

**DALTON STATE COLLEGE**

**MLT PROGRAM**

**STUDENT HANDBOOK**



**2023-2024**

## A LABORATORY MYSTERY

While working in the laboratory,  
One bright and sunny day.  
We received a specimen,  
That blew the doc away.

He didn't know quite what to do,  
Or how to start to test.  
We helped him write the orders,  
And tried to do our best.

First we'll do a cell count,  
And run the chemistry.  
We'll do a routine culture,  
And some flow cytometry.

Transudate or exudate,  
Bacillus or cocci.  
We'll figure out what's going on,  
At least our best we'll try.

The chemistry is normal,  
And the gram stain's negative.  
In a fluid that's this cloudy,  
Something's got to give.

The white count is ten thousand.  
The red cell count is five.  
Try as we did to understand,  
This somehow didn't jive

We quickly did a Cytospin.  
Malignant cells were found.

Hurry to find a pathologist.  
There must be one around.

Flow Cytometry was done.  
We gate on those big cells.  
They're positive for TdT,  
And CD2 and 1.

We ask for some peripheral blood.  
And not to our surprise,  
The white cell count was fifty thou,  
And blasts were on the rise.

This patient is in great distress,  
This leukemia was unknown.  
Without the trusty laboratory,  
The truth would not be known.

The dedication of med techs,  
Histo and cytotechs, too.  
Can easily be overlooked.  
And often others do.

The next time one of your loved ones,  
Is in need of urgent care,  
Day and night and weekends, too.  
The lab is always there!

-Colleen M. Urben, MT(ASCP)

# TABLE OF CONTENTS

## SUBJECT

<b>PART I</b>	<b>INTRODUCTION</b>	<b>5</b>
	<b>PURPOSE</b>	<b>6</b>
	<b>PROGRAM OUTCOMES</b>	<b>7</b>
	<b>PROGRAM MISSION AND GOALS</b>	<b>8</b>
	<b>PROGRAM STUDENT LEARNING OUTCOMES</b>	<b>9</b>
	<b>MLT ESSENTIAL FUNCTIONS</b>	<b>10</b>
<b>PART II</b>	<b>CODE OF ETHICS</b> .....	<b>11</b>
<b>PART III</b>	<b>GENERAL POLICIES</b>	<b>12</b>
	1. Admission .....	12
	2. Advisement .....	12
	3. Application Procedure .....	14
	4. Counseling .....	15
	5. Fees .....	15
	6. Health Requirements .....	16
	7. Insurance .....	17
	8. Accident reporting .....	17
	9. Holidays .....	18
	10. Library	18
	11. Schedule	18
	10. Student Meetings .....	19
<b>PART IV</b>	<b>ACADEMIC POLICIES</b>	<b>19</b>
	1. Attendance .....	19
	2. Credentials Committee .....	20
	3. Exams, Quizzes, Testing Procedures .....	20
	4. Grading System .....	21
	5. National Registry	21
	6. Withdrawal and Dismissal .....	22
<b>PART V</b>	<b>PROFESSIONAL ORGANIZATIONS</b>	<b>22</b>
	1. American Society of Medical Technologists .....	22
	2. American Society of Clinical Pathologists .....	22
<b>PART VI</b>	<b>HOSPITAL POLICIES</b>	<b>22</b>
	1. Appearance .....	22
	2. Breaks .....	23
	3. Counseling .....	23
	4. Duty Schedule .....	23
	5. Emergency Leave .....	24

6.	Food and Beverages .....	24
7.	Gifts .....	24
8.	Grievances .....	24
9.	Grading .....	25
10.	Progression policy and procedure .....	26
11.	Laboratory Supervisors .....	27
14.	Reporting Test Results .....	27
15.	Lunch Time .....	27
16.	Parking .....	28
17.	Policy Interpretation .....	28
18.	Suggestions .....	28
19.	Educational Coordinator .....	28
20.	Program Director .....	28
21.	Clinical affiliates	29
23.	Clinical Experience "Waiting List" signature form .....	30
24.	Technical Standards for MLT Students signature form .....	31
25.	MLT Standards and Essential Function signature form	34
26.	Compliance Policy. . .signature form .....	36

## **INTRODUCTION:**

On behalf of the faculty, we would like to welcome you to the Dalton State College (DSC) Medical Laboratory Technology Program (MLT). In addition to the MLT program, we offer coursework in phlebotomy as an occupational skills award. The MLT program offer students the ability to learn from medical laboratory professionals both in the classroom and at our clinical sites. Program faculty/officials provide continued exposure to current issues in laboratory medicine and promote both professional development, honesty and integrity in our profession. The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). Dalton State College is accredited by the Southern Accreditation of Colleges (SACS). Graduates of the MLT program are eligible to sit for the MLT national certification exam offered by the American Society of Clinical Pathologist (ASCP). The purpose of the Student Handbook is to provide students with the policies and procedures of the MLT programs. All students are expected to abide by the stated policies and procedures. Failure to follow policies and procedures set forth by the program and the college may lead to suspension and/or dismissal from the program. This handbook is a supplement to Dalton State College policies and procedures and the DSC Student Handbook. Familiarize yourself with this policy manual. If you have any questions, please feel free to contact a faculty member. Congratulations on being accepted into the DSC Medical Laboratory Technician Program, we are excited to share our profession with each of you and start you on a path to helping physicians diagnose and treat disease. We are often considered the Hidden Profession, but you will soon realize the vital role the clinical laboratory plays in the health and welfare of patients throughout the healthcare system. We are all extremely excited about providing you with the foundation for a career in laboratory science. Our field is always changing, and we commit to offer you the best in laboratory science education as an MLT.

The MLT program at DSC requires academic courses in English, chemistry, anatomy and physiology, microbiology, speech, psychology or sociology, and mathematics. MLT courses reflect all areas of medical laboratory science and includes both didactic and clinical courses in laboratory fundamentals and safety, urinalysis, body fluids, phlebotomy, hematology, hemostasis, immunoematology, immunology, medical microbiology, parasitology, mycology, virology, medical chemistry, molecular techniques and computer applications. A certification-exam review during the final course is designed to be the program's capstone experience for the MLT curriculum.

The Medical Laboratory Technician Program at Dalton State College is a two-year career program designed to train medical laboratory technicians for clinical laboratory profession. The program offers both didactic and practical training. After completion of the program a student receives an Associate of Applied Science degree in Medical Laboratory Technology and is eligible to take the MLT Registry provided by the American Society of Clinical Pathologists or National Certification Agency for Medical Laboratory Personnel. If a student decides to pursue a four-year degree, many of the courses in the

program will transfer to senior institutions. NAACLS last accreditation was 2019-5 year interim report.

National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Rd.  
Suite 720 Rosemont, IL 60018-5119  
Phone Number: 847.939.3597, 773.714.8880,  
773.714.8886 (FAX)  
<http://www.naacls.org>

**PURPOSE:**

The purpose of the Medical Laboratory Technician Program at Dalton State College is to impart the fundamental knowledge and practical skills of medical technology to the student so that the following objectives may be reached:

1. The student should be more fulfilled in his personal and community life.
2. The student should receive personal fulfillment in his ability to perform laboratory work.
3. The student should have a professional attitude toward the laboratory work.
4. The student should be able to perform satisfactorily in any laboratory situation.
5. The student should be able to accurately judge the variability of laboratory tests.
6. The student should be able to establish professional patient contact.

**The DSC MLT Program Outcome include:**

1. Program graduation rate: (acceptable rate 75% per NAACLS)
2. Certification and pass rate for those that sit for the ASCP registry for certification. (minimum acceptable rate: 75% per NAACLS), other acceptable certification: American Medical Technologist exam.
3. Job placement of graduates in the workforce. (Defined as: acceptable placement 75% per NAACLS for a graduate is if they begin working as a Medical Laboratory Technologist (MLT) or continue with their education within 3-6 months).

## Dalton State College: Outcome Report Data Summary

### MLT Program Outcomes:

#### Graduation Rates:

Year	# of Students (Midpoint)	# Students Graduated	% Graduation Rate
2019-20	10	10	100%
2020-21	8	8	100%
2021-22	6	6	100%
2022-23	8	8	100%

#### Certification Rates:

Year	# of Graduates	# Graduates Taking certification exam	% Certification Pass Rate
2019-20	10	10	100%
2020-21	8	8	100%
2021-22	6	6	**83%
*2022-23	8	NA	NA

\*Information not available due to submission of Catalog requirements prior to submission . Graduates have 18 months to take the certification exam after completion of program in the state of Georgia.

\*\*One student set to retake test within the allowed testing dates.

#### Job Placement Rates:

Year	# of students midpoint	# Employed in Field( within 3-6 months)	% Job Placement Rate
2019-20	10	10	100%
2020-21	8	8	100%
2021-22	6	6	100%
2022-23	8	8	100%

Most students have clinical laboratory employment prior to graduation

### **Program Mission Statement:**

The purpose of the Medical Laboratory Technology program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed as medical laboratory technicians. Through these skills and experiences, students are expected to successfully complete the national ASCP registry or AMT BOC.

Dalton State College provides a diverse student population with opportunities to acquire the knowledge and skills necessary to attain affordable baccalaureate degrees, associate degrees, and certificates and to reach their personal and professional goals. Through challenging academics and rich collegiate experiences, we promote lifelong learning, active leadership, and positive contributions in Northwest Georgia and beyond

The mission statement of the medical laboratory technician program at DSC reflects the goal of program officials to prepare students to function in all areas of medical laboratory technology as competent employees in hospital and clinical laboratories across the nation. It states:

"The medical laboratory technician program at Dalton State College affirms its mission to provide a comprehensive range of quality education and training for students enrolled in the MLT program. Program officials are committed to excellence in the program and are dedicated to assisting students to achieve their educational and professional goals through collaboration with professional organizations, hospital and clinical affiliations, business and industry."

### **Program's goals**

#### Goals/Objectives

1. Provide current curriculum, instructional materials, and equipment (in accordance with available funding) which teach knowledge, skills, and attitudes appropriate to industry needs.
2. Provide educational facilities which foster learning and provide safe healthy environments available and accessible to all students who can benefit from the program.
3. Provide academic instruction which supports effective learning within the program and which enhances professional performance on the job.
4. Provide employability skills which foster work attitudes and work habits that will enable graduates of the program to perform as good employees.



5. Nurture the desire for learning so that graduates will pursue their own continuing education as a lifelong endeavor.
6. Provide an educational atmosphere which promotes a positive self-image and a sense of personal well-being.
7. Provide education that fosters the development of good safety habits.
8. Provide admission, educational, and placement services without regard to race, color, national origin, religion, sex, age, or handicapping condition.
9. Provide information to the public regarding the program that will facilitate recruitment and enrollment of students.
10. Promote good public relations via contacts and regular communications with business, industry, and the public sector.
11. Promote faculty and student rapport and communications to enhance student success in the program.

**Program Student Learning Outcomes/Graduate competencies:**

The Medical Laboratory Technician Program at Dalton State College mission is to impart the fundamental knowledge and practical skills of medical technology to the students so that the following objectives may be reached:

Graduates of the MLT program at DSC should be able to perform the following competencies as entry-level medical laboratory technicians:

Program Learning Outcome #1: Students will demonstrate competent laboratory generalist skills satisfactorily in any laboratory situation performing test and operate various clinical instrumentation within the clinical laboratory setting applying basic scientific principles in learning new techniques and procedures to assist in clinical patient care.

Program Learning Outcome #2: Students will determine the suitability of specimen type submitted for laboratory analyses as well as recognize the variability of patients' laboratory test results and correlate their relation to various disease processes.

Program Learning Outcome #3: Students will utilize professional judgement, develop professional relationships and communication skills with the various patient population

and other health care team members within the health care setting to assist in clinical patient care.

### **MLT Essential Functions**

These essential requirements are non-academic capabilities and tasks required by the medical laboratory technology and phlebotomy programs at McLennan Community College that reflect the physical, emotional, and professional demands required of the medical laboratory technician and phlebotomist.

#### **Observation**

The student must be able to:

- Observe laboratory demonstrations in which lab procedures are performed on biological specimens (i.e., blood and body fluids, culture materials and other specimens as appropriate).
- Characterize the color, odor, clarity, and viscosity of biological specimens and reagents.
- Use a clinical grade binocular microscope to discriminate among fine differences in structure and color (hue, shading, and intensity) in microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on a monitor or audiovisual media.

#### **Motor and Sensory Skills**

The student must be able to:

- Move freely and safely around the laboratory in a timely manner.
- Lift and move objects weighing 20 pounds.
- Perform laboratory testing adhering to existing laboratory safety standards.
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Travel to numerous clinical laboratory sites for practical experience.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting and/or standing, over several hours.
- Grasp, hold, transport, and utilize specimens, reagents, hazardous chemicals and equipment in a safe manner as needed to perform laboratory testing.
- Obtain patient specimens in a timely, safe, and professional manner (e.g. perform phlebotomy).
- Use laboratory equipment (e.g. pipettes, inoculating loops, test tubes) and instruments to perform laboratory procedures according to established laboratory guidelines.

- Use a computer to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.
- Troubleshoot and correct equipment malfunctions.
- Detect and respond to emergency and instrumentation signals, lights, and sounds.

## **Communication**

The student must be able to:

- Communicate effectively in written and spoken English; comprehend and respond to both formal and colloquial English, including person-to-person, by telephone, and in writing.
- Appropriately assess nonverbal as well as verbal communication.
- Read and comprehend technical and professional materials (i.e., textbooks, journal articles, handbooks, and instruction manuals).
- Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
- Clearly instruct patients prior to and during specimen collection.
- Demonstrate sensitivity, confidentiality, and respect when speaking with or about patients or patients' information.
- Communicate clearly, accurately and tactfully with patients, faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication.)
- Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.

Verbal communication includes the ability to ask and respond to formal and informal questions with confidence at an appropriate professional level.

Written communication includes the ability to use correct grammar and spelling as well as the appropriate level of formality.

## **PART II**

### **MLT CODE OF ETHICS:**

Being fully cognizant of responsibilities in the practice of medical technology. I affirm by willingness to discharge my duties with accuracy, thoughtfulness, and care. Realizing that the knowledge obtained concerning patients in the course of my work be treated as confidential, I hold inviolate the confidence (trust) placed in me by patients and their physicians.

Recognizing that my integrity and that of my profession must be pledged to the absolute reliability of my work, I will conduct myself at all times in a manner appropriate to the dignity of my profession.

The Code of Ethics shall be consistent with the Code of Ethics of the American Medical Association.<sup>1</sup>

The BOR requires all students have the right to due process in the event they are accused of a violation of the institution's Code of Conduct. Anything that is a direct violation of the DSC Student Conduct Code (found here: [https://www.daltonstate.edu/campus\\_life/student-conduct-about.cms](https://www.daltonstate.edu/campus_life/student-conduct-about.cms)) must be reported to him/his office. These items include, but are not limited to, academic dishonesty, physical violence, damage to property, disorderly conduct, theft, etc.

Any violation of the program/student handbook that is also a direct violation of the Dalton State College Code of Conduct (see: [https://www.daltonstate.edu/campus\\_life/student-conduct-about.cms](https://www.daltonstate.edu/campus_life/student-conduct-about.cms)) will be reported to the College conduct administrator. Therefore, in addition to sanctions imposed by the program director, students may also face formal charges and/or sanctions from the College.

### **PART III - GENERAL POLICIES**

#### **ADMISSION:**

Admission policies, activities, services, and facilities of the College do not exclude any person on the basis of race, color, age, sex, religion, national origin or disability. Dalton State College is an Affirmative Action Program Institution. Any individual who requires assistance for admission to or participation in any program, service or activity of Dalton State College under Title II of the Americans with Disabilities Act should contact the designated Title IX and Section 504 Coordinator, Dr. Bruno Hicks, Vice President for Academic Affairs, Westcott Bldg, Room 166, 706-272-4421.

Admission is the same as the requirements for Dalton State College. In addition to the requirements for admission to the college, a student entering the Medical Technician Program must obtain a physical form from the MLT department. The physical form is distributed to students once the student is accepted in to the program. This form is presented to a qualified physician who after completion of the examination of the student must return the form directly to the Medical Laboratory Technician Program at Dalton State College. This must be filed in the MLT office before the student will be allowed to register for the second semester of the program.

**See for Essential Functions and Signature page.**

#### **ADVISEMENT:**

Instructors in the Medical Laboratory Technician Program should advise students in the program concerning courses to be taken. It is the responsibility of the student to make an appointment with the instructors before each semester in order to plan their schedule for the semester.

A list of career entry competencies for specific laboratory areas, which should be mastered upon completion of the program, include:

### **1. Immunohematology**

Preventative maintenance of equipment, reagent quality control, compatibility testing, antibody screening and identification, phenotyping, neonatal screening, investigation of transfusion reactions, transfusion product donor screening and processing, parentage testing and genetics.

### **2. Chemistry**

Preparation of specimens, operation of instrumentation including quality control, calibration, maintenance and proper reporting of patient results. LIS Interface issues and reporting in the following areas: enzymes, blood gases, ethanol, drugs of abuse, therapeutic drug testing, hormones, immunoassay, ELISA, chemistry metabolic profiles, body fluid and urine chemistry testing, osmolality and lipids. Interpretation of statistical quality control data and analytical correlation of laboratory results with organ function including pulmonary, hepatic, renal, cardiac, endocrine and GI systems will be emphasized.

### **3. Hematology/Hemostasis**

Operation of a hematology analyzer, including maintenance and quality control. Replication of unknown results for differential white cell counts, both normal and abnormal. RBC, platelet, body fluid, eosinophil and reticulocyte counts, performed manually or on the hemacytometer. Sickle cell screening and sedimentation rate. Calculation of RBC indices and variations in dilution factors. Performance and interpretation of PT, APTT, Fibrinogen and D-dimer testing in a therapeutic context. Analytical correlation of results to disease conditions, as well as troubleshooting of abnormal results.

### **4. Microbiology**

Replication of patient and unknown results in reading primary plates, selection of and performance of appropriate secondary testing. Processing of all specimens including inoculation of media and preparation and reading of gram stains. AFB, parasite and fungal preparations (clinical only). Interpretation and reporting of biochemical and antibiotic susceptibility tests, operation and recording of preventive maintenance and quality control in microbiology automation.

### **5. Specimen Collection and Processing**

Patient Identification. Performance of successful venipuncture, capillary and blood culture collection via use of multiple collection devices. Preparation, separation and centrifugation of specimens for testing, including LIS functions. Achieve acceptable competency on simulated phlebotomy system.

## **6. Immunology and Molecular Techniques**

Proper technique in pipetting, serial dilutions and agglutination testing including syphilis testing. Operation of Immunoassay analyzers and microplate instrumentation. Testing application of infectious diseases including identification of viral markers, ANA patterns and related significance, molecular testing applications including PCR and DNA testing.

## **7. Urinalysis**

Reporting of accurate and timely results for quality control, routine and specialty urinalysis and body fluid testing. Proper handling of routine, culture and 24 hour specimens. Operation, quality control and maintenance of automated instrumentation, including reporting and interpretation of microscopic analysis.

## **8. Computer**

Operation of the Laboratory Information System (LIS) to enter patient demographics and test results. Interaction with microprocessor software provided with automated instruments to perform calibration, maintenance, review quality control and specimen testing in all areas of the laboratory. Understanding implications of auto-verification and specimen tracking on power processor automation and robotics.

## **APPLICATION PROCEDURES:**

The application policies are the same as required by Dalton State College. In addition, to the MLT program application and an interview with the Program Director/Educational Coordinator is required before acceptance into the program.

## **STUDENT APPROVAL PROCESS FOR CLINICAL ROTATION:**

All students in the Medical Laboratory Technician and phlebotomy programs are required to undergo the Student Approval Process.

There are specific practices and/or acts delineated in the Medical Laboratory Program which might prevent a candidate from being granted a license to practice as a Registered MLT. Clinical facilities used by the program require students to submit to background checks and drug screenings, immunizations, proof of malpractice insurance, and necessary facility orientation requirements before they are allowed in the facility. Based on the information obtained, these facilities can refuse student access. Failure to be accepted into clinical facilities may jeopardize a student's ability to complete the program. For more information, contact the Department of Medical Laboratory Technology.

1. All students applying to the Medical Laboratory Technology Program are required to have a criminal background and drug screen assessment performed through a specified company prior to assignment of admission to clinical apprenticeship/practicum. Enrolled students in MLT courses are required to have a second drug screen assessment at the beginning of the second year. Documentation of the completed and paid background check and drug screen must be submitted to the program faculty. Both the background and drug screen assessments must be categorized as “cleared” to meet clinical assignment eligibility.
2. All costs for the assessments or extra requirements are the responsibility of the student. (ex: uniforms, shoes, insurance, name tag, BLS certification, etc.)
3. Once the students have completed the background application and paid the fee, personnel from each of the clinical sites will verify a student’s background and drug screen and all required documentation for acceptability. Should a student be denied permission to rotate at a particular clinical site, the student is then denied all clinical sites and will not be ineligible for program apprenticeship/practicum and/or dismissed from the program.
4. The drug screen report will be sent to program faculty directly. Should a student test positive for any illegal substance and/or non-prescribed medication, the student will not be allowed to enter the program and/or remain in the program.
5. A COVID test may be required prior to starting clinical practicum.

### **COUNSELING:**

If a student wishes counseling concerning academic or personal situations, The student may contact the instructors in the MLT program or the Counseling Office at Dalton State College or the counselling center.

[https://www.daltonstate.edu/campus\\_life/counseling-services.cms](https://www.daltonstate.edu/campus_life/counseling-services.cms)

### **FEES:**

The fees are the same as those required by the college. In addition to cost for name tag, uniforms malpractice insurance, physical, background check, drug screen, name tag, BLS certification and any other requirement by the various clinical sites utilized by the MLT program are the responsibility of the student. (Approximately \$150.00 +/-)

**Attention: There may be an additional fee for background check/ drug screen based on the hospital facility that you are assigned to for clinical practicum. Some hospitals require their own company for background and drug screens, Example: PSI, ACEMAP, TCPS etc.**

## **HEALTH REQUIREMENTS:**

The student must have a physical by the end of the first semester in the program. Proof of drug abuse is reason for dismissal from the MLT Program. Students are subject to current guidelines stated in DSC catalog and the drug policies mandated at each clinical training facility. Students must have a color blind test performed. "Color blindness does not exclude enrollment in the professional curriculum but may require compensation and additional work on the part of the student in areas where color characteristics are used in test interpretation."

1. Good physical and mental health is required. All students must provide assurance that they are in good physical and mental health PRIOR to clinical assignments.
2. Upon acceptance to the MLT Program students are required by DSC following as part of Certified Background Procedures:
  - a. Documentation of MMR immunization or a positive titer
  - b. Documentation of Varicella status or immunization
  - c. Documentation of immunization or a signed declaration/declination form for Hepatitis B Vaccine (note...it is HIGHLY recommended that students obtain immunization for Hepatitis B due to exposure during student lab and clinical of patient specimens and conditions which are potentially biohazardous)
    1. 3-series Hepatitis B Vaccine
    2. Immunity status (titer)
    3. Carrier status
  - d. TDap (Diphtheria, Pertussis, Tetanus) within 10 years and current booster
  - e. Evidence of a negative tuberculin test, or chest x-ray within 2 years, as well as annual influenza
  - f. Documentation of medication/drugs currently taken if required by the Medical Review Officer for the laboratory performing required drug screening.
3. Any medical examination tests and immunizations will be conducted at the student's expense.
4. The student must provide health record updates to the program director to submit to Immunization Tracker. Changes in medical condition and/or drug regimen that may affect clinical classroom performance or safety should be promptly reported in writing to the Program Director's office. Failure to do so may result in dismissal from the program.
5. It is the responsibility of each student to see that the appropriate documentation is on file. There are no exceptions.
6. Students must provide evidence of current certification in Cardiopulmonary Resuscitation (CPR) (American Heart Association Healthcare Provider), training in



HIV/AIDS prevention and medical errors continuing education PRIOR to attending the first clinical assignment

**Students are required to submit proof of immunization and 2 step TB skin test. (2 step means a history of a negative TB skin test in the last year or at least 2 weeks apart from first skin test.) If a student travels outside the US within the year of said TB skin test, students must obtain another TB skin test to prove negative TB test still present. Students must also submit to a background check and drug screen and submit all documentation prior to attending clinical rotations.**

### **INSURANCE**

1. Liability Insurance: (purchase annually)

Liability insurance is for malpractice coverage. It provides coverage for the student if a lawsuit occurs from alleged mistreatment of a patient by a student or if a patient sues the student due to treatment received while the student is participating in an approved school clinical activity.

2. Health Insurance:

Each student is strongly advised to carry his/her own health insurance. Payment for any treatment is the responsibility of the student

### **ACCIDENT REPORTING PROCEDURE**

Our goal is to prevent all accidents and disease transmission thus ensuring a safe learning environment for students, faculty and staff. Unfortunately, accidents do regrettably occur. Familiarize yourself with the following procedure so that you will be able to respond quickly and safely to receive assistance and report accidents.

### **ACCIDENT/INCIDENT REPORTS**

Students and faculty or clinical faculty must complete an accident/incident report as soon as possible (no later than 24 hours after the incident) for any of the following situations that occur in the classroom, laboratory or clinical setting:

1. Physical injury incurred by the student
2. Physical injury incurred to the patient/client
3. Accidents
4. Thefts and/or suspected thefts
5. Damage to patients and/or student property

### **ACCIDENT/INCIDENT REPORT INSTRUCTIONS- CLINICAL EXPOSURE REPORTING PROCEDURES**

1. Student notifies clinical instructor of a possible exposure (injury, finger stick, etc.).
2. Instructor evaluates the exposure (this may require instructor and/or student to travel to meet one another if instructor not at clinical site).
3. Instructor has student go to healthcare office or Emergency Room within 30 minutes for initial treatment (tetanus or other recommendations).

5. Prophylaxis needs to begin within 72 hours of exposure. Student may seek treatment from other medical provider(s) if they desire. All cost is the responsibility of the student.
6. Instructor helps student complete Accident Incident Report. If student is unable to complete an A/I Report, the instructor is to complete one to the best of their ability on behalf of the student.
7. Have any witnesses prepare a written statement to include with A/I Report, if applicable.

Failure to comply with this regulation may result in dismissal from the program. Any questions regarding incidents should be referred to the hospital employee health immediately. Students are responsible for individual health medical insurance. Be sure your insurance is up-to-date before going to clinicals. If an accident occurs the student reports it immediately to the supervisor of the department; hospital protocol will be followed where necessary and the Program Director will be notified. Students are responsible for medical treatment.

### **HOLIDAYS:**

The holidays observed during the two-year period will be the same that the college allows in its regular curriculum and the hospital facility schedule for clinical practicum.

### **Religious Holidays Attendance Policy**

Please consult a resource such as <http://www.interfaithcalendar.org/> for a relatively comprehensive list of religious observances as well as for specific dates of each holiday.

It is the responsibility of those constructing the academic calendar each year to avoid scheduling registration periods or the first day of class on religious holidays. *The student is responsible for providing official documentation, in a timely manner, of the need for the absence. The instructor will determine the conditions under which work will be made up in consultation with the student when a student misses' class or other academic obligations because of a religious holiday.*

### **LIBRARY:**

The library at Dalton State College is available to all MLT students on the same basis as other students. The MLT instructors request that the students practice courtesy in using the library as is worthy of the profession. Students access:

<https://www.daltonstate.edu/library/about-roberts-library.cms>

### **SCHEDULE:**

The MLT schedule will include six semesters of academic study at the college including 20 weeks of internship at an associated hospital. The number of semesters may vary if a

student fails courses. Students must complete all MLT courses within 3 years to continue to clinical or the student may be asked to repeat courses over 3 years old. Students must also complete the 20 week clinical practicum consecutively following the college schedule.

There are three basic types of courses in the MLT program at DSC:

1. Lecture
2. College Laboratory
3. Clinical Laboratory Practicum

In the lecture course, the emphasis is on learning and discussing the theory behind the tests and procedures, which are done, along with application to the patient's diagnosis. The lecture is designed to give the student an overall view of different diseases and the associated laboratory tests and results.

The college lab is designed to allow the student to actually perform laboratory testing in a simulated scenario and on automated analyzers in a smaller version of those in the clinical lab. They will also become competent in basic skills such as pipetting and cell counting.

The hospital practicums are designed to introduce the student to the hospital atmosphere and emphasize the fact that the lab "experiments" of the college lab are actually diagnostic "tests" sometimes with life and death importance

### **STUDENT MEETINGS:**

All students are **EXPECTED** to attend meetings when scheduled.

## **PART IV - ACADEMIC POLICIES**

### **ATTENDANCE:**

#### **CLASS:**

Class attendance at Dalton State College is established by each professor. For the MLT courses no cuts should be taken; however, three absences per semester will be allowed in emergency cases. When a student finds it absolutely necessary to be absent, it is the student's responsibility to make up the material. An appointment should be made with the instructor of the class to discuss material to review.

#### **CLINICAL :**

Attendance is mandatory for clinical rotation. Students in MLTS 1191,2290/2291 Must attend and complete the 20 week clinical rotation in 20 consecutive weeks. When students find it absolutely necessary to be absent, it is the student's responsibility to make-up all missed material and clinical practice if time allows

for make-up during clinical rotation. If the absence interferes with other students attending clinical rotation, the student may need to begin the clinical rotation at a later date or during a different semester.

### **CREDENTIALS COMMITTEE:**

The Credentials Committee shall consist of the following members of the Advisory Committee:

1. The Vice President of Academic Affairs
2. The Dean of the School of Health Profession
3. The Chairman of the Health Profession
4. The Director of the MLT Program
5. The Medical Director of the MLT Program
6. The Educational Coordinator of the MLT Program
7. One bench teacher from each hospital
8. Any issues involved with the Practical experience or performance.

The Credentials Committee reviews and rules on all matters dealing with:

1. Request for dismissal
2. Serious complaints against students
3. Unacceptable academic records during clinical practicum
4. Serious violations of school or hospital policy
5. Unacceptable moral conduct

This committee shall consider any of the above matters and shall have the authority to dismiss a student from the program. The student may be present with a representative to present any related information concerning the situation. A majority vote rules, and this shall be taken by secret ballot.

### **EXAMS, QUIZZES, AND TESTING PROCEDURES:**

At the college, testing will be the responsibility of each professor. The MLT courses at the college will test by:

1. Lecture Quizzes
2. Practical Quizzes
3. Comprehensive Exams

This is subject to change as required by individual courses and instructors.

**GRADING SYSTEM:**

The MLT Courses are assigned letter grades.

	Grade Scale	Point System
A	95-100	5
B	94-85	4
B-	84-80	3
C	79-75	2
D	74-70	1
F	0- 69	0

**STUDENTS ARE REQUIRED TO MAKE A "B=80" OR BETTER IN ALL MLT MAJOR COURSES.**

\*Students will be allowed to receive only one failing (below 80) grade in the courses designated "MLTS". MLTS major field courses can be repeated a maximum of one time. If Students make below an 80 in two or more courses in one semester student cannot progress through the program. If a student is dismissed from program for any reason (academic, hospital violation, complaint, etc) the student may reapply after a five year waiting period.

**GRADUATION:**

**Students must complete all requirements (academic and clinical) for graduation and apply for graduation to be eligible to sit for the National Registry, which is required to be eligible to work in a clinical laboratory.**

**NAACLS Standard V:C**

The granting of the degree or certificate must not be contingent upon the student passing any type of external certification or licensure examination.

**NATIONAL REGISTRY:**

Students are expected to take the ASCP National Registry Examination or American Medical Technology (AMT) after successful completion of the program. The Associate degree is granted regardless of the Registry Examination Score. Prior to graduation (approx. 1 months) the student should submit to ASCP or AMT completed applications and all fees associated with the examination. Students will take the Certification Examination as soon after graduation as possible.

## **WITHDRAWAL AND DISMISSAL:**

Students may be asked to withdraw from the MLT Program for the following reasons:

- \*1. Unacceptable academic record.
2. Prolonged serious health problems.
3. Unacceptable moral conduct.
4. Violation of school or hospital policy.

All cases requiring an investigation by the Credentials Committee will be open to the student and his chosen representative.

## **PART V - PROFESSIONAL ORGANIZATIONS**

### **ASCLS: American Society for Clinical Laboratory Science (formerly ASMT)**

The student may become a student member of the American Society for Clinical Laboratory Sciences in the state of Georgia if he so desires. The student should contact the Director of the MLT Program or Educational Coordinator to obtain information concerning ASCLS Membership.

### **ASCP: American Society of Clinical Pathologist**

The student may also become a student member of the American Society for Clinical Pathology. The ASCP administers a National Registry Examination. After satisfactory completion of the examination an individual becomes a MLT (ASCP). The Director and Educational Coordinator have the appropriate applications. In order to be assigned to a clinical faculty for the final 20 weeks of practicum, ALL course work must be completed. The MLT faculty reserve the right to occasionally make exceptions, but in most cases, clinical placement prior to course completion will not occur.

## **PART VI - HOSPITAL POLICIES**

Hospitals may require orientation for students before beginning clinical practicum.)

### **APPEARANCE:**

The students should take pride in their personal appearance and always dress neatly and conservatively in the required uniform.

The students will furnish their own uniforms and laboratory coats. Gray/Charcoal colored uniforms must be worn by students while on duty.

The male and female students' uniforms can choose to wear:

1. A gray/charcoal shirt, gray/charcoal trousers, and black mostly to all leather shoes, mark free sole.

Uniforms should be always clean and neat. Closed toe and heel shoes should be always clean or polished. Jewelry should be confined to a watch and inconspicuous rings. All students must follow clinical facility requirements

**IDENTIFICATION NAME PINS MUST BE WORN ON UPPER LEFT SIDE OF THE UNIFORM AT ALL TIMES. LAB COATS AND EYE PROTECTION MUST BE WORN WHILE IN THE LAB IF THERE IS A RISK OF SPLASHING OR EXPOSURE TO BODY FLUIDS.**

Hair - Hair should be neat and a natural hair color. Unkept hair shall not be permitted. Neat beards are permitted. If long, hair must be pulled back or put up.

Nails - Should be of reasonable length. Only clear fingernail polish is permitted. (Some facilities do not allow anyone involved in direct patient care to wear artificial nails.)

Any visible tattoos or body art must be always covered during clinical practicum hours. Any form of body piercing other than ears (up to 2 holes- a pair) must be removed during clinical practicum hours and patient contact. If the Director, Clinical or Educational Coordinator or any of the teaching technologists deem your appearance unworthy of your profession, you may be asked to leave until the condition is corrected.

### **BREAKS:**

A fifteen minute break may be taken in the morning and/or in the afternoon if time permits and if approved by the departmental supervisor. However, breaks will remain a privilege.

### **COUNSELING:**

The Program Director or Educational Coordinator at DSC are available to discuss any problems that the student may have, either personal or connected with the internship. All conversations between the student and the Director or Educational Coordinator are privileged and will be treated as confidential.

### **DUTY SCHEDULE:**

Students will have a 40 hour work week. These hours will be devoted to didactic lectures, study and practical experience. Students must not be expected to perform an employee's share of the workload as a "tech" during the practical hours. Practical hours must be dedicated to practical training. Generally, hours will be from 7:00a.m. to

3:30p.m. with 30 minutes for lunch. (Be on time always - tardiness will be a reflection on the student's willingness to accept responsibility.) A phone call must be placed to the lab before 7:00a.m. if absence is forthcoming. The student may be employed by the hospital for not more than 16 hours per week (**unless special permission is obtained from the Program Director or Educational Coordinator at DSC.**) The student will be eligible to work only if he is in good standing in the MLT Program. If working extra interferes with the student's internship, employment by the hospital or business will be discontinued. **Service work by students is noncompulsory outside of class hours and should never be used as staff replacement during clinical hours.**

### **EMERGENCY LEAVE:**

The student is granted five days each semester for emergency leave. This should only be taken if absolutely necessary. When possible the student should inform the Program Director or Educational Coordinator before leave is taken. THE LABORATORY MUST BE INFORMED! THEREFORE, IF THE LEAVE IS NOT PREARRANGED, THE STUDENT MUST CALL THE LABORATORY BEFORE 7:00a.m. Emergency leave extending over five days must be approved by the college faculty. If leave extends over the five days per semester, the student must make up the missed time or re-schedule the clinical rotation.

### **FOOD AND BEVERAGES:**

Eating and drinking is prohibited in the Clinical Laboratory. Alcoholic beverages must not be consumed by the student immediately before or while on duty. Disregarding this regulation will result in dismissal of the student from the MLT Program.

### **GIFTS:**

It is not ethical for students to accept gifts from a patient or visitor.

### **GRIEVANCES:**

All grievances should be brought to the Program Director or Educational Coordinator for consultation. - See Credentials Committee



**GRADING:**

The MLT Courses are assigned letter grades.

Letter Grade	Grade Scale	Point System
A	95-100	5
B	94-85	4
B-	84-80	3
C	79-75	2
D	74-70	1
F	0- 69	0

**Bench Quizzes:**

Given informally in the laboratories by the bench supervisor as necessary.

**Lecture Quizzes:**

Given as scheduled during the lecture schedule.

**Final Quizzes:**

1. At the end of each lecture series.
2. At the end of each laboratory section rotation either in the form of a written or practical exam or both.

**Practical Quizzes:**

Quizzes may be given at the end of a rotation through a department and more often if necessary to determine the student's practical ability.

**Brief Quizzes:**

A student record will be completed by the departmental supervisor after a student has rotated through each department. This includes comments on: Intelligence, perseverance, initiative, ability to follow directions, organizing ability, willingness to accept responsibility, judgement, accuracy, speed, spirit of cooperation, manner with patients, and personal appearance.

**Student:**

A student Progress Report form will be completed by the departmental supervisor after a student has rotated through the department in the allotted time.

All quizzes and evaluations (clinical and college) are used to compile the student's final grade. All quizzes and reports will be reviewed with the students shortly after they are completed.

A minimum cumulative grade point average of 3 or “80” is required for the student to be eligible for graduation and recommendation to the ASCP Registry or AMT examination. Students who do not maintain a 3 or “80” cumulative grade point average over the internship will be brought before the Credentials Committee.

Students who fail any section as a result of clinical performance will not be permitted to re-enter the MLT program at D.S.C.

**PROGRESSION POLICY and PROCEDURE:**

If a student is unable to meet the objectives for any of the clinical departments in the clinical practicum 2290/2291 the following procedures will be followed:

1. Department Head from the clinical facility and instructor from DSC will meet with the student and counsel student regarding the problem(s). 1<sup>st</sup> warning extend time in the clinical department 1 week, if the problem is technical ability. At the end of the 1 week extension the student will be re-evaluated. An extension of **NO MORE** than 2 weeks will be given for every department. If the student does not meet the objectives within the department at this time the student will be removed from the clinical facility. The student will be given the option to re-take the DSC course related to the failed department. The student may be re-assigned to the clinical facility after the course is completed.

A student must meet all objectives in that department before moving to the next department. In cases where the extra time interferes with other students scheduled to enter said department, the student may be assigned to a different clinical facility. If a student cannot meet the objectives after re-taking the course and going to the clinical facility (Same department) the student will be dismissed from the program. Of the student appeals for re-admission to the MLT program the following steps are available to the student. The student should meet with the Credential Committee:

Division Dean  
Department Chair  
Academic Dean  
MLT Program Director  
Clinical Instructor(s)

### **LABORATORY SUPERVISORS:**

The laboratory supervisors (departmental supervisors) are responsible for the student's training while in each individual department but it must be remembered that their first responsibility is to the patient.

### **LIABILITY INSURANCE:**

Students are required to have liability insurance which is purchased during the first semester they are enrolled in the MLT program. It will be the responsibility of the student to obtain the proper forms from the program director and/or educational coordinator. The malpractice insurance cost is the responsibility of the student. The coverage is annually purchased and runs from August 1 of the first fall semester to September 1 the following Fall semester.

- \* Safety rules are explained during orientation at each hospital.
- \* Safety rules must be followed at all times in the college lab/hospital lab.
- \* These are explained in each course orally and in writing; a test is given to the student and observation by the faculty during each lab is noted.
- \* The A.D. and work ethics forms are filled out by the clinical/college instructors.

### **REPORTING TEST RESULTS:**

The student is at no time to turn out reports that have not been checked and initialed by his supervisor. If the departmental supervisor is not available, the supervision is to be carried out by a Medical Technologist designated by the department head. Failure to comply with this regulation may result in dismissal from the program. During hours employed at the hospital other than internship hours, the hospital will assume responsibility for the signing of reports by students.

### **STUDENT SUPERVISION:**

The student is at no time to be without supervision. This supervision is the responsibility of the departmental supervisor. If the departmental supervisor is not available, the supervision is to be carried out by a Medical Technologist designated by the department head.

### **LUNCH TIME:**

Students are allowed 30 minutes for lunch while on duty. The time shall correspond with cafeteria hours.

**PARKING:**

Students with automobiles shall not park in restricted spaces. Students park in the hospital parking lot or designated areas.

**POLICY INTERPRETATION:**

MLT students will observe and adhere to the policies set forth in this handbook. Situations not covered in this handbook should be referred to the Program Director and/or Educational Coordinator for clarification.

**SUGGESTIONS:**

Students are encouraged to offer suggestions concerning the internship period to the Program Director and/or Educational Coordinator.

**EDUCATIONAL COORDINATOR:**

Marcela Armenta, M.S.H.S, MT (ASCP)

**PROGRAM DIRECTOR:**

Tyra D. Stallings, M.S.H.S., MLS (ASCP)

**Clinical Affiliates**

Hamilton Medical Center  
1200 Memorial Drive  
Dalton, GA 30722-1168  
706-278-2105

Floyd Medical Center  
304 Turner McCall Blvd.  
Rome, GA 30162  
706-509-5000

Tennova Medical Center  
2700 Westside Drive NW Ste 200  
Cleveland Tn. 37312

Parkridge Hospital Main and East  
2333 McCallie Ave  
Chattanooga Tn. 37404

CHI-Memorial Hospital  
2525 Desales Ave.  
Chattanooga Tn. 37404

Erlanger Baroness Main and East  
975 E. 3rd Street  
Chattanooga, TN 37403

# MEMORANDUM

TO: All MLT Students

RE: Clinical Experience "Waiting List"

It is my understanding that the MLT program at Dalton State College is a two year, 6 semester program. Assuming I begin the program in the Fall semester and continue through the sequence of classes in an academically satisfactory and orderly fashion my clinical experience assignments should occur at the stated times.

If the number of students admitted to the program exceeds the number who can be accommodated by the clinical affiliates or if I am unable to continue the prescribed sequence I may be placed on a "waiting list" until the next available place is open. The waiting list shall be established according to:

1. date of initial interview
2. date accepted by college
3. academic record

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

**Technical Standards for MLT's.** These are the essential non-academic requirements of the MLT Program "that the student must master to successfully participate in the program and become employable".

The following essentials are necessary in order for the student to do the necessary activities to obtain credit for their education and to be able to obtain employment in the fields of Medical Technology.

1. Ability to read and write legibly.
2. To see through a microscope accurately.
3. To differentiate colors/stains/special stain reactions.
4. To possess the needed manual dexterity to perform a phlebotomy correctly. (venipuncture & peripheral blood collection)
5. To possess the needed manual dexterity to handle test tubes/droppers/specimens for microscopic evaluation properly.
6. To communicate with patients/laboratory personnel/other medical staff.
7. To stand several hours at a time/lift objects weighing 20-30 lbs.
8. To be mobile and carry a phlebotomy tray.
9. To hear within normal range with/without corrective devices; able to hear bells, buzzers, warning devices, and timed sequences for clinical test procedures.
10. To be functional and calm in stressful situations.
11. Organize work and set priorities.
12. Respond appropriately in emergency situations.

Upon presenting these essentials in writing to the applicant and asking the applicant to read the essentials, the applicant will sign a statement attesting to the fact they believe they are capable of meeting these technical standards. If the student has limitations that would prevent them from any of the above criteria the success rate for completing the MLT Program may be limited. These abilities are based on the minimum program task requirements and minimum skills for employment.

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

# **DALTON STATE COLLEGE**

## **Medical Laboratory Technology program**

### **Performance Standards and Essential Functions for MLT Students**

The National Accrediting Agency for Clinical Laboratory Sciences requires essential functions required for program admission to be clearly defined, published, and provided to prospective students and made available to the public. A MLT student at Dalton State College is expected to meet the following requirements.

#### **Technical Requirements**

- Perform laboratory manual, semi-automated, and automated procedures in which biologicals\* (e.g., blood and other body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, microbiological, and immunologic components.
- Characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products.
- Employ a clinical grade binocular microscope to discriminate among fine structural differences of microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on a computer screen.
- Use a computer/electronic keyboard to operate laboratory instruments and to calculate record, evaluate, and transmit laboratory information.

#### **Movement Requirements**

- Move freely and safely about a laboratory.
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patient seated in specimen collection furniture.
- Travel to numerous clinical laboratory sites for practical experience.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing, over several hours.
- Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
- Control laboratory equipment (e.g. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.



## **Communication Requirement**

- Read and comprehend technical and professional materials (e.g. textbooks, magazines, journal articles, handbooks, and instruction manuals)
- Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures; Be able to hear (some level of hearing is required because the student must be able to perceive and timely respond to significant sounds in a clinical lab, such as signals generated from instrumentation that may indicate normal operating status, critical sample value, or equipment malfunction. (Example bells,
- Clearly instruct patients prior to specimen collection.
- Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.
- Maintain patient confidentiality at all times.
- Evaluate the performance of fellow students, staff, and health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunications).
- Use computer software (word processor, spreadsheet, database, information systems), and the internet for communication, education, and professional purposes.
- Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.

## **Intellectual Requirements**

- Possess these intellectual skills; comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
- Solve problems and think critically.
- Exercise sufficient judgment to recognize and correct performance deviations.
- Critically evaluate her or his own performance, accept constructive criticism, and strive to improve performance (e.g. participate in enriched educational activities).

## **Behavior and Professional Requirements**

- Dress to project a neat, well-groomed, professional appearance.
- Behave in a professional manner toward fellow students, faculty, and patients; Exhibit attitude, integrity, communication, motivation, independence/leadership, self-worth assessment and altruism which meet and exceed the expectations of a health care professional.

- Manage the use of time and systematize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgments.
- Provide professional and technical services while experiencing the stresses of task-related uncertainty (e.g. ambiguous test ordering, ambivalent test interpretation), emergent demands (e.g. “stat” test orders), and a distracting environment (e.g. high noise levels, crowding, complex visual stimuli).
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- Adapt to working with potentially infectious specimens, a variety of chemicals, and biological agents.\*
- Support and promote the activities of fellow students and of health care professionals.
- Help foster a team approach to learning, task completion, problem solving, and patient care.
- Be honest, compassionate, ethical, responsible, and forthright about errors or uncertainty.

\* Students/individuals with special health concerns (e.g. immunocompromised, allergic) may put their health at risk when working in the clinical laboratory due to the agents (infectious/biological and chemical) that are handled in all areas of the laboratory.

It is the responsibility of the student to request accommodations due to disabilities. However, the student must be able to carry out the essential functions listed above.

Adapted from:

1. Fritsma, G.A., Fiorella B. J., and Murphey, M. Essential Requirements for Clinical Laboratory Science. *Clinical Laboratory Science* 1996. Vol. 9, pp 40-43.
2. Russell BL, Owen M., Leibach EK, Stone RB, Meaders E., Kraj, B. Capturing Professionalism in Pre-Service Education: Professionalism Tool Development and Implementation. *Clinical Laboratory Science*, 2011.24(4): Suppl pp 4-11.

**I have read and understand I must be cable of the of the above standards to be enrolled as a student in the DSC MLT program.**

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**Signature**

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**Date**

## MLT COMPETENCIES

Medical laboratory technicians are proficient in:

- a. collecting and processing biological specimens for analysis;
- b. performing analytical tests on body fluids, cells and products;
- c. recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated;
- d. monitoring quality control within predetermined limits;
- e. performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs;
- f. demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;
- g. recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care;
- h. applying basic scientific principles in learning new techniques and procedures;
- i. relating laboratory findings to common disease processes; and
- j. recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence.

Upon graduation and initial employment, the medical laboratory technician should be able to demonstrate entry level competencies in the above areas of professional practice.

I have read and understand the contents and stipulations set forth in this student manual. I believe I am capable of meeting the technical standards required of an MLT.

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STUDENT'S SIGNATURE

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DATE

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WITNESS'S SIGNATURE

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DATE

Revised May 2023