic Affairs. See the *WGTC Catalog* for details of the grievance procedure.

Additional Information

Professional Certification Information

Students who successfully complete the West Georgia Technical College Medical Laboratory Technology associate degree program and graduate are eligible to sit for several certification examinations sponsored by professional organizations. **Passing a certification examination is not a requirement for graduation** from the program, but graduates are encouraged to take and pass a certification examination within one year of graduation from the program. This is a requirement for continued employment in the State of Georgia under the Rules and Regulations for Licensure of Clinical Laboratories (Chapter 290-5-

29). In addition, the certification examination must be recognized by the Georgia Department of Community Health.

At this time, the following professional organizations provide nationally recognized certification exams. Applications are available from the organization websites.

American Society for Clinical Pathology

Board of Certification
33 West Monroe Street
Suite 1600
Chicago, IL 60603-5617
www.ascp.org

American Medical Technologists

710 Higgins Road
Park Ridge, IL
60068
www.amt1.com

International Society for Clinical Laboratory Technology

917 Locust Street – Suite 1100
St. Louis, MO 63101-1413
(314) 241-1445

**WEST GEORGIA TECHNICAL COLLEGE HEALTH SCIENCES DEPARTMENT Medical
LABORATORY TECHNOLOGY PROGRAM**

STUDENT RESPONSIBILITY STATEMENT

I, _____, have been given a copy of and have read the West Georgia Technical College MLT Student Handbook containing general department and program specific information and policies applicable to all program specific courses.

These policies were reviewed with me during the first semester of the MLT program while enrolled in MLBT 1010. I agree to abide by these policies while enrolled in the MLT program.

Student signature/date:

signature/date: Witness

MEDICAL LABORATORY TECHNOLOGY PROGRAM



APPENDICES

WEST GEORGIA TECHNICAL COLLEGE MLT COURSE DESCRIPTIONS APPENDIX A

MLBT 1010 Introduction to Clinical Laboratory Technology

This course introduces students to the terms, concepts, procedures, and equipment used in a professional clinical laboratory. Topics include: professional ethics and regulatory agencies; laboratory safety, equipment, and techniques; phlebotomy/specimen processing; related lab math, quality control concepts; process improvement; documentation and computer usage; and point of care testing. Practical experience in phlebotomy will be provided in the institution laboratory and/or the clinical setting.

MLBT 1030 Urinalysis

This is a web-enhanced course providing the theory and techniques required to conduct tests on urine and various body fluids. Theory and tests are related to disease states and diagnosis. Topics include: theory of urinalysis; physical, chemical, and microscopic urinalysis; urinalysis and disease state correlation; special urinalysis and related testing; body fluids tests; and safety and quality control.

MLBT 1040 Hematology/Coagulation

This course introduces the fundamental formation, function, and degradation of blood cells. Topics include: the reticuloendothelial system and blood cell formation, complete blood count and differential, other related blood tests, correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical values and blood cell dyscrasias, safety and quality control, process improvement and related laboratory calculations.

MLBT 1050 Serology/Immunology

This course introduces the fundamental theory and techniques applicable to serology and immunology practice in the medical laboratory. Topics include: immune system, antigen and antibody reactions, immunological diseases, common serological techniques, molecular diagnostic testing, safety and quality control, and process improvement.

MLBT 1060 Immunohematology

This course provides an in-depth study of immunohematology principles and practices as applicable to medical laboratory technology. Topics include: genetic theory and clinical applications, immunology, donor unit collection, pre-transfusion testing, management of disease states and transfusion reactions, safety, documentation/quality control, and process improvement.

MLBT 1070 Clinical Chemistry

This hybrid course develops concepts and techniques of clinical chemistry applicable to clinical laboratory technology. Topics include: carbohydrates, electrolytes and acid-base balance, lipids, nitrogenous compounds, related lab math, enzymes and endocrinology, liver functions, toxicology and therapeutic drug monitoring, safety and quality control, correlation of disease states, process improvement (team approach), and critical thinking skills.

MLBT 1080 Microbiology

Introduces fundamental microbiology and parasitology theory and techniques applicable to disease state identification. Topics include: microbiology fundamentals; basic techniques; clinical microbiology; related lab math; anti-microbial sensitivity; safety and quality control; parasitology; mycology, mycobacteriology, and virology; correlation of disease states; and process improvement.

MLBT 2090 Clinical Urinalysis, & Preanalytic Specimen Processing Practicum

This course provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a clinical laboratory job setting. The clinical internship allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: basic and specialized urinalysis tests,

serological tests and techniques, blood and specimen processing, correlation of test results to disease states, safety and quality control, and quality assurance. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

MLBT 2100 Immunohematology Practicum

This course is a review of the technical methods and standards used in blood bank. Topics include: blood donor selection and collection, blood processing and storage, blood components, ABO, Rh and other blood group systems, compatibility testing, antibody screening and identification, resolving ABO and crossmatch discrepancies, investigation of transfusion reactions, cord blood work-ups, investigation of HDN, Rho Gam, Quality Control and record keeping.

MLBT 2110 Hematology/Coagulation Practicum

This course provides students with an opportunity for in-depth application and reinforcement of hematology/coagulation principles and techniques in a clinical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice and follow through. Topics include: complete blood count and differentials; other related blood tests; coagulation and fibrinolysis tests; correlation of test results to disease states and critical values; instrumentation; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

MLBT 2120 Microbiology Practicum

This course provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a clinical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: specimen inoculations; stains; culture work-ups; bacterial identification; anti-microbial sensitivity; media preparation; special areas; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

MLBT 2130 Clinical Chemistry Practicum

This course provides students with an opportunity for in-depth application and reinforcement of chemistry principles and techniques in a clinical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice and follow through. Topics include: therapeutic drugs and toxicology; automated and manual chemistry; immunochemistry; special chemistry; safety; correlation of test results to disease states and critical values; instrumentation; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

MLBT 2200 CLT Certification Review

MLBT 2200 provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the Clinical Laboratory Technician level. Topics include: a review of: professional ethics, regulatory agencies, safety, and fundamental techniques; phlebotomy and specimen processing; quality control concepts; computer applications; urinalysis & body fluids; hematology & coagulation; immunology and serology; immunohematology; clinical chemistry and solutions; microbiology; parasitology, mycology, mycobacteriology, and virology and test taking skills.

MLT PROGRAM CLINICAL INTERNSHIP REQUIREMENTS

GENERAL:

- The student must be in good standing to begin the internship/practicum and meet the college's requirements for satisfactory progress AND have the Program Director's approval before the student is eligible to participate in the internship or practicum training.

- The student must have completed all academic core courses and technical or occupational courses with a grade of C or better and have a GPA of 2.0 or better before beginning the internship.
- All students will complete an application for participation in clinical internship and asked to provide three possible choices for clinical internship. A good faith attempt will be made to place a student at one of his/her choices for the clinical internship. However, placement of the student at one of his/her three choices for clinical internship is not guaranteed.
- Placement of students in a clinical internship is the sole responsibility of the Program Director and program faculty. The MLT Program Director will make the final determination regarding student placement at a clinical training site for MLT internships.
- To assist in placement of the students in clinical internship, each application will be ranked based on cumulative GPA from highest GPA to lowest GPA. Placement will then be made using, but not limited to, the following criteria: (1) clinical site availability, (2) clinical site interviews, (3) student choice, (4) student proximity to the training site and (5) clinical site student personality match. Every attempt will be made to place the student in a training facility within commuting distance (one hour) of the address listed on the student's clinical internship application.
- Due to conflict of interest, students may not be assigned to a clinical training site at which he/she has long-standing employment history or in which a family member is employed and will be involved in the grading procedure.
- Students must have completed a physical exam, appropriate immunizations, background check and a drug screen, prior to participation in the internship. Students must have a negative drug screen and acceptable background check to participate in the clinical internship.
- Students must carry malpractice insurance to participate in phlebotomy labs in MLT courses and for the MLT internship.
- Students are required to have a background check and drug screen using Advantage (www.Advantage.com) prior to placement in the internship. The clinical site will make the determination based on the background check on which students will be acceptable for clinical training. If a student is not accepted by the clinical facility once placement has been made due to an unacceptable background check, WGTC is not obligated to place the student at another site
- Students are required to have a negative drug screen performed prior to placement in the internship. Payment for the drug screen will be made to Advantage by each student.
- Students must provide an up-to-date immunization record (includes MMR, HBV, HAV, Varicella [Chickenpox,], Sars Cov 2 (Covid), Flu vaccination, Tetanus or DPT, and TB skin) or proof of immunity prior to participation in the clinical internship. Failure to provide documentation or one that does not meet the clinical requirements of the program may prevent participation in the clinical internship.
- Students participating in MLT campus courses and MLT clinical internship will be required to wear uniforms. Unisex scrub pants are not acceptable, but most other styles are. Uniforms are purchased through the Sew Simple Uniform Boutique with a required MLT cohort scrub color and white scrub jacket and program monogramming requirements.

Student signature/date

Faculty signature/date

WEST GEORGIA TECHNICAL COLLEGE MEDICAL LABORATORY PROGRAMS

MEMORANDUM

TO: Students enrolled in Medical Laboratory & Phlebotomy Technician programs at WGTC and their parents or guardians.

FROM: MLT Program Director

Re: Clinical assignments for Medical Laboratory Programs

Assignments to affiliating clinical sites cannot be made for students at the time of acceptance or enrollment in the Medical Laboratory Technology or Phlebotomy Technician program due to difficulties experienced on a year-to-year basis in arranging training facilities. Therefore, the Program Director and administration of this institution must maintain the prerogative of making clinical assignments which best suit the institution and the student. Clinical assignments will take into consideration the number of affiliation sites, the number of students to place, commuting distance, cumulative GPA, student's choice and work ethics, including absenteeism. Every effort will be made to place a student at a training site that best suits the student, but the college cannot guarantee placement at a specific clinical site. In the event that a training site is not available, then a waiting list will be utilized. Waiting list criteria is published and discussed during department orientation for new students, in MLBT 1010 and PHLT 1030.

STUDENT AFFIDAVIT

I understand the conditions of my acceptance/enrollment as stated in the foregoing and agree to abide by the decision of my instructors regarding my hospital assignment.

signature/date

_____ Student
Faculty signature/date

Parent or Guardian signature/date (if under 18)

**WEST GEORGIA TECHNICAL COLLEGE
MEDICAL LABORATORY PROGRAMS**

MEMORANDUM

TO: Students enrolled in Medical Laboratory Technology and their parents or guardians.
FROM: MLT Program Director
Re: Essential Functions for MLT Program

In order to be successful in the MLT Program, and to maintain the welfare of patients in a clinical setting, the MLT Statewide Faculty Consortium has established minimum essential functions or requirements for the MLT program. These essential functions or requirements must be met, with or without reasonable accommodation, in order to participate in the program in lecture, student practice laboratories, and clinical internship to graduate from the program. The essential function requirements have been developed in compliance with the National Accrediting Agency for Medical Laboratory Sciences (NAACLS), and are described in the MLT Program Handbook and the West Georgia Technical College catalog (on-line). If you have questions about the process for requesting accommodations, please contact the MLT Program Director at 770-5376045 or the ADA Coordinator at 770-824-5241, or check the WGTC website (under Accessibility Services and click on forms) to find the "Request for Accessibility Services".

STUDENT AFFIDAVIT

I have received a copy of the Essential Function requirements for the MLT Program, and I have read and understand the Essential Function requirements for the MLT Program. Furthermore, I attest that at this time I meet each of Essential Function requirements for the MLT Program and do not have a disability to disclose at this time.

Student Print Name and Sign Name/date

Parent or Guardian signature/date (if under 18)

Program Director signature/date

CLT

WEST GEORGIA TECHNICAL COLLEGE

MEDICAL LABORATORY TECHNOLOGY PROGRAM

CONSENT TO PARTICIPATE IN PHLEBOTOMY PROCEDURES

As a student in the Medical Laboratory Technology and/or Phlebotomy Technician program, I understand that collecting and working with blood is an integral part of my program of study. I also understand that the collection of blood through venipuncture and capillary procedures is a requirement of the course and/or program.

Our objective is to provide students with the greatest opportunity to master these techniques during controlled, supervised student laboratories. I agree to participate in collecting and in donating small volumes of blood (not to exceed 15 ml per draw), under controlled and supervised circumstances in the student laboratory. I understand that participation is required, but the MLT Program Director will determine if a student's health status prohibits participation (provide documentation from physician).

I understand that some risk is involved since both venipuncture and capillary puncture are invasive procedures (break the skin). Potential risks include: infection, soreness, bruising and bleeding. I agree to inform the MLT Program Director or my course instructor of any adverse reactions that occur as the result of these procedures.

I acknowledge that I am not currently taking any medications or have any conditions that may leave me immuno-compromised or prone to excessive bleeding causing excessive risk to myself as a result of the venipuncture or capillary puncture procedures. I agree to inform the MLT Program Director and/or course instructor of any medications or conditions that would contraindicate participation in blood specimen collection.

I agree to follow all policies associated with the procedures, including applying direct pressure and keeping the site bandaged for a minimum of two hours following the procedure.

I agree to purchase professional liability insurance and verify that I am covered by the college's policy. Therefore, I release West Georgia Technical College and the State of Georgia from any liability that might arise from my participation in collection of venipuncture or capillary puncture samples.

_____ Student
signature/date Faculty signature/date

HEALTH SCIENCES DEPARTMENT

CONFIDENTIALITY AGREEMENT

Students in the West Georgia Technical College MLT and Phlebotomy programs will be working with patient or client laboratory results and applicable medical records in both the classroom and health care facilities. Student use of medical records and confidential patient/client information in the educational process requires compliance with federal HIPAA regulations and specifically:

- All information about a patient/client, written or verbal, belongs to the patient/client. Any violation of confidential information about a patient is punishable in a court of law. (Refer to the Health Insurance Portability and Accountability Act of 1996)
- The professional Code of Ethics for the Medical Laboratory profession stipulates that confidentiality of patient/client information is a professional responsibility.

Due to these legal and ethical considerations, any student enrolled in the MLT or Phlebotomy Program who reveals contents of a medical record or information related to a client's private health status without prior authorization is subject to reprimand and possible immediate dismissal from the clinical/practicum site and the program.

Having understood the above, I _____ do hereby agree to maintain confidentiality of all patient information to which I am exposed as a MLT student.

Printed Name of Student: _____

Student signature/date: _____

Witness signature/date: _____

WEST GEORGIA TECHNICAL COLLEGE

WEST GEORGIA TECHNICAL COLLEGE

**HEALTH SCIENCES DEPARTMENT STATEMENT OF INFORMED
CONSENT FOR PREVENTION OF COMMUNICABLE DISEASES**

Place an “X” by each statement you agree to:

_____ I understand that Health Science programs at WGTC involve the study and care of individuals and that these individuals may be ill. I understand that by participating in laboratory/clinical/practicum activities, I may be exposed to infectious diseases, such as Hepatitis B (HBV), Hepatitis C (HCV), Hepatitis A (HAV), Human Immunodeficiency Virus (HIV) , COVID-SARS Cov 2 and other infectious and/or communicable diseases.

_____ I agree to participate in HBV/HIV education experiences as required by WGTC Health Science programs and according to CDC and OSHA guidelines. I understand that testing, diagnosis and treatment of any infectious and/or communicable disease other than those contracted as a result of an accidental blood borne or air borne pathogen incident will be my financial responsibility.

_____ Hepatitis B vaccine and/or demonstrated proof of immunity is required prior to beginning clinical experience or activities with direct client/patient care. I will sign a refusal to consent form and release WGTC from liability should I refuse to be immunized.

_____ As required by the contractual agreement with the clinical facilities, I will provide documentation of up-to-date immunizations or proof of immunity prior to placement in the clinical internship/practicum. Immunization record will include MMR, TB skin, HBV, HAV, Varicella (Chickenpox), Tetanus or DPT, COVID vaccination and yearly flu shot. Failure to provide appropriate documentation will prevent the student from participation in the clinical internship/practicum.

_____ In the event I am exposed to blood while giving patient/client care or participating in lab activities/clinical experience, I agree to follow the WGTC Exposure Control Plan established by the college (see WGTC Exposure Control Plan). I understand that this may involve diagnostic testing for one year and counseling for myself and/or significant others. I understand and acknowledge that there is no known cure for HIV/AIDS at this time.

_____ I am aware the federal regulations provide for confidentiality on any issue related to my health status. All information will be kept in strict confidence by the college and used only to provide counseling, health information and referral.

_____ It is recommended that I inform faculty of changes in my health status, such as pregnancy or contraction of a communicable and/or infectious disease, including active TB. I have been informed and understand that an altered state of my health, such as being infected with HIV, may increase my health risk in relation to contact with patients with bacterial and viral diseases. I have been informed that some vaccinations are contraindicated or have decreased effectiveness in immunosuppressed conditions, and should seek medical advice for changes in my health status.

This document has been read and explained to me. I fully understand the potential risks and safeguard options associated with learning opportunities in my role as a health science student at West Georgia Technical College. I consent to follow policies and procedures as explained herein.

Printed Name of Student: _____

WEST GEORGIA TECHNICAL COLLEGE

Student signature/date: _____

Witness signature/date: _____

HEALTH SCIENCES DEPARTMENT

AUTHORIZATION TO SHARE/RELEASE STUDENT INFORMATION

I, _____, the undersigned, hereby authorize the West Georgia Technical College MLT and/or Phlebotomy Program to release to clinical/practicum affiliates:

- Contact information
- Health Examination, including immunization record and TB skin test results
- Criminal background check
- Drug Screen Results

I acknowledge that I understand the purpose of the request and that authorization is hereby granted voluntarily.

By my signature below, I consent to the release of the above listed information for the purpose of placement in a clinical/practicum affiliate as a requirement of my educational program.

Printed Name of Student: _____

Student signature/date: _____

Witness signature/date: _____