



CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE



**2026**  
**Medical Laboratory Technician (MLT) Program**  
**Student Handbook**

Updated 1/2026



## **DISCLAIMER**

The 2024 Medical Laboratory Technician (MLT) Program Student Handbook applies to all students enrolled in a Chattahoochee Valley Community College MLT program, supersedes all previous published editions, and is in effect until a subsequent MLT Program Student Handbook is published either in print or online at <http://www.cv.edu>. The program content in this handbook supersedes the CVCC Catalog and Student Handbook.

Chattahoochee Valley Community College reserves the right to change items contained herein, as circumstantially dictated. All such changes are effective immediately, as determined by the proper authorities, and may apply to both prospective and currently enrolled students. Students will be notified of substantial changes made to the MLT Program Student Handbook and provided a supplemental acknowledgment form, to be signed and placed in their file.

Additionally, all formats, guidelines, and evaluation criteria, as published in this handbook, are subject to modification, at the discretion of the MLT faculty. Any modifications to MLT course objectives will be published in the respective course syllabi and posted in course management system.

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**As part of the American Society for Clinical Laboratory Science (ASCLS) Code of Ethics, this Pledge sets forth a standard for Medical Laboratory Professional Students.**

## **PLEDGE TO THE PROFESSION**

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

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

## INTRODUCTION

**Welcome**, to the MLT Program at Chattahoochee Valley Community College!

The Medical Laboratory profession is very demanding and fulfilling. The Medical Laboratory Technician (MLT) Program at Chattahoochee Valley Community College will prepare you to possess the entry level competencies necessary to perform routine clinical laboratory tests in areas such as clinical chemistry, hematology, immunology, immunohematology, microbiology, urinalysis, body fluids, and laboratory operations. The level of analysis ranges from waived testing to complex testing encompassing all major areas of the clinical laboratory. Classroom training is integrated with clinical experiences. You will be prepared to practice in hospitals, clinics, physician office, reference labs, and other healthcare facilities throughout the community.

This MLT Student Handbook was prepared to give information about the program's policies and procedures. It is the MLT student's responsibility to read this handbook carefully and understand its contents.

All the information in the *MLT Student Handbook* is essential to your success. After you have read this handbook in its entirety and have had the opportunity to ask questions, please sign the *Acknowledgment Forms* at the back of handbook. All signed *Acknowledgment Forms* should be printed, and a hard copy given to the Program Director to be placed in your permanent file.

The faculty and staff at Chattahoochee Valley Community College are committed to your success. If you need additional assistance at any time during your course of study, our doors are always open. Again, welcome to the MLT Program at CVCC!

<b>MLT FACULTY AND STAFF</b>	
<b>Health Sciences Director</b>	Dr. Bridgett Jackson <a href="mailto:bridgett.jackson@cv.edu">bridgett.jackson@cv.edu</a> P: 334-291-4972 IPAC 312
<b>Health Sciences Secretary/Coordinator</b>	Anne Agers <a href="mailto:anne.agers@cv.edu">anne.agers@cv.edu</a> P: 334-291-4925 IPAC 303
<b>MLT Program Director/Instructor</b>	Athena Lock <a href="mailto:Athena.lock@cv.edu">Athena.lock@cv.edu</a> P: 334-214-4837 IPAC 318

## **PROGRAM INFORMATION**

### **Chattahoochee Valley Community College Mission**

Chattahoochee Valley Community College promotes student success and is committed to enriching our community by offering accessible quality and engaging educational opportunities through academic transfer, career and technical education, workforce development, and adult education.

### **Accreditation**

Chattahoochee Valley Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The MLT Program at Chattahoochee Valley Community College consists of six semesters of medical laboratory courses (45 semester hours) and general education and elective courses (29 semester hours) for 74 semester hours. Upon completion of the program, the graduate will be awarded an Associate of Applied Science in Medical Laboratory Technology and will be able to sit for the national MLT certification by such agencies as American Society for Clinical Pathology, American Medical Technologist, and other agencies. The granting of the Associate of Applied Science in Medical Laboratory Technology is not contingent upon passing the external MLT certification exam.

The student must pass the national medical laboratory certification exam to be eligible for employment as a medical laboratory technician.

The MLT program at CVCC is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). NAACLS may be contacted at the following address, email address, website, and phone number:

National Accrediting Agency for Clinical Laboratory Science (NAACLS)  
5600 North River Road, Suite 720, Rosemont, IL 60018-5119  
[naacclsinfo@naaccls.org](mailto:naacclsinfo@naaccls.org)  
<http://www.naaccls.org>  
(773)-714-8880.

## **MLT Program Mission, Goals, and Outcomes**

### **Program Mission**

The Medical Laboratory Technician program at Chattahoochee Valley Community College promotes student success and growth as a technical professional by offering applied science education in specialized laboratory skills and knowledge to enhance the lives of the students and the community.

### **Program Goals**

- To expand opportunities for students to receive a high quality academic and clinical education as a medical laboratory technician.
- To provide instruction in pre-analytical, analytical, and post-analytical components in the major areas of the clinical laboratory.
- To graduate knowledgeable and competent individuals who are qualified for entry-level employment and successful certification.
- To provide the healthcare community with competent, skilled, and ethical professional medical laboratory technicians.
- To instill the importance of safety and governmental regulation compliance.
- To promote the significance of continuing professional development and participation in professional organizations.

### **Program Outcomes**

- 75% ≥ graduates will pass the national certification exam (ASCP-BOR or AMT) within the first year of graduation.
- 70% ≥ of students that matriculate into the third semester of the program will be retained and graduate with an AAS degree in Medical Laboratory Technology.
- 70% ≥ of graduates will be employed in the profession or continue their education within one year of graduation

### **Entry Level Competencies**

At entry level, the medical laboratory technician will possess the entry level competencies necessary to perform routine clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunochemistry/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis, and Laboratory Operations. The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of pre-analytical, analytical, post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed. At entry level, the medical laboratory technician will have the following basic knowledge and skills in: application of safety and governmental regulations compliance; principles and practices of professional conduct and the significance of continuing professional development; communications sufficient to serve the needs of patients, the public and members of the healthcare team. *Reference: NAACLS Standards for Accredited Programs adopted 2012 and revised 09/2023.*

## Essential Functions

MLT program establishes technical standards and essential functions to ensure that students have the abilities required to participate and potentially be successful in the MLT program. Satisfactory completion of the MLT Program and successful employment following graduation demands your ability to meet the following requirements. Essential functions, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum, as well as the development of professional attributes required by the program officials and clinical faculty of all students upon completion of the program. The essential functions consist of minimal physical, cognitive, affective, and emotional requirements to provide reasonable assurance that students can complete the entire course of study and participate fully in all aspects of clinical training.

The student must meet the following essential functions and technical standards outlined below, with or without accommodations to fulfill the MLT program requirements for admission, continuation, and completion.

If you are uncertain as to your ability with any of these essential functions, please consult with the MLT Program Director.

Essential Function	Description
1. Sensory Perception	<ul style="list-style-type: none"> <li>a. Visual               <ul style="list-style-type: none"> <li>i) Observe laboratory demonstrations in didactic and clinical labs in which specimens containing all types of body fluids are tested</li> <li>ii) Visualize different color spectrums and color changes</li> <li>iii) Read fine print in varying levels of light</li> <li>iv) Read for prolonged periods of time</li> <li>v) Read at varying distances</li> <li>vi) Read data/information displayed on monitors/equipment</li> </ul> </li> <li>b. Auditory               <ul style="list-style-type: none"> <li>i) Interpret monitoring devices</li> <li>ii) Hear and discriminate high and low frequency sounds produced by lab instruments and the environment</li> <li>iii) Effectively hear to communicate with others</li> </ul> </li> <li>c. Tactile               <ul style="list-style-type: none"> <li>i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics</li> </ul> </li> <li>d. Olfactory               <ul style="list-style-type: none"> <li>i) Detect chemical odors and odors in the environment.</li> </ul> </li> </ul>
2. Communication/ Interpersonal Relationships	<ul style="list-style-type: none"> <li>a. Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural, and intellectual background</li> <li>b. Work effectively in groups</li> <li>c. Work effectively independently</li> <li>d. Discern and interpret nonverbal communication</li> <li>e. Express one's ideas and feelings clearly</li> <li>f. Communicate with others accurately in a timely manner</li> </ul>

	g. Obtain communications from a computer
3. Cognitive/Critical Thinking	<ul style="list-style-type: none"> <li>a. Effectively read, write, and comprehend the English language</li> <li>b. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical laboratory testing decisions in a clinical laboratory setting</li> <li>c. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator</li> <li>d. Apply knowledge to new situations and to problem solving scenarios</li> <li>e. Satisfactorily achieve the program objectives</li> </ul>
4. Motor Function	<ul style="list-style-type: none"> <li>a. Handle small delicate to large cumbersome equipment/objects without extraneous movement, contamination, or destruction</li> <li>b. Move, position, turn, transfer, assist with lifting or lift and carry equipment/supplies without injury to self or others</li> <li>c. Demonstrate sufficient motor function to perform necessary tasks in laboratory and patient setting</li> <li>d. Push/pull heavy objects without injury to client, self, or others</li> <li>e. Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the patient, self, or others</li> <li>f. Ability or organize and manage inventory and dispersing of laboratory supplies and reagents</li> <li>g. Transport self and client without the use of electrical devices</li> <li>h. Flex, abduct and rotate all joints freely</li> <li>i. Respond rapidly to emergency situations</li> <li>j. Maneuver in small areas</li> <li>k. Perform daily functions and activities in a classroom and clinical setting</li> <li>l. Coordinate fine and gross motor hand movements</li> <li>m. Perform quality control, calibrate, and use all lab equipment</li> <li>n. Operate a computer</li> </ul>
5. Professional Behavior	<ul style="list-style-type: none"> <li>a. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others</li> <li>b. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the others</li> <li>c. Handle multiple tasks concurrently</li> <li>d. Understand and follow the policies and procedures of the College and clinical agencies</li> <li>e. Understand the consequences of violating the student code of conduct</li> <li>f. Understand that posing a direct threat to others is unacceptable and subjects one to discipline</li> <li>g. Not to pose a threat to self or others</li> </ul>

	<ul style="list-style-type: none"> <li>h. Provide professional and technical services while experiencing the stresses of task related uncertainty, emergent demands, and a distracting environment</li> <li>i. Adapt to changing environments and situations</li> <li>j. Remain free of chemical dependency</li> <li>k. Adapt to working with unpleasant odors and substances</li> <li>l. Recognize potentially hazardous materials, equipment, and situations and make safety adjustments in order to minimize risk of injury to patient, self, and others.</li> <li>m. Accepts responsibility, accountability, and ownership of one's actions</li> <li>n. Seek supervision/consultation in a timely manner</li> <li>o. Examine and modify one's own behavior when it interferes with completing laboratory tasks or learning</li> </ul>
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### **Student and Faculty Responsibilities in Teaching and Learning**

The main purpose of instruction is to promote student learning. This means that instructors direct all matters dealing with courses. That does not mean that instructors bear sole responsibility for students' education. Students need to follow an instructors' guidance, study, do homework, and prepare for class to master the information and skills being taught. Students cannot expect a good grade in a course without putting in several hours of studying. *The recommended amount of study time is 3 hours a week for each semester hour*

Extra-curricular activities, including jobs, will not affect instructors' expectations and should not interfere with students' preparation for classes. Instructors should use their expertise and experience to prepare and present the subject of a course in the best possible way.

Instructors will do their best to provide a disciplined yet comfortable and supportive learning environment. They will encourage questions and questioning, although students should remember that insight often comes from struggling with a problem rather than being given the answer.

***The ultimate responsibility for learning lies with the student.*** Although faculty members will teach, guide, assist, and encourage, learning is the responsibility of the student. Learning is hard work. CVCC's first priority is our students.

### **Student Participation in Program of Learning**

Students have the opportunity to participate in the development, conduct, and evaluation of the program. The students may contribute through semester evaluation of the course work and instructors, participation in faculty meetings, and evaluation of the program and curriculum after completion of the program.

The semester evaluation is distributed at the end of each semester to all students and solicits anonymous comments regarding course content, instructors, instructional tools, assigned course work, and examinations. End of the semester conferences/evaluations with faculty provides students with one-on-one feedback. Students are asked to evaluate the entire curriculum upon completion of the program and six months to one year after graduation. All MLT students are welcome to attend the Health Sciences Program Advisory Board, which meets a minimum of twice per year.

### **Curriculum Requirements**

Students are responsible for ensuring they complete general education coursework before or during the semester the class is designated in the program's curriculum. Individuals transferring to CVCC from another institution are personally responsible for verifying whether or not transfer credit has been received for previously completed coursework. It is not the responsibility of Health Sciences faculty/staff to notify students of incomplete general education coursework. Students failing to complete general education coursework before or during the semester the class is designated will not progress in the MLT program.

In addition to the general admission requirements for the College, admission into the MLT program requires:

1. Unconditional admission to the college
2. Receipt of completed application for admission to MLT program before published deadline
3. A minimum of 2.0 GPA for MLT required core courses
4. A minimum of 2.5 GPA cumulative high school GPA for students without prior college courses (GED will be used if applicable)
5. Meet the essential functions for MLT program

The number of students admitted to the MLT program is limited by the number of faculty and availability of clinical facilities.

CVCC may grant college credit to students who score 3, 4, or 5 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board not to exceed 15 hours of credit. To be eligible, the student must take the examination before enrolling in college and must be enrolled at the College when credit is awarded. Please reference the most current policy in the CVCC Catalog and Student Handbook for advance placement, transfer of credit, withdrawal, and refund policies.

MLT program detailed course descriptions are located in the most current CVCC Catalog and Student Handbook.

*The MLT program curriculum outline by semester is on the next page.*

### **Advising and Counseling**

Advising and testing services are available to all students. Students may receive help with problems concerning choice of curriculum or program, career planning, transfer advising, adjusting to college and/or coping with daily demands. Referrals are available

for problems of a personal nature. Students are encouraged to visit the Office of Student Development and Success in Wilson Hall or the Office of the Dean of Students and Campus Services.

As soon as a student is admitted to the College, he/she will be assigned an advisor. The advisor will help the student plan a program of study appropriate for the student's interests and abilities. A student must also consult with an advisor about scheduling classes. It is the student's responsibility to make an appointment and meet with the advisor during the advisor's scheduled office hours to plan programs and courses for each semester. Unclassified students who are interested in exploring program options available at the College may also contact the Office of Student Development and Success. Advisors are responsible for advising and guiding students through their academic program while maintaining confidentiality and impartiality. Please reference the most current policy located in the CVCC Catalog and Student Handbook for the complete advising and academic support policy.

## Associate of Applied Science in Medical Laboratory Technology

*All general education courses must be completed before or during the semester they are designated in the curriculum below.*

COURSE	THEORY	LAB	CLINICAL	CREDIT	CONTACT
<b>Pre-MLT</b>					
ORI 105B - Orientation	3	-	-	3	3
ENG 101 - English Composition	3	-	-	3	3
BIO 103 OR 201 - Biology or A&P I	2	2	-	4	6
MTH 100 - College Algebra or higher	3	-	-	3	3
CHM 104 - Inorganic Chemistry or higher	3	1	-	4	5
<b>Term Total</b>	<b>14</b>	<b>3</b>	<b>-</b>	<b>17</b>	<b>20</b>
<b>1st Semester</b>					
MLT 111 - Urinalysis and Body Fluids	3	1	-	4	5
MLT 121 - Hematology	3	2	-	5	7
MLT 131 - Lab Techniques	3	1	-	4	5
<b>Term Total</b>	<b>9</b>	<b>4</b>	<b>-</b>	<b>13</b>	<b>17</b>
<b>2nd Semester</b>					
MLT 141 - Microbiology I	3	2	-	5	7
MLT 181 - Immunology	1	1	-	2	3
Humanities/Fine Arts Elective	3	-	-	3	3
CIS 146 - Computer Application	3	-	-	3	3
<b>Term Total</b>	<b>10</b>	<b>3</b>	<b>-</b>	<b>13</b>	<b>16</b>
<b>3rd Semester</b>					
MLT 142 - Microbiology II	2	1	-	3	4
MLT 151 - Clinical Chemistry	3	2	-	5	7
SPH 106 or 107 - Speech	3	-	-	3	3
<b>Term Total</b>	<b>8</b>	<b>3</b>	<b>-</b>	<b>11</b>	<b>14</b>
<b>4th Semester</b>					
MLT 191 - Immunohematology	3	2	-	5	7
MLT 161 - Integrated Lab Simulation	-	2	-	2	4
PSY 200 - General Psychology	3	-	-	3	3
<b>Term Total</b>	<b>6</b>	<b>4</b>	<b>-</b>	<b>10</b>	<b>14</b>
<b>5th Semester</b>					
MLT 293- Medical Seminar	2	-	-	2	2
MLT 294 Medical Laboratory Practicum I	-	-	2	2	6
MLT 295 Medical Laboratory Practicum II	-	-	2	2	6
MLT 296 Medical Laboratory Practicum III	-	-	2	2	6
MLT 297 Medical Laboratory Practicum IV	-	-	2	2	6
<b>Term Total</b>	<b>2</b>	<b>-</b>	<b>8</b>	<b>10</b>	<b>26</b>
<b>TOTAL PROGRAM CREDIT HOURS</b>	<b>74</b>				

## GENERAL INFORMATION

### **College Activities**

MLT students have the opportunity to participate in campus activities, which serve to broaden the total academic experience. Activities vary according to student needs and desires. These various activities are listed and described in the current *CVCC Catalog and Student Handbook*. These activities are coordinated through the Office of Student Development. Activities are posted on bulletin boards, closed circuit televisions, and/or emailed to student email account.

All student organizations are approved by the Associate Dean of Student Development and Success. Student organizations operating on campus without such approval are subject to immediate removal and the responsible students are subject to appropriate disciplinary action.

CVCC provides a wide array of student activities and includes the Student Government Association, Music, Athletics, and Phi Theta Kappa. Faculty members are flexible with students' class and clinical schedules when absence is due to attendance at state or national meetings or competitions.

### **Use of Tobacco Products**

CVCC is a smoke-free campus. The use of tobacco products and vaping is prohibited on campus.

All clinical sites utilized by CVCC are smoke-free. The use of tobacco products and vaping is prohibited at all sites. Students smoking at a clinical site will receive a clinical unsatisfactory and will be sent home for the clinical day.

### **Profanity**

Students are representatives of CVCC, both on campus and while attending campus/class activities off campus. It is each student's responsibility to ensure they are representing the College positively, to include use of proper language. Profanity will not be tolerated in the classroom, lab, and/or clinical setting and students may be asked to leave classroom, lab, or clinical and/or be counseled by MLT faculty.

### **Food and Drink**

It is the policy of CVCC that no food or drinks are allowed in any of its classrooms, labs, or the Learning Resource Center.

### **Cell Phones**

Cell phones must be turned on silent during class time. Cell phone use during class is at the instructor's discretion. If a student has an extenuating circumstance in which they expect a call during class time, it is the student's responsibility to alert the faculty member. The student will be asked to step outside the class to take the call. Cell phone use during any test is strictly prohibited and is subject to appropriate disciplinary action. Cell phone use for personal reasons (e.g. texting, social media, email) in the

clinical/student lab setting is strictly prohibited. Cell phone use for clinical/student lab information purposes (e.g. digital textbooks, completion of evaluations) may be permitted, at the discretion of the instructor. Taking a picture, recording videos and/or conversations during class or clinical experience may be considered a violation of HIPAA and/or FERPA and is subject to appropriate disciplinary action.

### **Use of Computer Resources**

CVCC makes on-campus computer resources available to its students. The College encourages use of the Internet and e-mail to make communication more efficient and effective. Internet service and e-mail are College property. Their purpose is to facilitate College programs, services and activities with resources that provide laboratory experience for approved courses, support for academic programs and support for authorized research.

#### *Acceptable uses of the Internet and e-mail*

The CVCC Acceptable Use Policy is established to maximize availability and fair access to the College's Internet and e-mail resources. The College-provided Internet and e-mail access is intended to support education; research; local, state or national government affairs; economic development and public service related to college supported activities.

#### *Software*

To prevent computer viruses from being transmitted through the College's e-mail/Internet system, downloading of any software should be only from sites sponsored or recommended by legitimate and reputable companies or individuals.

#### *Security*

All messages created, sent or retrieved over the College's email/Internet system are the property of the College and should be considered public information. The College reserves the right to access and monitor all messages and files on its email/Internet system. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways. The Alabama Supercomputer Authority (ASA) also reserves the right to monitor and review all traffic on Alabama Research and Education Network (AREN) for potential violations of its policies.

#### *Violations*

Users who abuse the privilege of college-facilitated access to e-mail or the Internet will be subject to disciplinary action. The College also reserves the right to advise appropriate officials of any legal violations.

Violations of ASA policy that are not promptly remedied by individuals and member institutions may result in termination of access to AREN. Final authority for the determination of violation of the ASA Acceptable Use Policy and subsequent penalty rests with the ASA Board of Directors. It is the member representatives' responsibility to contact ASA, in writing, about questions of interpretation. Until such issues are resolved, questionable use should be considered "not acceptable."

Chattahoochee Valley Community College is not liable for injury, damage or expense arising from any sites or materials accessed through use of its Internet/e-mail system.

*Email: Official Means of Communication*

The College created official cv.edu email addresses for all employees and students and has adopted email as the official form of communication to these cv.edu mail accounts. The College considers other forms of campus communication as supplemental. Students and faculty must utilize Piratemail (CVCC email) for all official means of communication involving their academic work. Faculty members are not obligated to respond to any student contact outside of the typical CVCC communication channels or posted office hours.

**Calculators/Tape Recorders/Electronic Devices**

The policy regarding the use of calculators, tape recorders and/or any other electronic devices varies with each course. See individual course syllabi for course policy. Use of personal electronic devices and/or smart phones is never permitted during testing. Students will not be permitted to disperse recordings of lectures. This includes, but is not limited to, posting lectures to websites and social media outlets or dispersing copies to other students.

**Program Tools**

Students may be required, throughout the MLT program, to purchase multiple learning tools. Each tool serves a specific purpose and is vital to successful program completion. These tools include, but are not limited to the following:

1. Electronic tablet or laptop
2. Required textbooks (electronic or traditional). Textbooks or e-books deemed "optional" by the course instructor are not considered required and purchase thereof is at the discretion of the student.
3. Required educational software as prescribed by the program (e.g. MediaLab, MTS, etc.)
4. Subscriptions: e.g. ACEMAPP and Advantage Students
5. Safety goggles, face shield, mask, and MLT student scrubs.

Failure to purchase required program tools will result in inability to complete assigned coursework, attend clinical experience, and the inability to progress in CVCC's MLT program. Students are required to communicate issues which could potentially delay payment for any of the above tools IMMEDIATELY to the course instructor. MLT program instructor will consider failure to communicate potential issues as an indicator that payment will be made no later than the established deadline and deadline extensions will not be granted.

**Academic Integrity Policy**

Academic Integrity Policy Chattahoochee Valley Community College expects all members of the academic community to perform according to the highest ethical and professional principles. The entire College population must be involved to ensure

academic integrity. The respective instructor will investigate incidents of alleged academic misconduct to verify if a violation of academic integrity has occurred. Classroom sanctions, if applicable, will be determined by the respective instructor as outlined in the College Catalog and Student Handbook and class syllabus.

A violation of the principle of academic integrity is a serious violation of the trust that must exist between the faculty and students in order for the College to nurture intellectual growth and development. Academic dishonesty includes all acts of dishonesty in an academic or related matter and includes but is not limited to the following categories of behavior:

- Cheating: use or attempted use of unauthorized materials, information, study aids, the answers of others, or any computer or electronic device.
- Plagiarism: claiming the ideas, words, data, computer programs, creative compositions, artwork, etc., completed by someone else as one's own work. Examples include use of commercially available scholarly papers, failure to cite sources, having another person write any part of an essay for you, or copying another's ideas. Improper citation is considered plagiarism as the author of the work is not being given the appropriate credit for his/her work; however, it is understood that students must learn to cite properly. It is an expectation that students will do so and cite properly to avoid penalties to his/her grades. Please refer the Student Code of Conduct, Level II, #3 Deception.
- Fabrication: presenting as genuine falsified data, citations, or quotations.
- Abetting: helping another student commit an act of academic dishonesty. Allowing a fellow student to copy quiz/examination answers or use one's work as his/her own are examples of abetting.
- Misrepresentation: falsification, alteration, or misstatement of the contents of documents, academic works, or other materials related to academic matters, including works substantially done for one class as work done for another without receiving prior approval from the instructor.
- Artificial Intelligence "AI": using ChatGPT and similar tools on assignments without permission or using them in improper ways.

Adjudication of Academic Dishonesty Cases in an instance of academic misconduct, a student may:

- Be required to retake an examination or resubmit an assignment on which the instructor has determined that academic misconduct occurred, or
- Receive an "F" on the given exam or assignment, or
- Receive an "F" for the course.

If the instructor becomes aware that an academic misconduct may have occurred, it must be addressed by the instructor and reported to the appropriate Dean. A student who opposes the sanction imposed by an instructor may appeal the matter to the College Dean charged with the responsibility in the specific instructional program or class. Such an appeal must be filed by the end of the next class day following the date on which the sanction is imposed. Students who receive classroom sanctions for

academic misconduct may be subject to disciplinary action by the College Dean charged with responsibility for that instructional program. If the misconduct also violates the Student Code of Conduct and is reported by the instructor for such disciplinary action, it will be referred to the Dean of Students and Campus Services.

### **Chain of Command**

Should a problem arise during the semester, the student should strive to solve it with the instructor or student involved. If a resolution is not reached or the student is dissatisfied, the student should consult with the MLT Program Director then the Health Sciences Director. If no satisfaction is obtained from the Health Sciences Director, the student should consult the Dean of Instruction. Students should follow the chain of command in all situations.

For information on formal Grievance Procedures, please see the current [CVCC Catalog and Student Handbook](#).

### **Students Access to Instructors**

Students can meet with their instructors during designated office hours/tutoring hours. Office hours are published outside of each instructor's office door. If a meeting during office hours is not possible, the student should schedule an appointment with the instructor. Students must schedule appointments with instructors at a time that is mutually convenient for both the student and instructor. Appointments should be kept by both parties; if circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule. Other Health Sciences instructors or staff members may attend scheduled appointments as witnesses and/or mediators.

Students should use instructors' office phones, CVCC email, or Blackboard to contact the instructor. Students should not utilize personal faculty emails, social media, or cell phones to contact instructors. Students and instructors must utilize Piratemail (CVCC email) for all official means of communication involving their academic work. Faculty members are not obligated to respond to any student contact outside of the typical CVCC communication channels or posted office hours. Such contact is at the discretion of the faculty member.

### **Visitors**

Students may not have visitors in class, lab, or clinical. Should a spouse or significant other need to reach a student, please have them report to the Health Sciences Office, IPAC 300, or to the CVCC Office of Administration, Wallace Hall. According to CVCC policy, minor children are not permitted in classrooms or laboratories at any time.

### **Parking**

CVCC provides spaces for students in designated lots on campus. Students who park on campus must obtain a vehicle registration tag from the Switchboard Operator/Clerk in Wilson Hall for each vehicle he/she will park on campus. There is no charge for the parking tag. Students are reminded that red striped parking spaces are reserved for visitors and yellow striped parking spaces are for faculty and staff only. Handicapped

parking is designated by blue stripes and a wheelchair symbol. Students are subject to parking tickets and fees if parked inappropriately.

Parking at clinical facilities is in the direction of the assigned facilities. Students are expected to follow these parking assignments and are responsible for any tickets or fees which may be incurred if parked inappropriately.

Failure to respond to a parking ticket obtained on campus or at a clinical facility may result in a HOLD on student accounts; a delay in registration; and/or a clinical unsatisfactory.

**Dress and Appearance**

New students entering the program must be in the designated uniform for that cohort. The student is responsible for purchasing the required items listed below, if necessary.

***Approved uniforms are available for purchase from AllHeart. Students receiving financial aid should purchase their uniform from the CVCC bookstore.***

Acceptable Clinical/Lab Dress\*

<i>Clinical Uniform</i>	Navy blue scrub pants. Navy blue scrub top with CVCC embroidery. Clean and wrinkle free. Solid white or black crew neck t-shirt with short or long sleeves is permitted under uniform top. Females wearing a uniform dress/skirt, length should be long and cover the entire leg.
<i>Lab Uniform</i>	The Program Director will determine which lab day MLT students will wear their CVCC embroidered navy blue scrub top and navy-blue scrub pants. Navy blue scrub pants. Navy blue scrub top with CVCC embroidery. Clean and wrinkle free. Solid white or black crew neck t-shirt with short or long sleeves is permitted under uniform top. Females wearing a uniform dress/skirt, length should be long and cover the entire leg.
<i>Lab Jackets</i>	Disposable lab coats are required in all student labs and clinical experience.
<i>ID Badge</i>	A CVCC student ID badge must be worn above the waist. The ID badge photo, name and title must always be visible. Students should not use an employee name badge from any clinical institution.
<i>Footwear</i>	Footwear will fully cover the toes and top of the foot. Sandals or cloth shoes are prohibited as they do not offer protection against spilled liquids or sharp items that may be dropped or kicked. Flip-flops are not appropriate footwear for clinical or lab.
<i>Jewelry</i>	Jewelry is an accessory and must not be an interference, distraction, or safety hazard to patient care.
<i>Body Piercings</i>	Jewelry associated with a body piercing may not be worn in any visibly pierced body part except ears. No more than two earrings (pierced or clipped) per ear are acceptable.

<i>Fingernails</i>	Fingernails will be neat and clean. Due to infection control considerations in providing direct patient care students must not wear artificial nails, nail wraps, gel nails, or acrylic nails. Nail polish should not be chipped or have jagged edges and should be neutral in color (clear or pale neutral colors only). Nails shall be no longer than ¼ inch beyond the tip of the finger.
<i>Cosmetics/Perfume/Cologne</i>	Heavily scented shaving lotions, colognes, lotions and/or powders are not permitted. False eyelashes are not permitted while in lab or clinical uniform.
<i>Hair</i>	Hair will be neat, clean, manageable and pulled away from face during student lab and clinicals. All facial hair shall be neat, clean, and appropriately trimmed.
<i>Tattoos</i>	Tattoos and/or body art visible may be required to be covered in accordance with clinical site policy.
<i>Personal</i>	Students will maintain personal hygiene including regular bathing, shampooing of hair, and use of deodorant. Underclothing must be worn. Underclothing should not be visible through the uniform.
<i>Masks</i>	Students may be required to wear reusable face masks in the lab and classroom setting, as mandated by the State, ACCS, or the College. Students will be required to wear surgical masks or N95 respirators in the clinical setting, as directed or required by the clinical site.
<i>Face Shields</i>	Students may be required to wear a face shield in the clinical setting, as directed or required by the clinical site.
<i>Miscellaneous</i>	Students will have a black ball point pen during clinical and lab. Chewing gum is not permitted in the clinical or lab settings.

*\*This dress code has been adapted from the dress & appearance policies of clinical affiliates.*

Dress and appearance policies and/or dress codes for the clinical agency prevail over Health Sciences Department codes when the clinical agency code is more stringent. Faculty reserve the right to use professional judgement when determining if a student meets the dress and appearance policy. Failure to abide by the dress code may result in appropriate disciplinary action.

### **Use of Photographs**

Photographs of students may be taken throughout the program for use in class projects or public relations information. Students are responsible for providing a Chattanooga Valley Community College Health Sciences staff or instructor with a written request, stating that the use of their photograph is not permissible for these purposes. Failure to provide a written request will be considered permission, by the student, for their photograph to be used in class projects or public relations information.

## **Student Records**

Instructors are responsible for accurate record retention for every student. Student application, health documents, evaluations, counseling, and advising sessions are maintained by the Health Sciences Department for 3 years after a student has graduated from the MLT program. The MLT program utilizes the learning management system for the majority of delivery of program content: assignments, evaluations, and grade book.

## **CLASSROOM INFORMATION**

### **Course Evaluation**

The MLT Program records student achievement by means of a letter grade system. To facilitate the completion of grade averages, a grade point value is placed on the letter grade. The following table gives the letters used, the meaning, and the corresponding grade-point values. See the individual course syllabus for further specific grading information.

1. Theory: No rounding of test scores will be done. (Example: 78.6 is 78.6.) Only the final grade is rounded. For example, 0.5 or higher will be raised to the next whole number.
2. Grade Scale for All MLT Courses
  - A = 90 – 100 = Excellent
  - B = 80 – 89 = Good
  - C = 75\* – 79 = Average
  - D = 60 – 74 = Poor Failure in MLT Program
  - F = 59 and below Failure in MLT Program

\*A minimum letter grade of C (75) is required to pass the course and progress in the MLT Program.

### **Progression Policy**

A student must achieve a minimum grade of C (75) or above in every MLT course. MLT courses are designed to be taught sequentially. A student must have a minimum final grade of 75 in every course in each term of work to proceed to the courses taught in the next semester. Students will be tracked and advised according to academic progress. A plan for success will be developed when deficiencies are noted. The plan will be placed in the student's file. In the event a student makes a final grade below 75 in any MLT course in each term, the student cannot proceed to the courses taught in the next semester and will be withdrawn from the program. The student may apply for readmission to the program; acceptance is conditional upon the following:

1. Completion of admission application
2. Fulfillment of readmission criteria
3. Space availability in the next class
4. One prior admission only

After readmission, if the student does not achieve the minimum 75 final grade in the second attempt of the same MLT course or fails to achieve the minimum 75 in any other MLT course, the student will be withdrawn from the program. The student may seek admission as a new student after a period of one year. A student absent from the MLT course sequence for more than three semesters must apply as a new student. A student will not be readmitted to the MLT program more than once.

### **Classroom Attendance/Tardy Policy**

Chattahoochee Valley Community College students are expected to attend every class and laboratory session, arrive on time, and remain for the entire session. **Students are responsible for course content, assignments, assessments, and applicable deadlines whether they are present for class meetings. Instructors are not required to review with students any material missed due to student absence, nor are instructors required to notify students when their grades may be lowered because of graded student work missed.**

Each instructor's attendance expectation is effective beginning with the first scheduled class meeting and continues throughout the semester. Students who do not attend the class within the first week will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. Students administratively withdrawn due to the no-show (NS) or non-attendance (NA) report from a course and wish to be reinstated should follow the appeal process for administrative withdrawals in the *College Catalog and Student Handbook*.

In the event of extenuating circumstances necessitating absence from class, clinical or other work assignments, it is the responsibility of the student to contact the instructor within 24 hours to discuss missed time and potential make up requirements.

Extenuating circumstances are defined as:

1. Documented student illness or hospitalization. Documentation must be submitted on hospital or physician letterhead with appropriate original signature or on an original prescription pad with legible documentation and signature including contact information. No photocopies or duplicates accepted. Photographs are not acceptable documentation. Documentation should include the student's name, dates of illness or hospitalization and a statement safely releasing the student back to class and/or clinical.
2. Serious family emergency involving an immediate family member. Documentation may be requested as defined above.
3. Documented motor vehicle accident involving student. Documentation must be submitted from law enforcement in the form of an original or original duplicate to include the student's name and date of incident.
4. Bereavement due to death of an immediate family member. An immediate family member is defined as parents, spouse, child, sibling, grandparents or cohabitating/life partners.
5. Jury duty
6. Military service

Students will be expected to provide written documentation to explain the extenuating circumstance. The determination of extenuating circumstances will be at the discretion of the instructor and/or Health Sciences Director. An absence may be excused due to extenuating circumstances at the discretion of the instructor, Program Director, and/or the Health Sciences Director.

***MLT instructors believe that attendance reflects acceptance of professional responsibility which is one of the essential criteria of the MLT student's performance evaluation.***

MLT instructors expect all students to attend all classes for which they are registered. **Students who are unable to attend class regularly, regardless of the reason or circumstance, are recommended to withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course.** Withdrawal from class can affect eligibility for federal financial aid. Withdrawal from class can prohibit progression in the MLT program.

A tardy for class will be defined as five or more minutes past announced starting time of the class. Entrance to the classroom will be at the discretion of the instructor. Any class time missed, regardless of cause, reduces the student's opportunity for academic success. When a student is absent, the student is responsible for all announcements, content covered in class and for any assignments.

When reporting an absence or tardy for class, one student MAY NOT bear the message for the student who is absent or tardy.

The College reserves the right to change the format of coursework from the classroom setting to online or hybrid, as mandated by the Alabama Community College System and/or State. The attendance policy will remain the same regardless of format.

### **Course Syllabi**

Each MLT course has a syllabus that is the student-instructor agreement for that specific course. Syllabi may be provided to the student or posted on-line at the instructor's discretion.

The course syllabus contains the course objectives, each of which must be achieved to pass the course; the requirements of the course; and the evaluation methods. The student should be certain to fully understand the expectations of the course. Students should make an appointment with the faculty member if they have questions or need clarification.

Course Syllabi are projections of activities that will take place over the course of time. Instructors reserve the right to modify activities to fit unforeseen circumstances. Changes to syllabi will be announced in class and/or provided in writing via the course management system on Blackboard.

## **Student Expectations**

All interactions within the classroom are expected to be honest and respectful. Instructors set the tone and demeanor of classes. Discussion and questions are encouraged when appropriate. Questions and comments by students should be thoughtful and relevant to the topic of discussion.

Students will be asked to leave the classroom if rude or disruptive to the learning environment. Students who are asked to leave must meet with the instructor, Program Director and the Health Sciences Director before being allowed to return to class.

Instructors will begin and end class promptly in accordance with the published class schedule. Students are expected to arrive on time and not leave or prepare to leave until the class has been dismissed.

Students should follow the guidelines of the course as outlined by the instructor, complete all assignments and prepare for class to master the information and skill being taught. Students cannot expect a good grade in a course without putting in several hours of studying for each hour of scheduled class time. The recommended amount of study time is 3 hours per day for each semester hour. Extra-curricular activities, including jobs, should not affect instructor's expectations or interfere with students' preparation for classes.

## **Testing**

Students of the CVCC MLT Program will be required to complete course-based testing. Students must take all exams at assigned times or make arrangements in advance (not the day of the test) with the faculty member.

***Make-up exams are given at the discretion of the instructor and are not guaranteed to the student.*** A make-up exam day will be scheduled each semester for all students. Students may take only one make-up test per course per semester.

Test results will be reviewed after the test as scheduled by the instructor. Students will not be allowed to review tests at the end of the semester for the purposes of challenging a test question in order to obtain points. Students who wish to challenge a test question must do so within 24 hours from the end of the test administration. Students will not be permitted to challenge the final exam. Students will NOT be permitted to challenge or appeal any grade earned on a nationally normed standardized exam.

Students who challenge test questions must do so in writing with documentation as to the reason for the challenge. Students should follow the chain of command.

## **Student Laboratory**

Student laboratory attendance absences from student laboratory sessions are unacceptable. Laboratory schedules require a "building block" approach in which skills learned in one lab is utilized as the "building block" of another. The skills learned in

student laboratory are essential for entry into clinicals to develop competency. Missed laboratory sessions are challenging to make up. **Make-up labs to assess critical lab skills will be arranged at the discretion of the instructor.** The amount of credit achieved for the activity will vary according to each course's syllabus.

### **Grade Appeals**

It is the policy of CVCC that students should have the opportunity to appeal any grade which a student has reason to believe does not accurately and fairly represent the nature of the class work which the student has performed. Therefore, the College has established a grade appeal procedure to be used if a student has valid reason to believe that a grade which the student received for an examination, a written/oral presentation, a project, or other required classroom activity, is either inaccurate or unfair grade. A student must make the initial grade inquiry within seven calendar days after the student receives notice of the grade in question, except in the case of a punitive grade issued for academic misconduct, which must be appealed by the end of the class day following the date on which the sanction was imposed. Thereafter, each subsequent appeal must occur within a seven-calendar day increment after the respective decision is received by the student. If a student does not meet the deadline for appealing a grade, the right to appeal will be waived.

For grades on final examinations or grades that represent the final grade for the course, though College policy states that the initial seven day period will begin on the first class day of the next academic term, students enrolled in MLT coursework must make the initial grade inquiry within seven calendar days after the student receives notice of the grade in question, except in the case of a punitive grade issued for academic misconduct, which must be appealed by the end of the class day following the date on which the sanction was imposed. This policy, pertaining to grades on final examinations and/or grades that represent the final grade, supersedes the College policy, due to the pace and requirements of the MLT program.

In appealing a grade, the student may have his/her concern about the grade reviewed, but must follow the appropriate chain of command, beginning with the student's course instructor for the course in which the final grade or course grade is being appealed. See the current *CVCC Catalog and Student Handbook* for additional grade appeal details.

### **Student Retention**

Through frequent evaluations and feedback, students are notified of their progress in the MLT course. Students who do not make satisfactory progress are warned and given every opportunity to improve. Faculty members are available to help students with academic problems.

Students who experience academic or personal difficulties should consult an advisor or counselor as soon as possible before making any decision to withdraw from a course or the program. In many cases, withdrawal may be avoided. Students are expected to notify the Program Director of their intent to withdraw.

Students who leave the program in good standing and wish to re-enter the program at a later date may do so only if space is available in the relevant courses. Students are considered for re-entry to the program upon receipt of a letter to this effect. The letter should be addressed to the Program Director.

Students who are involved in any of the activities listed in the College's Student Code of Conduct, whether on campus, at a clinical site, or at any MLT Program-related activity, will be immediately reported to the Office of Student and Campus Services. This will begin the College's Student Code of Conduct disciplinary process.

For a student to successfully progress in the MLT Program, the student must:

1. A minimum grade of "C" must be achieved in each MLT course. If a student receives a grade less than "C", the course may NOT be repeated AND THE STUDENT WILL BE DROPPED FROM THE MLT PROGRAM.
2. When a student's average grade falls below 75%, the instructor will counsel the student to withdraw from courses. The student should be aware that the course might not be offered again for one year.
3. Whenever a student has a lapse in progression through the curriculum of more than a year, the student will be given review-exams for the courses completed. A course review-exam of less than 75% indicates that the course should be repeated prior to going on in the curriculum.
4. When a student is in a clinical experience rotation, a grade of "C" or better must be obtained on each component of the clinical technical evaluation and on each component of the professional capability evaluation. A grade of less than "C" will require that the student be dropped from the MLT program.
5. If a student fails to satisfactorily complete the requirements for passing any of the rotations in the specified clinical experience time period, a grade of incomplete (I) will be given until such time that the deficiencies are corrected as determined by the Program Director. If the deficiencies are not corrected by the end of the next semester, the student will receive a grade of "F" and be suspended from the MLT Program.
6. If a student is determined to be unsafe in their practice of clinical skills in the student lab or during clinical experience or have unsuitable behavior or attitude patterns, the student may be dismissed from the program. He/she must meet with the Program Director prior to a decision to dismiss.
7. It is the policy of the MLT Program to work with students in finding fair and just solutions to problems, including any student grievance, appeal, question,

misunderstanding or discrimination. The following grievance procedure is encouraged.

- Step 1 The student should first take the problem or question to his/her course instructor.
- Step 2 If no solution is found within a reasonable time frame, the student may bring the matter to the attention of the MLT Program Director.
- Step 3 Should a satisfactory and impartial solution not result from Step 2; the student may pursue the matter through appropriate channels, the Director of Health Sciences.

### **Program Closure**

In the event of the MLT program closure, the following plan will be implemented:

Upon an administrative decision to suspend operation of the MLT Program, new students will not be admitted to the program, but current students will follow their academic plan to complete the program requirements.

If a catastrophic event halts the operation of MLT program, the college will inform students of a plan for continuation of their education as soon as that information is available. Potential options would include moving lectures to online delivery and moving laboratory sessions to another space appropriate to deliver MLT curriculum.

A complete detailed plan will be available within 30 days of closure notification.

## **CLINICAL INFORMATION**

### **Clinical Policy**

Clinical course work allows students to apply the knowledge and skills obtained in the didactic component of the curriculum to real life experience in a clinical laboratory. The MLT clinical practicum courses are designed to provide students with clinical experience.

Training students is a very time-consuming endeavor due to the nature of the training required at the bench. Training students slows down the work process in the department during the days that a student is onsite. Students should consider clinical experiences to be a privilege not a right.

Students are required to complete clinical hours in the fifth semester of the MLT program, which will be educational in nature and are designed to develop skills necessary for entry-level competencies. Most clinical hours will be performed on day shift. Rotations on evenings, nights, or weekends may be required. All student rotations are designed such that students attain entry-level competency in specific laboratory skills. Transportation to clinical facilities is the sole responsibility of the student.

Students will be held to the highest level of work ethics. Excellent attendance, reviewing of lecture notes, laboratory procedures, textbooks and attentiveness to instruction provided are high among the expectations. The goal of each rotation is that the student is able perform entry-level work at the bench with minimum supervision in most areas, regardless of the time or location of the rotation.

MLT students are not expected to perform service work and are not allowed to take the place of qualified staff during any clinical experience rotation. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures. All test results reported by students must be verified by a qualified staff member. A clinical institution which employs a currently enrolled MLT student as a laboratory assistant, or phlebotomist, will schedule the student for work during non-instructional hours.

In conjunction with other clinical policies within this handbook, students (1) should not expect and will not receive compensation for participation in clinical courses from either the institution or the healthcare facility; (2) have not been promised and should not expect a job at the healthcare facility as a result of participation in clinical experiences, and (3) will be withdrawn from the program if refused by a clinical agency because of a criminal background check or drug screen.

### **Placement Policy**

Student clinical placements are an essential component of healthcare education, providing students with valuable hands-on experiences in clinical settings. However, the process of placing students in suitable clinical facilities involves careful consideration of several factors. The primary goal is to ensure that students receive the best possible clinical experience while maintaining fairness in the placement process.

The MLT program will not assign a student to a department or unit where the student is supervised and evaluated by the same person who serves as their employee supervisor.

Overall, student clinical placements involve a complex balancing act to optimize the learning experience. By considering educational objectives, availability, geographical diversity, and fairness, the MLT program strive to provide students with the best possible clinical experiences, preparing them for successful careers in healthcare. A student cannot be guaranteed that he/she will be placed in their preferred clinical facility.

If a student cannot be immediately placed in a clinical experience assignment, students will be prioritized as follows:

1. Students who have maintained uninterrupted full-time enrollment in the program will be given priority.
2. Students with a higher GPA in MLT program courses will be considered next.

As soon as clinical site availability allows, students will be placed and notified in writing of their specific placement details.

### **Clinical Attendance/Tardy Policy**

The student assumes all responsibility for punctual and regular clinical attendance. Students are expected to attend ALL clinical rotations. Due to limited time in the clinical area, students must attend and perform at an acceptable level in the clinical area. Absences will deter the student opportunities needed to acquire skills necessary to meet minimum entry level skill competencies. Therefore, clinical assignments require 100% attendance. If a student finds it unavoidable to be tardy or absent from any assigned clinical experience, they must call the scheduled clinical site point of contact with an explanation before the start of the assigned clinical shift. It is the student's responsibility to keep up with clinical attendance. The clinical site point of contact is not required to notify a student if they are in danger of being excessively absent. When it is impossible for the student to attend a clinical rotation, it is the student's responsibility to call the instructor and the assigned clinical site point of contact at least 30 minutes prior to the beginning of the clinical rotation. Contact must be made telephonically. Text messages and voicemails are not acceptable.

Tardiness in clinical in excess of 5 minutes is not acceptable. It is the student's responsibility to notify the clinical site point of contact that they will be absent. Chronic tardiness is not tolerated. When reporting an absence or tardy for clinical or lab, one student may not bear the message for the student who is absent or tardy. Refer to the Clinical Experience Manual attendance policy.

### **Release of Clinical Information**

MLT students must give Chattahoochee Valley Community College permission to release information regarding clinical and classroom performance to clinical agencies, including those with whom the student may apply for employment. Students must also give permission for required clinical documentation such as but not limited to the following: immunizations, TB skin test, CPR, and criminal background checks to be released to the clinical agencies as requested.

### **Clinical Evaluation**

The purpose of the clinical evaluation is to ascertain that the student has met measurable objectives deemed necessary for the competent practice of a MLT. Specific grade criteria will be given at the beginning of each clinical course. Students are assigned a letter grade for all clinical course work based on clearly defined objectives and completed requirements. Please refer to the syllabus for assignments and the competency requirements for each clinical course.

The faculty has the right to withdraw a student from the clinical setting due to unsatisfactory behavior that jeopardizes the health and/or safety of the client, staff, faculty, and/or other students.

Policies regarding standards of conduct are published in the CVCC Catalog and Student Handbook along with unacceptable behaviors for which disciplinary action is warranted. In addition to those behaviors, a student may be subject to disciplinary action for failure to exhibit the attitudes and skills deemed necessary to function as a MLT professional student. The faculty of the MLT Program recognizes its responsibility to the health information profession and to healthcare consumers.

All clinical evaluation forms must be submitted by due date determined by Program Director. The clinical evaluation forms must be complete and should include all signatures required.

### **CPR Certification**

Students must maintain a valid American Heart Association or American Red Cross BLS Provider CPR certification the semester before clinical rotations. If a CPR card expires, the student will not be permitted into the clinical site which could result in failure of the course and non-progression within the program.

### **Confidentiality/HIPAA**

Title II of the Health Insurance Portability and Accountability Act of 1996 requires the protection of all individually identifiable health information. This protected health information must be kept confidential whether electronic, paper, or oral. HIPAA violations will be considered a severe offense and therefore consequences will be severe.

The health sciences faculty and staff at CVCC take HIPAA violations very seriously. The following disciplinary actions are in place for HIPAA violations:

- If a student negligently violates HIPAA, this will result in a reprimand and counseling by the instructor.
- If a student repeats a HIPAA violation, this will result in the student receiving written reprimand which will be placed in the student's file and the student will be placed on probation during the remainder of their program of study.
- Any intentional violation of HIPAA will result in the student being academically withdrawn from MLT courses and the student will need to go through the re-admission process according to policy. This offense will stay in the student's permanent file. Readmission is not guaranteed and will be considered on a space available basis.
- Any intentional and malicious violation of HIPAA will result in the student being academically withdrawn from all courses without the option of returning to the MLT program or any other program of the Health Sciences division of CVCC.

Below are some general guidelines for students about confidentiality:

- Students should not discuss patient information with anyone except for clinical personnel and those in the MLT program who are involved in their education

program and adhere to the same standards of confidentiality (e.g., faculty, graduate colleagues).

- Under no circumstance shall any part of a patient record leave the clinical agency in any form.
- Students should never save patient sensitive information, with identifying information, on their computers or other electronic devices.
- E-mail correspondence with faculty should be treated confidentially and should not include patient identifying information.
- All documentation related to patients must be treated as a legal document and confidentiality respected and maintained.
- Client names or other identifying information (including initials, medical record numbers or other identifying numbers) should not be included in clinical paperwork, case presentations, or on notes.
- ***Photocopying or printing patient information from computers is NOT permitted in any clinical setting.***

### **Use of Social Media**

Social networking is defined as an online community of people with a common interest who use a website or other technologies to communicate with each other and share information, resources, etc. Examples of social networking sites include, but are not limited to Facebook, LinkedIn, Instagram, and X previously known as Twitter.

Students are advised to use social media cautiously and to avoid disclosing any information which could be considered confidential patient information. Any disclosure, intentional or unintentional, of information that could lead to identification of a patient will result in appropriate disciplinary actions, up to suspension from the college. Removal of an individual's name, face, or image is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites, does not guarantee that information will not appear in public and is thus not deemed sufficient to protect confidential patient information.

Students are not to make negative or disparaging or unprofessional remarks about fellow students, instructors, patients, patient visitors, clinical sites, or other healthcare professionals through social media. Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions.

### **Netiquette**

Netiquette is a blend of two more function words which are network and etiquette. The rules of netiquette are intended for people to be more professional when writing and communicating with others on the internet.

The Chattahoochee Valley Community College Health Sciences Division has adopted the following rules of netiquette. Students, faculty, and staff will be held accountable to these rules. Any violation of the rules may result in appropriate disciplinary action.

- No foul, threatening, or abusive language.
- No harassing messages, obscene, or offensive remarks.
- Do not reply to messages when angry. Walk away from the message and come back later and re-read and then respond.
- All capital letters indicate shouting or emphasis on a word, all lower-case letters indicate mumbling.
- Use proper spelling, grammar, and punctuation.
- When addressing instructors or superiors, please utilize appropriate titles, e.g. Mr., Mrs., Dr. Do not address instructors by their first names.
- Do not communicate confidential patient information by email that could be identified and interpreted as a HIPPA violation.
- Demonstrate professionalism with communication, as if face to face in a classroom.
- Communicate needs to the recipient so that a partnership is formed in working toward a common goal.
- Include all relevant information and details in the message.
- Read the message thoroughly before sending.
- Be careful of the tone of the message.

## **SAFETY**

### **Laboratory Safety**

It is the responsibility of the student to prepare for each lecture and laboratory session. Laboratory exercises must be read before attending the laboratory session to provide the student with a basic understanding of what will be expected of him/her during the laboratory session. Each student is responsible for his/her work and the cleaning up of their workstation.

Blood, urine, and other biological specimens, possibly containing pathogenic organisms will be collected and used in the MLT program.

### **Potential Risk to Students**

Students entering the MLT Program are informed that certain risks are involved in medical laboratory. These risks include but are not limited to exposure and contact with infectious/communicable diseases (Tuberculosis; Hepatitis A, B or C; HIV/AIDS), radiation or chemical hazardous material, and physical injury. Should pregnancy occur during the study, the unborn child will also be exposed to these risks. Each student must complete and submit to the program director the [Waiver of Liability form](#) upon acceptance in the MLT program.

Students must adhere to the following safety precautions while in student laboratory:

1. No eating or drinking is allowed while performing lab procedures.
2. Fluid resistant lab coats must be worn while performing lab procedures.
3. Disposable gloves must be worn when handling biological specimens.

4. Lab coats/gloves are not to be worn outside of the student laboratory.
5. Eyes must be protected with safety glasses or face shields when splashing is anticipated.
6. All chemical spills must be cleaned up immediately using the spill-kit.
7. All body fluid spills must be decontaminated immediately using a 10% bleach solution.
8. Any accidents (broken glassware, body fluid splashes, puncture wounds, etc.) must be reported to the instructor immediately and follow-up action initiated as directed (see Bloodborne Pathogen Exposure Policy).

The program director may dismiss a student from the program at any time if unsafe behavior is observed. If a student is exposed to blood or body fluids while participating in student labs on campus or at clinical sites, the policy outlined below will be followed.

### **Bloodborne Pathogen Exposure Policy**

1. Immediately report exposure to the instructor.
2. Thoroughly clean area with copious amounts of water and antibacterial soap. In case of splashes to the eyes, flush with water for 10-15 minutes using an eyewash.
3. Report to the nearest emergency room/occupational health department for first aid and baseline testing. Note: The student is responsible for any treatment expenses, baseline testing, and damage or loss associated with such injury that is not covered under the College's accident policy.
4. Instructor complete the [CVCC Incident Report](#) within 24 hours of the incident.
5. Return to educational activities following illness or injury.
6. Based on the nature of the illness or injury, the program may require medical clearance before the student may participate in clinical, student laboratory, or classroom activities.

### **Standard Precautions Policy**

The concept of standard precautions must be followed in all clinical and student laboratory settings when there is a potential for exposure to bloodborne pathogens. To reduce the potential for transmission of infectious diseases, every student will treat all body fluids, with or without visible blood (excluding sweat) as potentially infectious regardless of the perceived health status of the source individual. Appropriate personal protective equipment, such as gloves, mask, eye protection, and protective gowns, must be worn when there is potential for exposure to bloodborne pathogens. Failure to follow standard precautions is considered an act of professional misconduct.

### **Regulated Medical Waste Management**

The regulated medical waste generated in clinical/student laboratory/classroom settings must be handled and disposed of accordingly. All sharps, contaminated or not, must be disposed in rigid containers appropriately labeled and designed for this purpose. Non-sharp medical waste must be collected in appropriately labeled bags or receptacles for proper disposal. Students will receive appropriate instruction in handling and disposal of medical waste.

## **Chemical Agents**

Working with chemicals requires extra precautions. Students will receive appropriate instruction in dealing with chemical agents. All chemicals must be handled, disposed, and transported according to their Safety Data Sheet specific information guidelines

## **Liability Insurance**

Each student must maintain current liability insurance throughout enrollment in the MLT program at CVCC. The liability insurance is purchased through CVCC during registration the first semester of classes and each semester thereafter. The cost of the insurance is approximately \$16 per semester for coverage. Payment of liability insurance is included in student tuition and fees.

## **Student Behavior**

The faculty and staff of the CVCC MLT program do not exercise control over the conduct of MLT students in their private lives; however, when a group of students or an individual student acts as a recognized representative of CVCC or participates in an off-campus activity sponsored by the MLT Program, appropriate standards of conduct will be issued. Any inappropriate conduct in said situations is subject to review and appropriate intervention whenever it appears that the conduct results in a hindrance or restriction of educational purposes or processes of the CVCC MLT Program or when the conduct poses a threat to the safety and well-being of others.

If at any time prior to graduation or during the student's course of study, the student demonstrates patterns of behavior which constitute unprofessional conduct or which encroach on the student's ability to fulfill his/her responsibilities as a student, it will result in appropriate corrective action which may include counseling, receipt of a clinical unsatisfactory, or non-progression from the MLT program. Such behavior is defined to include, but is not limited to the following:

- Disrespectful or hostile communication- verbal, non-verbal, and written- with instructors and/or peers (students are encouraged to ask questions and participate in class discussion; however, communication should remain respectful).
- Failure of a student to notify appropriate persons of absence from scheduled learning experiences (no call, no show).
- Dishonesty in interactions with faculty or staff.
- Failure to adhere to required dress code.
- Unsafe practices.
- Use of inappropriate language.
- Use of inappropriate communications.
- Being consistently late in fulfilling scheduled school responsibilities.
- Failure to maintain confidentiality in matters related to educational and patient care responsibilities.

Abuse of drugs or alcohol of any kind (legal or illegal) which interferes with a student's ability to fulfill academic or professional responsibilities in the MLT program will result in suspension or expulsion from the program.

## **STUDENT HEALTH INFORMATION**

### **Health Policy**

All students admitted to the CVCC MLT Program are required to submit documentation, a hard copy to the Health Sciences Secretary/Coordinator and electronically, via ACEMAPP, as listed in "Student Health Records" section of this handbook.

Students entering the CVCC MLT Program must be aware that they may be exposed to various contagious diseases during the program. Precautions to limit exposure has are in the "Safety" section of this handbook. Additional information may be provided by each clinical facility during your clinical rotation. Students are required to use personal protective equipment as necessary and to use universal precautions.

In the event a MLT student is diagnosed with a communicable disease, (e.g. COVID, Varicella, measles, influenza, strep throat, conjunctivitis), the student must contact the MLT instructor/program director immediately. Based on current medical knowledge, the instructor will advise the student regarding attendance.

Students in any healthcare program must comply with Public Law #102-141, Section 633 and "The Alabama Infected Healthcare Worker Management Act." The law requires that HIV or HBV infected healthcare worker report to the State Health Officer of the condition within 30 days of the time of being aware of the infection. The infected healthcare worker must realize that any physician providing care to an infected healthcare worker must notify the State Health Officer of the infected individual within seven days of the diagnosis and care of said individual.

Students who are pregnant or have a chronic illness must present an original, signed medical release on physician letterhead with physician signature stating it is permissible to continue in the program. The medical release should outline the following:

- Physical limitations which may necessitate special accommodations in the classroom or clinical setting.
- Ability to comply with the Essential Functions of the MLT program.

Students who give birth or experience an illness or injury which requires, but is not limited to, hospitalization, surgery, or more than one week's absence may be required to provide an original, signed medical release on physician letterhead with physician signature which verifies the following:

- That returning to routine class, lab and clinical activities does not pose undue risk or harm to the student or others with whom the student will come in contact.
- Ability to comply with the Essential Functions of the MLT program.

Discharge instructions from a hospital, emergency room or acute care clinic are NOT considered a medical release. A release written on a prescription pad must provide the same information as that which is written on a physician letterhead and must have an original physician signature. A stamped signature or a physician signature by a designee will not be accepted.

If a student must leave lecture, student lab, or clinical rotations, in order to receive medical care, a medical release must be submitted to the course instructor before the student will be permitted to return to lecture, lab, or clinical rotations. A medical release must be submitted regardless of whether the student was released by an instructor or medical personnel were called on the student's behalf. The medical release MUST be on physician letterhead with a physician signature to be considered official.

### **Student Health Records**

Required Student Accounts:

- ACEMAPP- Chattahoochee Valley Community College Health Sciences is required by clinical affiliates to utilize ACEMAPP for the management of immunizations, certifications, and clinical scheduling. All students accepted into MLT must create accounts with ACEMAPP during the fourth semester of the MLT program.
  - Payment: \$50 at the beginning of the fourth semester of the program
  - Out of pocket, paid by student.
  - Health Sciences Secretary/Coordinator must create student account so login information is e-mailed to student.
- AdvantageStudents- Chattahoochee Valley Community College is required by clinical affiliates to utilize AdvantageStudents for the completion of background checks and drug screenings.
  - Payment: \$99.95 at the beginning of the fourth semester of the program.
  - Out of pocket, paid by student.
  - Individuals accepted into a CVCC Health Sciences program will receive instructions pertaining to completion of the background check and drug screening from the Health Sciences Secretary/Coordinator.

### **Health Documentation Responsibility**

It is the responsibility of every student to monitor and maintain personal health requirements for MLT program clinical courses. This includes tracking the expiration of each personal health requirement. It is not the responsibility of the Health Sciences faculty and staff to notify students of expiring health documentation.

### **Failure to Submit Health Documentation**

Failure to pay for and/or complete an ACEMAPP profile, including submitting all required health documentation, or failure to submit required background check and drug screening via AdvantageStudents will result in **exclusion from the clinical schedule**

**and inability to attend clinical rotations**, which will result in course failure and non-progression. Only after all required health documentation has been submitted and verified in ACEMAPP will the student be incorporated in the clinical schedule. It will be the responsibility of the student to coordinate completion of missed clinical time with the clinical facility.

Students should keep in mind that certain health documents require processing time; therefore, renewal of these health documents should be initiated with enough time for completion. For example, students requiring an updated PPD (TB skin test) should account for the placement, 48-72 hour wait period, and reading of the PPD.

### [CVCC MLT Program Required Health Documents Checklist](#)

List of required health documents:

- BLS certification by American Heart Associations or American Red Cross
- Background check
- COVID vaccination
- Essential Functions signed by physician
- Physical signed by physician
- Driver's License or valid photo ID copy
- Drug screen
- Health insurance card
- Hepatitis B, Influenza, MMR, TDAP, and Varicella vaccinations
- TB skin test
- Clinical site regulatory forms
- Clinical site modules and assessments

**All documentation must be submitted and accepted via ACEMAPP prior to start of clinical rotation.**

Students are responsible for keeping a copy of all health documentation for their records. Once health documents are submitted, they become property of the Health Sciences Department. The Health Sciences Department will not provide copies of any student health documents once they become part of the student's permanent file, due to FERPA and HIPPA regulations. All expenses related to obtaining and maintaining health documentation is the responsibility of the student.

### **Drug Testing**

Students must perform in the clinical setting in such a manner that will promote safe patient care. Clinical agencies are obligated to assure that patients are protected to the extent reasonably possible from harm due to completion of clinical rotations. All students must abide by the rules, policies and procedures established by the clinical affiliates in the clinical agreements with CVCC relative to drug screening and any subsequent revision to these policies in order to participate in clinical experiences.

All students who enroll in the MLT program and desire to participate in courses which have a clinical component are required to have an initial pre-clinical rotation drug screen, to be completed by the established deadline, prior to the fifth semester in the MLT program, and random thereafter. Students must abide by the Alabama College System Drug Screen Policy and the clinical agency policy for which the students are assigned clinical practice. This includes preclinical drug screening, random drug screenings, and reasonable suspicion.

#### *Pre-Clinical Screening*

1. All students will receive notice of the drug screening guidelines, following acceptance to the MLT program.
2. Drug screening must be conducted by a laboratory designated by the College. The fee for the screening will be paid by the student.
3. A urine chain of custody form, provided by the laboratory at which student completed urinalysis, and/or electronic verification of passed drug screening must be submitted with all other required health documents, by the established health documentation submission deadline.
4. Failure to complete drug screening as required and/or provide a negative test result will prohibit the student from participating in clinical rotations required in the MLT program at Chattahoochee Valley Community College. The student may be withdrawn from the MLT program.
5. A signed consent to drug screening acknowledgement will be maintained on file for each student.
6. Positive drug screens are confirmed by the Medical Review Officer (MRO).
7. Negative dilute or invalid results must be repeated at student expense.
8. Results will be sent to the Health Sciences Director and/or Health Sciences Secretary/Coordinator.
9. A student who is unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to the MLT program.

#### *Random Drug Screening*

Students may be asked at any time to submit a specimen for drug testing while enrolled in the MLT program. Drug screens are to be performed by an outside laboratory designated by the College. Any student failing to report for screening at the designated time and place must complete testing with the designated laboratory within 24 hours and provide documentation of extenuating circumstances, or they will be dismissed from the program. Failure to provide a negative test result will prohibit the student from participating in clinical rotations and will result in the student being dismissed from the MLT program. It is the student's responsibility to clear any discrepancies with the designated laboratory. Students are responsible for the payment of random drug screens.

#### *Reasonable Suspicion Screening*

Students may also be required to submit to reasonable suspicion testing.

Reasonable suspicion is defined as, but not limited to, the following behaviors:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug, such as, but not limited to: Unusual slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent rhinorrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
2. Presence of an odor of alcohol.
3. Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness or deterioration in performance.
4. Suspect of theft of medications while on the clinical unit.
5. Evidence of tampering with a drug test.
6. Information that the individual has caused or contributed to an incident/accident in the clinical agency.
7. Evidence of involvement in the use, possession, sale, theft, solicitation, or transfer of drugs while enrolled in the health sciences program.

At any point or time during a student's enrollment, the student may be subject to a reasonable suspicion drug screen. In the event that a student's behavior is noted as suspicious, the student will be immediately dismissed from the clinical agency, classroom, or laboratory. The faculty is to contact the Health Sciences Director. If after consultation with the faculty involved it is determined that there is "reasonable suspicion", the student will be screened. The student will report to the designated laboratory at the designated time and place for the drug screen. The fee for the reasonable suspicion screen will be paid by the student. If the student fails to consent to the screening, the student will be immediately dismissed from the program.

Students will be screened for but not limited to the following:

1. Alcohol
2. Amphetamines
3. Barbiturates
4. Benzodiazepines
5. Cocaine Metabolites
6. Cannabinoids (Marijuana)
7. Methadone
8. Methaqualone
9. Opiates
10. Oxycodone
11. Phencyclidine
12. Propoxyphene

Positive screens will be confirmed by the Medical Review Officer of the designated drug screen company. If applicable, the Medical Review Officer will contact the student who has a positive screen and request a prescription. Students will be informed of positive screening results by the Health Sciences Director within seven (7) working days of the

notification of results.

**Note:** Some of the classes of drugs for which screening will be conducted are available by prescription from healthcare practitioners. Drugs prescribed to a student by an appropriate healthcare practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing. The fact that a student has a prescription for one or more of the classes of drugs which are legally prescribed by a healthcare practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy. The Medical Review officer will follow up and report the results. Individual colleges may require students to adhere to additional guidelines.

### *Confidentiality of Results*

The Health Sciences Director and/or Health Sciences Secretary/Coordinator will receive all test results which will be maintained securely. Confidentiality of test results will be maintained, with only the Health Sciences Director, Health Sciences Secretary/Coordinator, and the student having access to the results, with the exception of legal actions which require access to test results.

### *Appeals Process for Positive Screen*

1. If a student in any Health Sciences program tests positive for drugs, the student must contact the Health Sciences Director.
2. The student will contact the lab (with the Health Sciences Director present) to ascertain the procedure for testing the split specimen.
3. The student will be responsible for any costs associated with split specimen testing.
4. Once the student obtains the results of the split specimen the student should contact the Health Sciences Director. If the student remains unsatisfied, the student should explain, in writing, his or her complaint. The Health Sciences Director will have seven working days to respond.
5. If the student is not satisfied with the response provided by the Health Sciences Director, the student's next step will be to contact the Administrative Assistant to the Dean of Instruction, in order to schedule an appointment with the Dean of Instruction. The student will present his/her complaint and provide all pertinent documentation to the Dean of Instruction. The Dean of Instruction will have seven working days to respond.
6. If necessary, the student will be provided with additional steps for appealing a positive drug screen.

### *Readmission*

To be considered for readmission, students who are dismissed from the program due to a positive drug screen must:

1. Have the treatment agency mail a letter verifying **completion** of a substance abuse treatment program to the Health Sciences Director.
2. Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.

## Background Checks

Healthcare educational programs within the Alabama College System are contractually obligated to comply with the requirements set forth by clinical affiliates. Students enrolled in healthcare educational programs must conform to the rules, policies, and procedures of the clinical affiliates in order to participate in clinical experiences, which includes background checks. **A student denied clinical access by any clinical affiliate will be dismissed from the program as failure to participate in clinical experiences for courses containing a clinical component.**

### *Background Check Guidelines*

Background checks will be conducted according to the following guidelines:

- Students shall receive notification regarding the steps for completing the background check from the Health Sciences Coordinator/Secretary.
- The student will provide applicable consent(s) to the vendor conducting the background check. **The student will be responsible for the cost of the background check.** Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not receive a background check and will be prohibited from participating in clinical learning experiences.
- The background checks will be scheduled and conducted by a designated vendor determined by the College. Background checks performed by any other vendor or agency that is not approved by the healthcare program designee will not be accepted. Results of the background check will be sent to the healthcare program designee(s) and/or the applicable clinical affiliate(s). Some clinical affiliates may continue to require an additional background check, which may include fingerprinting.
- The student should contact the healthcare program designee if he/she is unable to submit to the background check at the designated time due to extenuating circumstances. The healthcare designee will determine if extenuating circumstances exist and whether or not the student will be allowed to proceed with rescheduling the background check. Background checks must be completed before newly admitted or reinstated students are allowed to appear on clinical schedule. If the student fails to submit to the background check as delineated, the student will be prohibited from participating in clinical rotations. **A student denied clinical access by any clinical affiliate will be dismissed from the program as failure to be able to participate in clinical experience.**
- If the student has an other than acceptable background check and is not allowed by the clinical affiliate(s) to participate in clinical experience, **the student will receive a "F" for the course, if the student does not officially withdraw from the course(s) and will be dismissed from the program.**
- An other than acceptable background check will be reported to the individual(s) at the respective clinical affiliate(s) that is specifically designated by the clinical affiliate(s), which often is the Director of Human Resources. The individual(s) will be responsible for determining whether or not the student will be allowed to participate in clinical experience with the respective clinical affiliate(s) according

to the rules, policies, and procedures of the clinical affiliate(s). Students will sign consent(s) prior to disclosure of other than acceptable background check to clinical affiliate(s).

- If the background check yields other than acceptable results, students should contact the vendor for the background checks to see a copy of the report and to dispute information reported. The student will be responsible for clearing any discrepancies with the vendor. Clinical affiliates may refuse a student's completion of clinicals/preceptorship at their site based on agency policies. Students unable to resolve the denial to participate in clinical experience will be withdrawn from the Health Sciences program.
- Background checks which could render a student ineligible to participate in clinical experience include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit participation in clinical learning experiences with clinical affiliate(s), but each positive background check will be reviewed individually by the program designee and/or clinical affiliate(s). In certain circumstances, for example, repeated behaviors, the vendor may conduct a background check further back than the past seven years; findings on such a background check can also render an individual ineligible to participate in clinical learning experiences.

#### *Confidentiality of Background Checks*

The healthcare program designee(s) will have access to the results of the background check as will the clinical affiliate(s) designee(s). The results will be shared only on a need-to-know basis.

# Appendices

**Appendix 1: Current list of clinical affiliate sites for the MLT Program**

<b>Clinical Affiliate Site</b>	<b>City, State</b>
St. Francis Hospital	Columbus, Georgia
Piedmont Columbus Regional Hospital	Columbus, Georgia
East Alabama Medical Center	Opelika, Alabama
Jack Hughston Memorial Hospital	Phenix City, Alabama

## Appendix 2: ACEMAPP Acknowledgement Form



### ACEMAPP Acknowledgement Form Medical Laboratory Technician

Chattahoochee Valley Community College utilizes ACEMAPP for the management of immunizations, certifications, and clinical scheduling. All students accepted into a Health Sciences program must create an ACEMAPP account and upload all required health documents.

The cost to each student is \$50.00 annually, to be paid upon acceptance into a Health Sciences program and renewed each year until program completion. Students applying for transfer or reinstatement are required to pay the full subscription fee of \$50.00, upon acceptance into their program and renew each year until program completion. Each student will receive access information via their personal e-mail which will be e-mailed directly by ACEMAPP. Please do not attempt to establish ACEMAPP account without first receiving the instructional e-mail.

***By signing this form, you are stating that you understand that you must enroll and pay \$50.00 out-of-pocket for ACEMAPP, via the ACEMAPP website, upon program acceptance- initial applicant, transfer, or reinstated students-and renew the \$50.00 subscription each year, until program completion. Additionally, you are stating that you understand that failure to create and pay for an ACEMAPP account as well as failure to submit all required health documentation via ACEMAPP by the established deadline will result in inability to attend clinicals which may result in course failure and non-progression.***

Any questions or issues, including the submission of payment, must be directed to Health Sciences Coordinator, [anne.agers@cv.edu](mailto:anne.agers@cv.edu) or 334-291-4925.

Student Signature

Date

Student Printed Name

### Appendix 3: AdvantageStudents Acknowledgement Form



#### AdvantageStudents Acknowledgement Form Medical Laboratory Technician

Chattahoochee Valley Community College utilizes AdvantageStudents to assist with the completion and verification of a comprehensive background check and drug screen. All students accepted into a Health Sciences program are required to complete a background check and drug screening through AdvantageStudents. The service includes the following:

- **Background check**
- **11-panel Drug Screening**

The cost for a drug screen and background check is \$99.95, to be paid online via AdvantageStudents, upon acceptance into a Health Sciences program and annually. Students must refer to instructions provided by Health Sciences Secretary/Coordinator, regarding completion of the AdvantageStudents background check and drug screening. Students applying for transfer or reinstatement into a CVCC Health Sciences program will be required to pay \$99.95 upon acceptance and annually until completion of their program.

***I understand that I must enroll and pay \$99.95 out-of-pocket for a background check and drug screening, via the AdvantageStudents website, upon acceptance into a Health Sciences program and annually until completion of the program. Additionally, I understand that failure to submit a complete background check and drug screen by the established deadline will result in inability to attend clinicals which may result in course failure and non-progression.***

Any questions or issues, including the submission of payment, must be directed to the Health Sciences Coordinator, [anne.agers@cv.edu](mailto:anne.agers@cv.edu), or 334-291-4925.

Student Signature

Date

Student Printed Name

## Appendix 4: Release of Information Form



### **Release of Information Form Medical Laboratory Technician**

I give Chattahoochee Valley Community College permission to release information regarding my academic and clinical performance to clinical agencies, including those with whom I apply for employment. I give permission for required clinical documentation such as but not limited to the following: immunizations, Tb skin test, CPR, and criminal background checks to be released to the clinical agencies as requested. I give permission for proof of citizenship and all associated documents to be released to any MLT national accreditation agency such as ASCP-BOR and AMT.

Student Signature

Date

Student Printed Name

## Appendix 5: Program Student Handbook Acknowledgement



### Medical Laboratory Technician Program Student Handbook Acknowledgement

1. I have read and agree to comply with the student policies and procedures as outlined in the MLT Student Handbook. Furthermore, I will agree to and will comply with the course requirements as listed in each course syllabus and student policies of the Medical Laboratory Technology Program.
2. I understand that while performing MLT student duties in the student lab and during clinical rotation, I may be exposed to blood, body fluids, tissues, and chemicals. I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them. I will follow all safety protocols as established and published. I understand that if I fail to use available personal protective equipment and/or fail to follow any safety protocol, I will immediately be requested to leave the student/clinical area and report to the program director for further action.
3. I have been informed regarding the inherent health/safety hazards in the healthcare field and release CVCC from any liability for such hazards.

Unless you are seeking clarification to assist in understanding these expectations, you must print, sign, date and return this form by the stated deadline. Failure, or refusal to sign and return this form by the stated deadline may result in a corrective action or disciplinary measure for failure to abide by a program requirement. Failure to sign and return this form does not excuse a student's responsibility to abide by the policies and procedures outlined in this handbook.

Student Signature

Date

Student Printed Name

## Appendix 6: Accreditation and Certification Acknowledgement Form



### Accreditation and Certification Acknowledgement Form Medical Laboratory Technician

The Medical Laboratory Technology (MLT) Program at Chattahoochee Valley Community College will prepare students to possess the entry level competencies necessary to perform routine clinical laboratory tests in areas such as clinical chemistry, hematology, immunology, immunohematology, microbiology, urinalysis, body fluids, and laboratory operations. The level of analysis ranges from waived testing to complex testing encompassing all major areas of the clinical laboratory. Classroom training is integrated with clinical experiences. The medical laboratory technician will be prepared to practice in hospitals, clinics, physician offices, reference labs, and other healthcare facilities.

Upon completion of the program requirements, the student will be awarded an Associate of Applied Science in Medical Laboratory Technology and will be eligible to sit for the national MLT certification exam by such agencies as American Society for Clinical Pathology, American Medical Technologist, and other agencies. The granting of the Associate of Applied Science in Medical Laboratory Technology is not contingent upon passing the external MLT certification exam.

The student must pass the national medical laboratory certification exam to be eligible for employment as a medical laboratory technician. The student must also complete a background check and drug screen before starting their clinical rotation in their final semester of the program.

The A.A.S. in Medical Laboratory Technology at Chattahoochee Valley Community College is applying for accreditation by National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 N. River Rd. Suite 720 Rosemont, IL 60018 (773) 714-8886 [www.naacls.org](http://www.naacls.org).

By signing below, you are stating that you acknowledge that you have received and read a copy of this memo.

Student Signature

Date

Student Printed Name

**Appendix 7: [Waiver of Liability Form Link](#)**

## CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE ACTIVITY GENERAL RELEASE, INDEMNITY, AND WAIVER OF LIABILITY

In consideration of Chattahoochee Valley Community College allowing me to engage in all activities related to the event referenced below, the Undersigned, for himself/herself and his/her personal representatives, assigns, heirs and next of kin, or any of them:

1. Hereby releases, waives, discharges, and indemnifies Chattahoochee Valley Community College, the Alabama Community College System, the Board of Trustees of the Alabama Community College System, and their respective members, officers, employees, volunteers, and agents (hereafter, "Releasees") from and against all liability to the Undersigned, his/her personal representatives, assigns, heirs, and next of kin for all losses or damage of any kind or nature and any claim or demand therefore on account of injury to the person or injury resulting in death of the Undersigned or property damage, whether caused by the negligence of Releasees or otherwise while the Undersigned is being transported to and from or while participating in the below described event/activity.

2. Hereby covenants not to sue and agrees to save and hold harmless the Releasees and each of them from any and all losses, liabilities, damages, costs, actions, claims, or demands of any kind and nature whatsoever which may arise out of or relate to, directly or indirectly, the Undersigned's participation in the below described event/activity, including but not limited to, while a passenger in, embarking or debarking any vehicle, bus, airplane, or other mode of transportation whether caused by the Releasees or otherwise.

Event/Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Medications you are currently taking and Medications Allergies (optional): \_\_\_\_\_

\_\_\_\_\_

The Undersigned is fully aware of the risks and hazards associated with this event/activity and hereby voluntarily elects to participate in said event with the knowledge of the danger involved. The Undersigned hereby voluntarily assumes all risk of loss, damage, injury, or death that may be sustained by the Undersigned while participating in the event/activity and while being transported to and from the event/activity.

Should the Undersigned be injured while engaging in the above described event/activity or while traveling to and from the same and the Undersigned is not capable of communicating with medical providers, the Undersigned hereby grants permission to any medical provider to render any necessary treatment to them. The Undersigned hereby agrees to be responsible for the payment for all expenses related to such medical treatment.

The Undersigned expressly agrees that the foregoing Waiver, Indemnity, Hold Harmless and Release Agreement is intended to be as broad and inclusive as is permitted by the law of the State of Alabama and

that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding continue in full legal force and effect.

THE UNDERSIGNED HAS CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTANDS ITS CONTENTS. THE UNDERSIGNED IS AWARE THAT THIS IS A RELEASE OF LIABILITY AGAINST THE RELEASEES AND SIGNS IT OF HIS/HER OWN FREE WILL.

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

\_\_\_\_\_  
Signature of Participant or Parent or Legal Guardian if Participant is a minor.

\_\_\_\_\_  
Printed Name of Participant

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

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Name of Witness

Appendix 8: The form must be submitted via CVCC Intranet under Safety and Security Information section. [CVCC Incident Report Link](#)



**Official Incident Report Form**  
(Incidents involving employees, students, campus visitors)  
Confidential

**INFORMATION ABOUT THE PERSON INVOLVED IN THE INCIDENT**

First Name:  Last Name:  Person Type:

Phone Number:

**INFORMATION ABOUT THE INCIDENT**

Date of Incident:  Time:

Police Notified:  Security Notified:

Location of Incident:

Description of Incident:

Medical Treatment Provided?

Will the employee miss time from work or school as a result of this incident?

**WITNESSES**

Witness Name:  Home/Cell Phone:  Work Phone:

Witness Name:  Home/Cell Phone:  Work Phone:

Reporting Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Security Chief: \_\_\_\_\_ Date: \_\_\_\_\_  
Notes from Security Chief:

Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_  
Notes from Chief of Police:

Dean of Students and Campus Services: \_\_\_\_\_ Date: \_\_\_\_\_  
Notes from Dean of Students and Campus Services:

## Appendix 9: CVCC Medical Laboratory Technology Program Affective Assessment

Instructions to the student: The attached list is to be used as an evaluation tool. The student's grade will be derived in part from this evaluation. The purpose of the affective elements is to introduce to the student to acceptable and practiced professional behaviors.

Student's Name \_\_\_\_\_ Course/Semester: \_\_\_\_\_

Evaluator's Name \_\_\_\_\_

	Exceptional (5)	Commendable (4)	Acceptable (3)	Marginal (2)	Unacceptable (1)
<b>Self-confidence</b> Rating _____	Actively seeks to improve on weaknesses, seeks out opportunities to assist other classmates in developing their self-confidence.	Aware of strengths and weaknesses and seeks to improve, exercises good personal judgment and often serves as a mentor for classmates.	Demonstrates the ability to trust personal judgment, with an awareness of strengths and limitations, exercises good personal judgment.	Needs encouragement in trusting personal judgment, aware of strengths but does not readily recognize weaknesses, sometimes makes poor judgment.	Does not trust personal judgment, is unaware of strengths or weaknesses, and frequently exercises poor judgment.
<b>Initiative</b> Rating _____	Always completes assignments on time, seeks to improve or correct behavior, taking on and following through on tasks without constant supervision, showing enthusiasm for learning and improvement.	Occasionally does more than is required, completing and turning in assignments before scheduled deadline, volunteering for additional duties.	Always does only what is required.	Usually does what is required, making attempts to attain acceptable standards.	Consistently fails to meet established deadlines, and to improve even after corrective feedback has been provided by faculty, requiring constant supervision.
<b>Efficiency</b> Rating _____	Work is of high quality with rare errors.	Work is high quality with occasional errors.	Work is of average quality with few errors.	Sometimes below average quality with frequent errors.	Always below average quality with frequent errors.
<b>Punctual</b> Rating _____	Punctual (or early) nearly 100% of the time.	Consistent punctuality.	Seldom late to lab, generally ready to begin class at the actual start time.	Occasionally late in arriving to lab.	Often late to lab, upon arrival needs additional time to be ready to begin
<b>Time management</b> Rating _____	Completes tasks and assignments prior to the due date, may assist instructor in reminding classmates about due dates.	Completes tasks and assignments by due date (and occasionally in advance of due date) with minimal need for reminders of due dates.	Complete tasks and assignments on time.	Occasionally late turning in assignments or requires being reminded about deadlines.	Frequently late in turning in assignments, requires constant reminders about due dates and will blame others if a due date is missed.
<b>Cooperation</b> Rating _____	Outstanding classmate; always effective with other students and faculty.	Good team worker; usually effective in dealing with other students and faculty.	Average team work; sometimes has difficulty with other students, and faculty.	A team worker; inconsiderate; has difficulty relating to other students, and faculty.	Causes friction and is antagonistic.

Student Signature \_\_\_\_\_ date \_\_\_\_\_

Comments:

Evaluator's Signature \_\_\_\_\_ date \_\_\_\_\_

Comments:

Appendix 10: [CVCC MLT Program Required Health Documents Checklist Link](#)