

**Columbia State Community College**  
**Medical Laboratory Technician Program**  
**Student Handbook**  
**2022-2023**

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**Columbia State Community College  
Medical Laboratory Mission Statement**

The Mission of the Columbia State Community College MLT Program is to produce knowledgeable, competent, compassionate, professional Medical Laboratory Technicians.

## **Columbia State Community College**

### **Statement of Mission**

Columbia State Community College enhances the lives of citizens and the communities of southern middle Tennessee through teaching, learning and student success.

### **History**

Under the direction of Admissions Director, W.O. Johnson, Columbia State Community College's first class of 363 students began classes in the fall of 1966. The college was temporarily housed in facilities throughout the city of Columbia until the present campus was completed. On March 15, 1967, Lady Bird Johnson, accompanied by President Lyndon B. Johnson, officially dedicated the new Columbia campus.

Lady Bird declared Columbia State to be the “new beat and rhythm of our land” and stated “when a community college rises from a once empty field, the country expands not outward, but upward... I am honored to dedicate this college - dedicate it forever to the service of the people and the progress of our nation.”

That day, more than fifty years ago, President Johnson also addressed a crowd of over 8,000 dedication ceremony attendees. Many who still live in Columbia and the surrounding area love to tell stories of the day and remembrances as if the Johnsons were here just yesterday.

Columbia State's proud history shines through into today's academics. Students, faculty and staff hold their heads high and are extremely proud to be part of such wonderful history and tradition.

The college now serves close to 10,000 students per year in credit and continuing education courses and awards more than \$10 million in financial aid. Two academic divisions offer students more than 50 programs of study and the opportunity to earn a certificate, associate of arts (A.A), associate of science (A.S.) or associate of applied science degree (A.A.S.). In addition to the original Columbia campus, the college has campuses in Franklin, Lawrenceburg, Lewisburg, and Clifton.

### **Institutional Accreditation**

Columbia State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate of Arts degree, Associate of Fine Arts degree, Associate of Science degree, Associate of Applied Science degree, Associate of Science in Teaching degree, and Technical Certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Columbia State Community College.

Columbia State Community College Campus Locations:

Columbia  
1665 Hampshire Pike  
Columbia, TN 38401  
(931) 540-2722

Clifton Site  
795 Main Street  
Clifton, TN 38425  
(931) 676-6966  
Fax: (931) 676-6941

Lawrence County Center  
1620 Springer Road  
Lawrenceburg, TN 38464  
(931) 766-1600  
Fax: (931) 766-1602

Lewisburg Site  
980 South Ellington Parkway  
Lewisburg, TN 37091  
(931) 359-0351  
Fax: (931) 560-4118

Williamson County Center  
1228 Liberty Pike  
Franklin, TN 37067  
(615) 790-4400  
Fax: (615) 790-4405

Equal Opportunity

Columbia State Community College is an equal opportunity and affirmative action employer and does not discriminate on the basis of race, color, gender, sexual orientation/gender identity, religion, ethnic or national origin, sex, age, disability status, or status as a covered veteran in Educational and employment opportunities, and is committed to the education of a non-racially identifiable student body. Inquiries or complaints should be directed to the Director of Human Resources, Room 116, Pryor Administration Building, 1665 Hampshire Pike, Columbia, TN 38401; Telephone (931) 540-2521.

**COLUMBIA STATE MLT Program Director** Lisa Harmon, M.S., MT (ASCP), SBB<sup>cm</sup>  
Office: Warf 131 A

Lharmon4@columbiastate.edu  
931-540-2706

Health Sciences Division Office

Walter Building, Room 112  
Columbia Campus  
healthsciences@columbiastate.edu  
931-540-2599/2600

COLUMBIA STATE MLT Faculty

Courses

Lisa Harmon, M.S., MT (ASCP), SBB<sup>cm</sup>  
Jennifer Sullivan, B.S. MT (ASCP)

MLAB Intro. To Medical Laboratory  
MLAB Urinalysis / Body Fluids  
MLAB Clinical Microbiology  
MLAB Clinical Immunology  
MLAB Hematology  
MLAB Clinical Chemistry  
MLAB Blood Bank  
MLAB Practicum I, II, III, IV  
MLAB Seminar I

### The Profession

The Medical Laboratory Technician (MLT) is employed in clinical laboratories of hospitals, clinics, physician's offices and other health care facilities performing a variety of laboratory procedures and diagnostic tests. Laboratory tests are performed on body fluids such as blood which is obtained by the technician through venipuncture.

The MLT works as a bench technician under the direct supervision of a physician and/or medical technologist in the areas of blood banking, clinical chemistry, hematology, microbiology, urinalysis, coagulation, and immunology. The MLT is an integral part of the health care team focus on providing optimum patient care. The technician monitors quality control, performs maintenance on equipment and instruments, applies basic scientific principles to laboratory techniques and procedures, recognizes factors that affect procedures and results taking corrective action when indicated, relates laboratory finding to common disease processes, and interacts with other health care personnel and patients.

The average annual MLT Salary in Tennessee is \$49,336 with an average annual rate of \$23.72 per hours (February 2023).

### The Program

Columbia State's program is designed with a focus on general education/foundation courses Fall/Spring of the first academic year. A new cohort of students will start the intense sequence of core courses each summer for three semesters (12 months).

The program provides a competency-based classroom and clinical experience which provides students with the tools for licensure examination success, gainful in-field employment, and career satisfaction.

### Program Accreditation

The COLUMBIA STATE MLT Program received a five year Initial Accreditation award in 2019 from the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720 Rosemont, IL 60018-5119, and phone # (773)714-8880. The associate degree earned, along with the NAACLS certification of the COLUMBIA STATE MLT Program, enables the MLT student to qualify for testing with certifying bodies such as the American Society of Clinical Pathologists Board of Registry, thus giving the student the title of MLT (ASCP) and with the American Medical Technologist thus giving them an MLT (AMT).

### Certificate to Operate

The COLUMBIA STATE MLT Program is approved by the Tennessee Medical Laboratory Board in Nashville, Tennessee. The Board is located at: Metro Center Complex, 665 Mainstream Drive, 2<sup>nd</sup> Floor, Nashville, TN 37243. (615) 532-3202



The Mission of the Columbia State Community College MLT Program is to produce knowledgeable, competent, compassionate, professional Medical Laboratory Technicians.

Fulfillment of the MLT Programs Mission will be based on the following goals and outcomes based on student achievement.

Goal 1: Students will demonstrate knowledge consistent with the pathology of the field.

- 1.1 Students will recognize a pathology and the corresponding test results.
- 1.2 Students will communicate tests results to diverse healthcare team members.
- 1.3 Students will apply knowledge to laboratory skills required in a clinical setting.

Goal 2: Students will demonstrate competence in the field of Laboratory Medicine.

- 2.1 Students will perform laboratory testing with precision and accuracy.
- 2.2 Students will perform practice lab competency testing with precision and accuracy.
- 2.3 Students will comply with safety and governmental regulations.
- 2.4 Students will possess basic entry-level skills of a Medical Laboratory Technician.

Goal 3: Students will emulate the professional standards of the laboratory field.

- 3.1 Students will abide by the ASCP Code of Professional Behavior.
- 3.2 Students will adhere to medical facility guidelines.
- 3.3 Students will adopt positive working attitudes aligned with facility's mission and goals.
- 3.4 Students will respond appropriately to healthcare team members with respect.

Goal 4: Graduates will contribute to the needs of the Medical Laboratory field.

- 4.1 Admitted students will successfully complete the MLT Program.
- 4.2 Graduates will pass a nationally recognized laboratory exam resulting in certification.
- 4.3 Graduates will acquire a position as a Medical Laboratory technician.
- 4.4 Graduates will express satisfaction with the educational experience.
- 4.5 Employers will express satisfaction with graduates as entry-level MLT's.

The MLT program mission and goals are consistent with the mission and goals of the college. Achievement of the goals is monitored annually via the Outcomes Assessment plan.

## COLUMBIA STATE MLT Program Admission

### **Medical Lab Technology (MLT) (A.A.S.) Admission Requirements**

1. Meet all college general requirements for admission as a degree-seeking student (as stated in the catalog) and be admitted to the college.
2. See “Programs with Special Admissions Requirements,” in the college catalog.
3. Complete all required Learning Support competencies (or be exempt by virtue of college level course credit in designated disciplines) by the end of the fall semester prior to the year in which admission is sought.
4. Have earned a cumulative grade point average (GPA) of 2.5 or above on a 4.0 scale for academic subjects. The high school GPA is used for students who have earned less than 12 college credit hours. An applicant who has not earned 12 credit hours of college level credit that has no high school GPA must have an average standard score of at least 450 on the GED or 45 on the HiSET.
5. Open Information Sessions are offered for prospective students in December and January each year. A general orientation is included in the Introduction to Medical Laboratory course offered each spring semester. Students have ample time to become acquainted with the program and have questions answered. Another orientation session is held each May for students beginning core program courses summer semester.
6. All program application requirements must be completed before February 28. This includes the review of the MLT Student Handbook which is located in Charger Net under Academics > Academic Paths > Medical Laboratory Program > MLT Handbook.
7. Before beginning the MLT program, all students attest to the ability to meet the technical standards expected of medical laboratory professionals:
  1. Vision: Able to read and interpret charts, graphs, and labels: read and interpret instrument panels and printouts; discriminate colors, hue, shading or intensity and clarity; read microscopic material and record results.
  2. Speech and Hearing: Able to communicate effectively and sensitively in order to assess non-verbal communication; adequately and accurately transmit information; follow verbal or written communication; have clarity of speech especially if English is not one's first language.
  3. Motor Functions: Possess all skills necessary to carry out diagnostic procedures; manipulate tools, instruments and equipment, perform phlebotomy safely and accurately; travel to a clinical site for clinical experience.

4. Behavioral Requirements: Possess the emotional health required for full utilization of applicant's intellectual abilities; be able to recognize emergency and take appropriate action.
5. Physical Requirements: Able to complete fine repetitive hand movements; twist and bend; handle flammable and infectious materials; handle hazardous chemicals and electrical equipment; lift ten (10) pounds; maintain prolonged sitting or standing positions; maintain concentration with distracting noises and close proximity to fellow workers; tolerate unpleasant odors; work in buildings either above or below ground level; work in an environment without windows; perform keyboarding.
6. Critical Thinking: Able to appropriately and accurately perform complex interpretative testing.
7. Professionalism: Able to maintain a professional attitude and appearance as described in the MLT Student Manual.
8. In compliance with the American with Disabilities Act, students are encouraged to register with the office of Counseling/Disability Services for possible assistance with accommodations. It is the student's responsibility to voluntarily and confidentially provide appropriate documentation regarding the nature and extent of a disability. Students requesting accommodation are (strongly) encouraged to contact the office of Counseling/Disability Services at the beginning of the semester. Students may contact the director of counseling at 931.540.2857.
9. College credit for Biol 2010, (A & P I) Biol 2020 (A & P II), Biol 2230 (Microbiology), and Math 1530 (Statistics), must be within the past 5 years of starting the program with minimum grade of "C" or higher. A student enrolled in one or more of these courses concurrent with MLAB 1301 (Intro to Med Lab) during the spring semester when the program application is submitted may be offered program admission contingent upon completion of course(s) with a grade of "C" or higher.

Completion of all items listed above denotes eligibility for consideration for MLT Program admission but does not imply or guarantee admission to the program.

Once admitted, students are required to submit documentation of the following clinical access clearance items prior to the first day of clinical assignment. If the documentation is not completed prior to the first day of clinical assignment, students will not be permitted to go to clinical.

- a. Health Requirements: All MLT students must submit evidence of good health by returning a completed Physical Examination form. Forms are provided to students upon acceptance into the program. All students must meet clinical facility requirements for:

1. TB screening. (May include TB skin tests and/or chest x-rays within three months prior to the start of the clinical practicum.)
2. Evidence of Immunity for: (vaccine or titer depending on facility requirements)
  - a. Rubella
  - b. Varicella zoster (chicken pox)
  - c. Rubeola titer
  - d. Tetanus/diphtheria booster within the past ten years.
  - e. Hepatitis B
  - f. Seasonally current Influenza immunization
  - g. Other immunizations (or affiliate approved exemption request, if applicable) required as a condition of clinical partner access.

b. CPR (Cardiopulmonary Resuscitation) Requirements: All admitted students must submit evidence of current BLS (Basic Life Support) certification. The certification must include on-ground/live competency components, 100% online is not acceptable. At a minimum, the training course must comply with American Heart Association (AHA) standards. Inclusion of two-person CPR and AED (Automatic Electronic Defibrillator) use is required. BLS classes are available through numerous providers and are periodically offered by Columbia State through the Economic & Workforce Development (EWD) office. Certification must be maintained continuously for the duration of enrollment.

c. Liability insurance is required for all MLT clinical practicum courses. Students are covered by the college's group policy. The fee is assessed annually as a course fee.

d. Health insurance is required. Students must provide evidence of health insurance coverage before clinical assignments may begin.

e. Criminal background checks and routine drug screens are required at most affiliated clinical training sites as a condition of participation in clinical education. Based on the results of these tests, an affiliated clinical site may determine to not allow your presence at their facility. This could result in the inability to successfully complete the requirements of a specific course and the program. More information is available from the program director.

f. Students are required to provide vaccine evidence and/or titer results documenting levels of immunity to program or institutional officials.

## **Admissions Procedures**

1. Submit the following to the Admissions office.
  - a. Completed Application for Admission to the College.
  - b. Official college transcripts from all colleges previously attended.
  - c. High school transcripts or High School Equivalency Diploma - HISET (GED).
  - d. ACT or SAT exam results.
2. Register for the Introduction to Medical Laboratory course.
3. Submit completed MLT program application forms to the MLT Program Director by February 28.
4. If an applicant does not meet the admission criteria, he/she will be notified in writing. If the applicant wishes to complete his/her file and application to establish eligibility for consideration the following year, remaining requirements must be submitted and the program director must be notified of the intent in writing.

## **Continuation Requirements**

In order to continue in the MLT Program, students must meet the following academic requirements:

1. Earn a "C" or higher in each MLAB course and each required math and science course.
2. Maintain a minimum GPA of 2.0 after admission and prior to enrollment as well as during each term of enrollment in the program.
3. Maintain professional conduct as outlined in the MLT Student Policy Manual.
4. Enroll in all required general education courses during (or before) the semester listed in the curriculum outline.
5. Submit annual TB skin test results to the Health Sciences Records Clerk's office in the William R. Walter Bldg. on the Columbia campus.
6. Maintain evidence of uninterrupted medical insurance coverage in designated program/institutional offices.

Students who do not meet the continuation requirements will be dismissed from the Medical Laboratory Technology Program. Students who have been dismissed from the program may be qualified to continue courses in the college, but will not be permitted to register in MLAB courses without readmission to the program.

## **Teach Out Plan**

In the event of program closure, the Columbia State Community College Medical Laboratory Teach Out Plan is as follows:

1. If closure is due to exceptional or uncontrollable circumstances, such as natural disaster, and the college will reopen the program within 12 months, then the students will reenter the program and progress as previously planned.
2. If closure is due to exceptional or uncontrollable circumstances, such as natural disaster, and the college will not reopen, efforts will be made to contact MLT Programs within the Tennessee Board of Regents Community College System to request students be transferred into other programs.
3. If the closure is due to the college's decision to no longer offer the program, then all enrolled students will progress as planned. No new students will be admitted to begin the program. Columbia State would continue to provide the necessary resources and support to allow enrolled program students the opportunity to complete program requirements.

## **Academic Advising**

Although educational decisions are ultimately the student's responsibility, it is important that every student receive academic advising to ensure the best possible choices are made. All Faculty advisors are available to students for consultation and maintain regular office hours for this purpose. Students will be assigned advisors by mid-term of their first semester of study. Students have access to Degree Works Degree Audit Worksheets in My Charger Net. These audits indicate the courses completed, in-progress, and remaining toward particular degrees or certificates.

## **Essential Functions Acknowledgment Statement**

According to National Accrediting Agency for Clinical Laboratory Sciences publications and essentials, applicants should read, understand, and sign the following statement attesting to their belief that they can meet the essential standards listed below. This should be accomplished before admission to the COLUMBIA STATE MLT Program.

Program acceptance in no way is based on applicant's limitations. "Technical standards represent the essential non-academic requirements of the program that the student must master to successfully participate in the program and become employable."

Before beginning the MLT program, all students are expected to have the following abilities upon which the program can build:

1. **Vision:** Able to read and interpret charts, graphs, and labels; read and interpret instrument panels and printouts; discriminate colors, hue, shading or intensity and clarity; read microscopic material and record results.
2. **Speech and Hearing:** Able to communicate effectively and sensitively in order to assess non-verbal communication; adequately and accurately transmit information; follow verbal or written communication; have clarity of speech especially if English is not one's first language.
3. **Motor Functions:** Possess all skills necessary to carry out diagnostic procedures; manipulate tools, instruments and equipment, perform phlebotomy safely and accurately; travel to a clinical site for clinical experience.
4. **Behavioral Requirements:** Possess the emotional health required for full utilization of applicant's intellectual abilities; be able to recognize emergency and take appropriate action.
5. **Physical Requirements:** Able to complete fine repetitive hand movements; twist and bend; handle flammable and infectious materials; handle hazardous chemicals and electrical equipment; lift ten (10) pounds; maintain prolonged sitting or standing positions; maintain concentration with distracting noises and close proximity to fellow workers; tolerate unpleasant odors; work in buildings either above or below ground level; work in an environment without windows; perform keyboarding.
6. **Critical Thinking:** Able to appropriately and accurately perform complex interpretative testing.
7. **Professionalism:** Able to maintain a professional attitude and appearance as described in the MLT Student Manual.

### Optional Observation at a Clinical Site

Students are encouraged before entering the program to obtain or complete an observation experience at either an area hospital, doctor's office, or reference lab. Students are encouraged to complete this observation before entering the first MLT core courses the following Summer Semester. The purpose of observation is to ensure students are aware of the types of work involved in the MLT profession. This experience is limited to observation. Contact the Program Director for a list of sites which might provide this experience for potential Columbia State MLT students. All students are encouraged to perform this observation to gain a better understanding of what working in this area involves and what type of testing Medical Laboratory Technologists actually do each day.

### Health Insurance Requirement

All MLT students are required to show proof of health insurance coverage. Students will be at area hospital laboratories and clinics gaining "hands on" experience in the laboratory. Health insurance coverage will be required for clinical practicum. Many healthcare facilities require coverage and most all allied health programs with the colleges require health care coverage.

### Institutional Fees and Refunds

Columbia State Community College publishes its catalog periodically and contains within the catalog its policy on fees and refunds. This catalog can be accessed on Columbia State Community College website. Please refer to the section on fees and refunds as early as possible so you know and understand this policy.

### Student Conduct

Students shall conduct themselves in a manner which reflects common standards of decency, and an awareness of the rights of others. Students shall be disciplined only for good cause, which shall include, but not be limited to, the following categories of misconduct:

1. Academic dishonesty, such as cheating, plagiarism.
2. Unauthorized preparation, giving, selling, transfer, distribution or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class note, except as permitted by any policy of administrative procedure;
3. Dishonesty, forgery, alternation, or misuse of COLUMBIA STATE COMMUNITY COLLEGE documents, records of identification;
4. Obstruction or disruption as applied to the academic (classroom and clinical environment), means verbal and other behavior in the academic setting that a reasonable faculty member or clinical instructor judges as interfering with normal academic and clinical functions. Examples include, but are not limited to, speaking persistently without being recognized, persistently interrupting other speakers, verbal and other behavior that distracts the class from the subject, intimidation, physical

threats, harassing behavior, personal insults, and refusal to comply with directions from faculty or clinical site instructors. This includes COLUMBIA STATE COMMUNITY COLLEGE activities, including its public service functions, or of other authorized activities, including clinical experiences;

5. Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of any such person or disrupts the learning environment;
6. Committing or attempting to commit robbery or extortion;
7. Causing or attempting to cause damage to COLUMBIA STATE COMMUNITY COLLEGE property or private property on campus;
8. Stealing or attempting to steal COLUMBIA STATE COMMUNITY COLLEGE property or private property on campus, or knowingly receiving stolen COLUMBIA STATE COMMUNITY COLLEGE property or private property on campus;
9. Willful misconduct that results in injury or death to a student or to COLUMBIA STATE COMMUNITY COLLEGE personnel or which results in cutting, defacing or other injury to any real or personal property owned by COLUMBIA STATE COMMUNITY COLLEGE or on the campus;
10. Unauthorized entry to or use of COLUMBIA STATE COMMUNITY COLLEGE facilities;
11. Violation of COLUMBIA STATE COMMUNITY COLLEGE policies or of campus regulations including those concerning registration of student organizations, use of COLUMBIA STATE COMMUNITY COLLEGE facilities, or the time, place and manner of public expression;
12. Unlawful possession, use, sale, offer to sale, or furnishing or being under the influence of intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined by Tennessee law;
13. Use, possession or sale of any firearm, knife, explosive, or other object that could be classified as a weapon (unless the student has specific authorization from a COLUMBIA STATE COMMUNITY COLLEGE official); persistent defiance of authority or persistence abuse of COLUMBIA STATE COMMUNITY COLLEGE personnel;
14. Disruptive behavior, willful disobedience, habitual profanity or vulgarity or the open and persistent defiance of authority or persistence abuse of COLUMBIA STATE COMMUNITY COLLEGE personnel and Instructors;
15. Gambling on COLUMBIA STATE COMMUNITY COLLEGE property;



16. Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade or disgrace any fellow student or other persons;
17. Disorderly conduct or lewd, indecent or obscene conduct or expression on COLUMBIA STATE COMMUNITY COLLEGE owned or controlled property or at COLUMBIA STATE COMMUNITY COLLEGE sponsored or supervised functions;
18. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the COLUMBIA STATE COMMUNITY COLLEGE; Columbia State is a smoke and tobacco free campus; students must also adhere to clinical facility smoking/tobacco policies.
19. Theft or abuse of computer time, including but not limited to:
  - a. unauthorized entry into a file, to use, read or change the contents or for any other purpose;
  - b. unauthorized transfer of a file;
  - c. unauthorized use of another person's identification and password;
  - d. use of computing facilities to send obscene or abusive messages or to defame or intentionally harm other persons;
  - e. use of computing facilities to interfere with normal operation of the college computing system;
  - f. use of computing facilities for student's personal benefit;
20. Committing sexual or any other form of harassment which creates a hostile learning environment as defined by law or set forth in COLUMBIA STATE COMMUNITY COLLEGE Policy;
21. Engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability or any other status protected by law;
22. Engaging in expression which is obscene, libelous or slanderous (whether on campus or by electronic submission on computer sites/social networks such as Facebook or which so incites students as to create a clear and present danger of the commission of unlawful acts on COLUMBIA STATE COMMUNITY COLLEGE premises, or the violation of lawful College regulations, or the substantial disruption of the orderly operation of the COLUMBIA STATE COMMUNITY COLLEGE facilities;
23. Conduct which is prohibited by local, state, or federal law which substantially disturbs or disrupts the COLUMBIA STATE COMMUNITY COLLEGE's educational programs or activities
24. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct;
25. Unacceptable hygiene and/or dress that disturbs or disrupts the COLUMBIA STATE COMMUNITY COLLEGE educational programs or activities;

26. The use of certain electronic devices, including but not limited to PDA's, pagers, cell phones, camera phones, digital cameras, blackberry's, and other electronic communication and entertainment devices (e.g. CD players, tape players, MP3's, etc.) in classes or labs;
27. Gross misconduct by any standard.

## **Consequences**

Instructors will attempt to give a verbal warning to students if the behavior is not egregious.

In any and all cases of misconduct, an instructor can temporarily/immediately dismiss a student from class and/or clinical site.

A student can be counseled and a meeting between the student, the instructor, and the Program Director can take place if warranted and if the student's attitude is appropriate.

When a student is dismissed from a class they lose credit for any work missed that day and for other classes that were indirectly affected. If a student is dismissed from a clinical site for inappropriate behavior, they fail the course and must re-enter the program at a later date. The student will be unable to complete course/program objectives and counseled to withdraw. The student may have the option of applying for re-admission to the program at a later date depending upon the nature of the violation.

## **CRIMINAL BACKGROUND CHECKS**

1. The criminal background check must be completed within a three (3) month period prior to the student beginning her/his clinical experience.
2. The criminal background search will encompass the student's records from the state of Tennessee. In the event a student has moved from another state to the state of Tennessee within the last twelve months, a background check, at the students' expense, will be conducted in both states.
3. If the background check indicates the student has a criminal conviction, he/she will first be given the opportunity to refute the record. Should the conviction record stand, the clinical facilities will be notified of the circumstances in a redacted format, and at the clinical facilities' discretion, the students may be prohibited from taking part in the facilities, affiliate programs.
4. If the facility refuses the student access to the clinical experience at its facility and the student is unable to complete their clinical experience, the student will be dropped from the program.
5. Reasonable efforts will be made to ensure that results of criminal background checks are kept as confidential as possible with a limited number of persons authorized to review results.

## **DRUG TESTING**

As a condition of an assignment to a clinical educational experience, with a facility requiring a drug test, the student will be required to submit to a drug test by a party selected by the Columbia State Community College, and paid for by the student, and non-refundable.

All drug screening must be conducted in accordance with the procedures of the United States Department of Health and Human Services as outlined in the "Mandatory Guidelines for Federal Workplace Drug Testing Programs". The testing agency shall select a screening laboratory licensed or certified by the substance abuse and mental health service administration.

1. The student shall provide a urine specimen for the drug screen. The specimen itself shall be collected at a facility approved by the college/clinical affiliates, under that facility's procedures and control.
2. Drug Screening and Gas Chromatography/Mass Spectrometry (GC/MS) confirmation for ten categories will be required with cut-off limits as established in the aforementioned DHHS guidelines.
3. If a student has a positive drug screen, he/she will not, at the discretion of the clinical facility, be allowed to participate in the clinical component of the course at the assigned clinical facility.

4. If the initial drug test indicates a positive, the student has the opportunity to either refute the positive, or at the student's expense, have additional testing performed by the party selected by Columbia State Community College to perform the initial test. If the student is unable to refute/explain the positive drug test, or the subsequent test is positive test, clinical facilities are provided with redacted drug screen results and, at the clinical facilities' discretion, the student may be denied clinical site access.
5. Students are subject to the drug testing policy and rules of the facility providing the clinical education experience, which may require the student to submit to additional drug testing, in compliance with the facility's standard policies and requirements.

CRIMINAL BACKGROUND CHECKS AND DRUG  
SCREEN FOR CLINICAL EXPERIENCE

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I hereby authorize the Columbia State Community College, or any qualified agent or clinical facility to receive the following in connection with my clinical educational experience: criminal background information including copies of my past and present law enforcement records. This criminal background investigation is being conducted for the purpose of assisting the clinical facility in evaluating my suitability for a clinical experience. The release of information pertaining to this criminal background investigation is expressly authorized.

I understand that information contained in the criminal background report may result in my being denied a clinical practicum. If negative information is contained in my report, I understand that I will be notified by the Columbia State Community College and understand that I have the right to contest the accuracy of the report.

I hereby give the Columbia State Community College permission to obtain and release the criminal background report to facilities to which I may be assigned for clinical experience prior to beginning the assignment. I hereby release the Columbia State Community College, any of its member colleges or universities, or any of the clinical facilities, from any liability or damage in providing same or acting on, such information. I hereby agree that a copy of this authorization may be accepted with the same authority as the original.

I hereby further release the Columbia State Community College, its member colleges and universities, their agents and employees from any and all claims, including but not limited to, claims of defamation, invasion of privacy, negligence or any other damages of or resulting from or pertaining to the collection of this information. **I understand that I am responsible for all costs associated with this process and these costs are non-refundable.**

My signature below certifies that I do not have a criminal history that should disqualify me for consideration for a clinical practicum.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Student ID #

**Please print or type all names you have used in the past.**

**CRIMINAL BACKGROUND CHECKS AND DRUG  
SCREEN FOR CLINICAL EXPERIENCE**

My signature below indicates that I have read the Drug Testing and Criminal Background Screening policy of Medical Laboratory Technician program of the Columbia State Community College, and have been provided with a copy of the same. I understand that the results of the criminal background screening and drug testing results are to be used for the purposes of determining my eligibility for a clinical educational experience in my field. By this form I provide my irrevocable consent for the results of the drug screening and criminal background checks to be released to the Columbia State Community College who in turn may share said information with the clinical agency with whom I am being assigned for a clinical experience.

---

Signature

---

Date

## MLT Clinical Observation Form (Optional)

### **TO THE CLINICAL LABORATORY PROFESSIONAL:**

The intent of this observation experience is to familiarize this student with a typical work day and activities performed in the clinical laboratory before he/she begins a program of study in Medical Laboratory Technology.

**These students should at no time perform tests, handle specimens, or have physical contact with patients. We ask that they only be allowed to observe in your facility.**

**The student can take a tour of your facility and spend 1-2 hours observing, or the student can spend an entire shift at your facility.**

Thank you for your assistance, cooperation, and time. Please feel free to contact me with questions.

Lisa Harmon, M.S., MT (ASCP), SBB<sup>cm</sup>  
Director - Medical Laboratory Technology Program  
Columbia State Community College  
931-540-2706

### **Clinical Guidelines for the Student:**

- No patient contact is allowed.
- Observers are to be attentive during the observation and are encouraged to ask questions.
- **PATIENT CONFIDENTIALITY IS REQUIRED. Candidates MUST sign the following statement before beginning the observation:**

**“I, \_\_\_\_\_, understand anything I may see or hear during my observation is to be kept strictly confidential. This is intended to protect the privacy of the doctors, staff, and patients of the hospital. Any statements made by me in violation of the privacy of the above, are a violation of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and may result in prosecution by the Federal Government.”**

Remember, applicants are guests in the department. The first obligation of the staff is the care of patients!

Applicant's Name: \_\_\_\_\_ Observation Date: \_\_\_\_\_

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

Clinical Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Program Policies and Procedures

### COLUMBIA STATE COMMUNITY COLLEGE MLT Program Grading Scale

The following grading scale is consistently used in each of the COLUMBIA STATE COMMUNITY COLLEGE MLT technical courses.

A	92 - 100%	
B	83 - 91	
C	77 - 82	Passing
D	65- 76	
F	64 and below	

### COLUMBIA STATE COMMUNITY COLLEGE MLT PROGRAM RETENTION POLICY

Retention in the COLUMBIA STATE COMMUNITY COLLEGE MLT Program requires that the MLT student earn a grade of “C” or better in all MLT and natural science courses (Anatomy, Physiology I and II & Microbiology). The student must achieve a “C” average in the MLT curriculum in order to graduate.

If a student makes below a “C” in an MLT or a required natural science course, the course must be repeated with a passing grade (“A”, “B”, or “C”). MLT courses are only offered once a year, so the student will have to wait to take courses until the pre-requisite course has been completed with a passing grade. All courses must be taken in sequence as specified by course pre-requisites unless permission is granted by the program director.

"C" Average = 2.0 on a 4pt. scale

MLT student grades will be reviewed by the MLT Program Director at the end of each semester.

Medical Laboratory Technology Program  
Withdrawal and Re-entry Policy

#### Student Withdrawal for Program

Students who choose to withdraw from the program must immediately notify the COLUMBIA STATE COMMUNITY COLLEGE MLT Program Director. Any future admission of students who officially withdraw must be by re-application.

#### Student Continuation in Program

If a student does not successfully complete the MLT Introduction to the Clinical Laboratory course (with a grade of “C” or better), he/she cannot apply to the program and he/she must repeat the Introduction course to be considered to the program.

Students enrolled in the COLUMBIA STATE COMMUNITY COLLEGE MLT Program who fail to register for a semester of MLT courses will automatically be dropped from the program.



### Interruption in Program Sequence

Failure to successfully complete an MLT course, with a grade of “C” or better, will result in the student being unable to take the MLT courses during the following semester. The student may continue in the sequence when that pre-requisite course has been completed with a passing grade. The student would then have to apply for admission back into the program.

### Student Readmission into Program Sequence

Students seeking readmission are responsible for scheduling a meeting with the COLUMBIA STATE COMMUNITY COLLEGE MLT Program Director to discuss an educational plan for completion of MLT course requirements. This conference is required for eligibility to repeat any necessary course and re-enter the sequence.

In order to re-enter the sequence of MLT courses, students must submit a written request to the COLUMBIA STATE COMMUNITY COLLEGE MLT Program Director. Letters will be dated upon receipt and re-entry placement will be granted in the order requests are received according to space availability.

Re-entry is based on the availability of slots in both MLT theory courses and clinical practicum and is not guaranteed regardless of the circumstances for program withdrawal.

A student re-entering the course sequence must register for and complete previously unsuccessful course(s) during the next semester offered if space is available.

A student who is out of the curriculum sequence for clinical practicum will be placed on a waiting list. Current cohort students are given priority for clinical practicum placements. Students re-entering the sequence are assigned clinical sites based on availability.

A student re-entering the course sequence must follow the curriculum and program guidelines for the current class. The student may complete general education courses required in the curriculum while waiting to repeat an MLT course.

### **Grounds for Dismissal**

Upon specific recommendation of the COLUMBIA STATE COMMUNITY COLLEGE MLT faculty, students will receive written notification of the reasons and procedures, to terminate his/her enrollment in the program. Such action will be initiated when the MLT faculty believe it inadvisable for that student to complete the program.

Conditions contributing to these decisions by the faculty may include:

1. Unsatisfactory academic performance levels ("D" or lower) in MLT core courses and required natural science courses. (Chemistry, Anatomy, Physiology & Microbiology).
2. Unsatisfactory clinical practicum performance ("D" or lower) in task evaluation and Professional skills evaluation.
3. Unethical or unprofessional conduct as described in the COLUMBIA STATE COMMUNITY COLLEGE MLT Student Handbook.

### MLT Degree/Curriculum Plan

Course Rubric and Number recommended each semester	Course Title	Credit Hours	All courses will be available on-ground during the semesters indicated. Additional optional delivery methods indicated below:
<b>First Year – Fall Semester</b>			
ENGL 1010	Composition I	3	Online, Hybrid, or TNeCampus
BIOL 2010	Anatomy & Physiology I	4	Online or TNeCampus
MATH 1530	Elementary Statistics	3	Online, Hybrid, or TNeCampus
ADMN 1306	Medical Terminology	3	Online or TNeCampus
COLS 101	Columbia State College Success	1	
	Total Credit hours	14	
<b>First Year – Spring Semester</b>			
BIOL 2020	Anatomy & Physiology II	4	Online or TNeCampus
HUM/FA	Approved Humanities/Fine Arts	3	Online, Hybrid, or TNeCampus
BIOL 2230	Microbiology	4	Online or TNeCampus
MLAB 1301	Intro to Medical Laboratory	3	
	Total Credit hours	14	
<b>First Year – Summer Semester</b>			
MLAB 2402	Hematology	4	
MLAB 2403	Clinical Microbiology	4	
MLAB 2202	Urinalysis/Body Fluids	2	
MLAB 2201	Clinical Immunology	2	
	Total Credit Hours	12	
<b>Second Year – Fall Semester</b>			
MLAB 2301	Blood Bank	3	
MLAB 1310	Practicum I	3	
MLAB 1320	Practicum II	3	
SPCH 1010	Fundamentals of Speech	3	Online, Hybrid, or TNeCampus
	Total Credit hours	12	
<b>Second Year – Spring Semester</b>			
MLAB 2310	Practicum III	3	
MLAB 2420	Practicum IV	4	
MLAB 2130	Seminar I	1	
MLAB 2401	Clinical Chemistry	4	
PSYC 1030	General Psychology	3	Online or TNeCampus
	Total Credit hours	15	

Note \* - Students may be required to take additional Learning Support courses during the first semester.

Rev Feb2023

## Columbia State Community College

### MEDICAL LABORATORY TECHNOLOGY COURSE DESCRIPTIONS\*

#### MLAB 1301 – Intro to Medical Laboratory (3)

Orientation to the duties of the Medical Laboratory Technician; medical terminology; ethics; use of the microscope; laboratory safety and universal precautions; laboratory glassware; quality control; basic laboratory math; preparation of chemical solutions; specimen collection by phlebotomy and capillary puncture.

#### MLAB 1310 - Practicum I (3)

This course is designed to give the student the opportunity to develop practical work-related skills and integrate classroom knowledge and theories. This course will provide students with an intensive field experience in a medical lab real or simulated environment. Students must complete a total of 135 contact hours in field to receive 3 hours credit for this course.

#### MLAB 1320 - Practicum II (3)

This course is designed to give the student the opportunity to develop practical work-related skills and integrate classroom knowledge and theories. This course will provide students with an intensive field experience in a medical lab real or simulated environment. Students must complete a total of 135 contact hours in field to receive 3 hours credit for this course.

#### MLAB 2130 – Seminar I (1)

The student will be given the opportunity to develop a broader application of the clinical laboratory scientist's role as a health professional in a variety of learning experience, including seminars, lectures, practice quizzes, and discussions in the seven knowledge areas (hematology, blood bank, clinical chemistry, microbiology, laboratory operations, immunology, and urinalysis/body fluids). It is also a seminar course designed to give students experience in researching and present case studies with emphasis on correlation of laboratory results. Included in this course are review and practice examinations as well as a comprehensive battery of examinations encompassing seven knowledge areas to prepare student for certification examinations.

#### MLAB 2201 - Clinical Immunology (2)

Didactic instruction in immunology, human immunologic responses, and current methods of serology testing in the clinical immunology/serology section of an affiliated hospital laboratory. Additional practical experience with case studies and special procedures. **PREREQUISITES:** Program Restriction-Enrollment limited to students admitted to the Program.

#### MLAB 2202 – Urinalysis /Body Fluids (2)

This course will present physical, chemical, and microscopic examination of urine specimens and related tests on other body fluids such as semen, gastric contents, duodenal contents, as well as pregnancy tests. A general review of the anatomy and physiology of the kidney is included.

Program Hours: 1hour lecture and 2 hours lab per week

### MLAB 2301 – Blood Bank (3)

The theories of blood group antigens, antibodies, ABO grouping, RH typing, cross matching, antibody screening, and identification techniques are included as well as special procedures. Donor history and physical record keeping, and special emphasis on quality control are presented. PREREQUISITES: Program Restriction-Enrollment limited to students admitted to the Program Hours: Thirty lecture and 30 lab hours per semester.

### MLAB 2310 – Practicum III (3)

This course is designed to give the student the opportunity to develop practical work - related skills and integrate classroom knowledge and theories. This course will provide students with an intensive field experience in a medical lab real or simulated environment. Students must complete a total of 135 contact hours in field to receive 3 hours credit for this course.

### MLAB 2401 – Clinical Chemistry (4)

Basic instruction in manual and automated clinical chemistry techniques: tests for glucose, urea, creatinine, uric acid, proteins, bilirubin, enzymes, and electrolytes are included. Colorimetric and photometric techniques used in examining normal and abnormal clinical specimens are introduced along with special procedures such as RIA and electrophoresis. PREREQUISITES: Program Restriction-Enrollment limited to students admitted to the Program Hours: 3 hours lecture and 2 hours lab per week.

### MLAB 2402 – Hematology (4)

The study of blood cells, disease, theory of coagulation, and diagnostic procedures relating to whole blood are considered. Instruction in blood collecting techniques, handling of clinical specimens, and basic patient care will be included. PREREQUISITES: MLT 1310 and Program Restriction-Enrollment limited to students admitted to the Program Hours: 3 hours lecture and 2 hours lab per week.

### MLAB 2403 – Clinical Microbiology (4)

This course examines the study of microorganisms of medical importance as it relates to man and disease. The course includes discussions of proper collection, handling and examination of specimens, staining and culture techniques, identification methods, drug sensitivity testing, and quality control procedures. Program Hours: 3 hours lecture and 2 hours lab per week.

### MLAB 2420 – Practicum IV (4)

This course requires students to apply critical thinking skills, problem solving and communication skills required in real or simulated environments. The students may be involved in a combination of clinical field placements, co-op assignments, and/or capstone experiences. Students must complete a total of 180 contact hours to receive 4 hours credit for this course.

### Proficiency Testing

Proficiency testing is an acceptable form of acquiring course credit that may be part of the general education program requirements.

### Program Expenses

See college catalog for specific tuition and fee costs for the program. There is also a general MLT Program cost sheet located on the MLT website.

In addition to tuition, students will also be responsible for costs of:

1. Required texts
2. Fees (program, criminal background checks, drug screening, and insurance.
3. Transportation costs for travel to MLT courses and clinical practicum sites
4. Uniforms and shoes required for clinical practicum
5. Required physical examination, immunizations, lab tests, TB skin tests, and possible chest x-ray, and health insurance and/or accident illness coverage.
6. Application fee for national certification examination  
(ASCP Board of Registry is \$215.00)  
(Prices for other certifying agencies vary)

## COLUMBIA STATE COMMUNITY COLLEGE MLT Program Attendance Policies

The following are general attendance policies for the COLUMBIA STATE COMMUNITY COLLEGE MLT Program intended to serve as guidelines for instructors and students.

Individual instructors will make decisions about application of these policies concerning acceptable excuses for absences, late work acceptance, penalties for late work, etc.

Instructors may also initiate additional attendance policies for their individual courses concurrent with the needs of each course. These policies will be clearly stated in course syllabi. Students shall abide by these policies also.

### **Lecture Attendance**

1. College policies state that students are expected to attend all scheduled class periods for the courses in which they are enrolled.
2. MLT Instructors will take roll in each class noting absence and tardiness. These records will be maintained in the student's permanent record as required by NAACLS. These records will be used for reference if academic problems arise.
3. When assigning final semester grades, instructors may use attendance as a tool in determining grades.
4. Instructors will identify how class attendance may affect final grades.
5. Students are responsible for all lecture material and it is the student's responsibility to obtain lecture notes and handouts from classmates. Lectures will not be repeated.
6. Lectures will contain material not presented in the text and will give detailed explanation of text materials. For full comprehension of the theory and concepts presented in the courses, attendance is critical.
7. Students who claim illness as an excuse for excessive absence can be required to present a physician's statement.
8. Class attendance may reflect the student's attitude toward academic and professional responsibilities. If an instructor or the program director is contacted by a prospective employer for a reference or recommendation, attendance may be considered and discussed.
9. Pregnant students must submit a health authorization to participate in the COLUMBIA STATE COMMUNITY COLLEGE MLT Program by her obstetrician. This record will be kept in the student file.  
If a pregnant student delivers during the semester and wishes to return quickly to MLT classes, she must have a doctor's written authorization to do so. The student could Elect to withdraw with a "W" and re-enter the program when they return.

### **Laboratory Activities**

1. All general attendance policies apply to lecture periods that include any lab activity.
2. For a lab report to be accepted for a grade, the student must have attended the appropriate class period including the lab activity.
3. Due to the nature of the MLT Program and its course, missed lab activities cannot be made up.

4. Laboratory activities are an important part of the MLT Program. Students will learn skills required for their clinical practicum as well as for professional employment. Every possible effort should be made to participate in all lab activities.
5. The individual instructors will make the decisions as to whether to accept late lab reports, assignments, etc., and the extent of penalties for late work.
6. Students must do their own work in answering lab questions in each exercise.

### **Quizzes**

1. Quizzes may be given throughout the semester over lecture material or laboratory activities to encourage students to keep up with coursework and to monitor student progress.
2. Quizzes may be announced or unannounced, as determined by the instructor.
3. Missed quizzes cannot be made up.

### **Exams (Lecture, lab, practical)**

1. Attendance for major exams is mandatory.
2. Make up exams will be given only at the discretion of the instructor.
3. Make up exams may/may not be the same as the regularly scheduled exam.
4. Practical exams cannot be made up.
5. Exams are to be taken when scheduled in class, not before or after class meets.  
Missing the exam at the designated time constitutes a make-up exam.

### Inclement Weather Policy

In case of inclement weather, please check the [Columbia State website](#), your email or call the Columbia State closing line at 931-540-2515. Follow instructions given for late openings and how this may affect class times. Students are individually responsible for decisions regarding travel safety. Students may also opt-in for text and/or phone notification related to campus closure and/or emergencies.

### Student Health Status Policy

COLUMBIA STATE COMMUNITY COLLEGE MLT students with health conditions and/or chronic disease, pregnancy, disability, communicable disease, or temporary illness or injuries should inform the Program Director as soon as possible. Each student's health problem will be considered individually to determine if the student may continue in the program and at what level. Reasonable accommodations will be made by COLUMBIA STATE COMMUNITY COLLEGE to assist students with documented disabilities. Health status of students may affect decisions involving clinical practicum. Students recovering from communicable diseases may be requested to submit a physician's release before returning to the clinical practicum or MLT class.

In the event of student contracting a communicable disease (ex.: chicken pox, rubella, etc.), the Program Director and clinical site must be informed as soon as possible, and the student should cooperate with any necessary infection control procedures or investigations conducted by the clinical site. Students will be prohibited from attending clinical sites until released by their physician and considered no longer contagious.

After admission into the program, each student must submit a Routine Physical Examination form completed by a physician and show proof of immunizations and tests required by clinical facilities.

The first two of a series of three Hepatitis B Virus immunizations must be completed by the beginning of Summer Semester of the first year in the program or a waiver form may be signed.

A two-step Mantoux TB skin test must be completed in the summer semester of the program and/or within six months of beginning clinical practicum. If the TB skin test results are positive, the student will be required to have a chest x-ray or QuantiFERON Gold blood test, cultures, and possibly treatment before being allowed to enter the clinical sites.

Many clinical sites require copies of physical exams, immunization records, x-ray results, and test results per infection control policies. **Written permission will be required from the student to release this information, following HIPAA guidelines.**

Physical examination forms, immunization and test forms, Hepatitis B virus immunization waiver form, and Release of Medical Information forms follow.

**AMERICANS WITH DISABILITIES ACT:**

In compliance with the Americans with Disabilities Act, students are encouraged to register with the counseling/disability services office for possible assistance with accommodations. It is the student's responsibility to voluntarily and confidentially provide appropriate documentation regarding the nature and extent of a disability. Students requesting special accommodation are (strongly) encouraged to contact the counseling/disability services office at the beginning of the semester.



## Student Health and Safety Policies

The Safety of each student is valued in the COLUMBIA STATE COMMUNITY COLLEGE MLT Program. For this reason, we have instituted safety regulations that must be upheld while in the classroom/lab.

See <https://www.columbiastate.edu/safety> for additional information.

**No eating or drinking is allowed in the classroom, either lecture or lab, at any time. The classroom is considered a biohazardous area. Even though the tables are disinfected before and after each class, the type of specimens tested and used in our classroom have the potential of causing disease. No water or beverage bottles will be allowed in the MLT classroom or laboratory.**

During labs, students will wear the assigned personal protective equipment (PPE) provided by COLUMBIA STATE COMMUNITY COLLEGE per OSHA guidelines. This includes a barrier proof lab coat that is buttoned, non-latex gloves, and a protective face shield when working with blood or potential aerosols in the lab. The instructor will enforce these guidelines in each class. The PPE will be provided by COLUMBIA STATE COMMUNITY COLLEGE.

Biohazardous containers are used in every lab. Special containers (large puncture proof Sharp's containers) are plentiful for broken glass and needles from venipunctures. Large floor biohazardous containers are available in the classroom to put biohazardous waste in. These will be properly sealed and transported by a licensed Biohazardous waste company. A safety shower is located in the adjacent classroom and eyewash stations are available in the MLT classroom.

Students will be thoroughly instructed in handling biohazardous specimens and cleaning of biohazardous and chemical spills in every MLT class.

### **Injuries in the classroom/lab**

Any student who is injured in the classroom must report the injury to the instructor. The instructor will offer first aid to the student, and recommend further medical attention. An Incident Report will be filled out concerning the accident giving the details. The treatment will be stated and signatures of both the instructor/MLT Program Director and the injured student will be required on the form. A copy of the Incident Report will be kept in the student's file at COLUMBIA STATE COMMUNITY COLLEGE health office. One copy will be sent to the College Safety Officer, and a copy will be given to the student.

If the incident involves Emergency Room treatment, the instructor will immediately notify the COLUMBIA STATE COMMUNITY COLLEGE MLT Program Director or, in the absence of the MLT Program Director, a COLUMBIA STATE COMMUNITY COLLEGE staff member, who will call 911 for emergency transport. The expense of the Emergency Room visit will be the student's responsibility as well as the transport by ambulance to the Emergency Room.

## **Health Insurance Requirement**

Each student will be required to show proof of current healthcare coverage before he/she attends the clinical facilities. Students who do not have health care coverage may purchase short-termed policies to cover the time that the student is enrolled. Local insurance companies have such policies. The health coverage requirement has been listed in the Affiliation Agreement, a legal contractual agreement, between the clinical facility and COLUMBIA STATE COMMUNITY COLLEGE. An insurance card is preferred, but a cover letter from the insurance company indicating the policy number, dates of coverage, and type of coverage are also acceptable.

If a student is injured at the clinical site, ***the incident must be immediately reported to the supervisor*** and immediately first aid care and documentation must be filed. The student will be sent to the Emergency Room and/or to the Infection Control Officer for counseling and advisement per hospital regulations. If a student receives a needle stick injury, testing will be performed on the patient from whom the needle stick occurred as well as the student. Immediate and follow up testing is important, and the student is advised to have all intervals of serology testing performed. The cost of all treatment is the responsibility of the injured student.

**COLUMBIA STATE COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNOLOGY PROGRAM**

The Mantoux Skin TB Test is required for participation in the COLUMBIA STATE COMMUNITY COLLEGE MLT Program. The TB test needs to be done within (3) months of students beginning their first clinical practicum. Clinical practicum usually begin the middle of August.

Any Mantoux Skin TB Test completed after May 1st will be accepted for the year of the COLUMBIA STATE COMMUNITY COLLEGE MLT Program.

Name of Student \_\_\_\_\_

The student received the Mantoux TB skin test. (A two-step test is required unless there is documentation of an earlier repeated one step Mantoux.)

First Date Given: \_\_\_\_\_ Second Date Given: \_\_\_\_\_

Dates of Earlier Two - Step Mantoux: \_\_\_\_\_

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**MANTOUX TB TEST RESULTS**

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**Physicians or Nurse's Signature/ Date**

The student received a chest x-ray as a result of a positive Mantoux TB skin test

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**CHEST X-RAY RESULTS**

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**Physician's or Nurse's Signature Date**

\*Form for those who already have had a TB skin test and work in the medical field.



## **Credentialing Exam Study Guides Available:**

Columbia State Community College has purchased the following review guides for the students' certification preparation. These guides are issued to the students at no charge. Failure to return the guides following completion of the credential exam(s) will result in a hold placed on the student's account which effects the ability of students to access Records or Official Transcripts. Students sign an agreement form regarding return of study guides and understanding of the consequences for not returning the materials per the agreement.

ASCP Certification Preparation  
BOC Study Guide  
*Clinical Laboratory Certification Examinations, 7 th Edition*  
ISBN 9780891896845

*Medical Laboratory Science Review, Fifth Edition, Robert R. Harr*  
ISBN 978-0-8036-6827-0

## **Library**

The John W. Finney Memorial Library provides access to the books, journals, newspapers, electronic resources, and other materials that support the curriculum and fulfill the information and research needs of the students, faculty, and staff of the College. The library provides access to a range of information resources appropriate to the curriculum and other aspects of the College's mission, offers appropriate reference and instructional services related to the library's materials and networks, and shares information resources reciprocally with other libraries and institutions in the area, state, region, and nation.

The 30207 square-foot Columbia facility, opened in 1972, is named for the late John Wesley Finney, a Columbia resident and member of the State Board of Education, whose leadership was instrumental in establishing a community college for this area. The library just completed a 6.5 million dollars renovation and reopened in late 2021. The mission of recent renovation was to bring resources into the digital age with new sets of computers and technology equipped conference rooms for students and educators.

The library provides seating for 200 students on two floors. In addition to a microform reading room and a special collections room, the first floor of the library has a reference collection, a current periodical reading area, an audiovisual lab, and a computer lab for accessing electronic information. The second floor has a conference room, a library-instruction room and computer lab, and stacks for the library's circulating book collection.

The library print collection has some 70,000 volumes, with strong holdings in history, literature, the social sciences, nursing, and allied health technology. Over 300 periodical titles are received including scholarly journals, general interest magazines, and local, state, and national newspapers. The library also subscribes to over 40 research databases. This includes a Health Care data base accessible to the Medical Laboratory students.

The library offers individualized research assistance, as well as instructional classes and orientations. Through the interlibrary loan service, books and other materials may be obtained from other libraries.

During fall and spring semesters, library hours are 8:00 a.m. to 9:00 p.m., Monday through Thursday; 8:00 a.m. to 4:00 p.m., on Friday. Check postings for Saturday hours, summer hours, and holiday closings.

In addition to the main library on the Columbia campus, libraries are also maintained at Clifton, Lawrence County, Lewisburg, and Williamson County. These locations have basic reference collections, a browsing collection of journals and newspapers, and computer access to electronic databases. Hours at these locations may vary; check with extended campuses individually for hours of operation.

Specific Periodicals online students must access while in the MLT program:

College of American Pathologists- [www.cap.org](http://www.cap.org)

American Society of Clinical Pathologists- [www.ascp.org](http://www.ascp.org)

Medical Laboratory Observer- [www.mlo-online.com](http://www.mlo-online.com)

American Society for Clinical Laboratory Science- [www.ascls.org](http://www.ascls.org)

American Medical Technologists- [www.americanmedtech.org](http://www.americanmedtech.org)

## **RULES & REGULATIONS OF COLUMBIA STATE COMMUNITY COLLEGE FACILITY**

### Parking

Columbia State has implemented institutional Traffic and Parking Policies which govern traffic and parking on all of the campuses. The purpose of these policies is to facilitate the orderly and efficient flow of traffic, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide order with regard to parking within limited space. Institutional policies are published annually through signage, the Student Handbook, and on the Columbia State website.

### Cellular Phone Usage

Please do not use cell phones in class. Please do not display cell phones in class. Please do not text or use your cell phone in any manner in class.

### Copies

Student photocopying is available in several COLUMBIA STATE COMMUNITY COLLEGE buildings.

### Emergency

Emergency procedures are posted in all facilities at all Columbia State locations. During emergency situations, students are expected to stay calm, listen for instructions, and follow the designated procedures. For a complete listing of policies related to this area, please refer to the website at <http://www.columbiastate.edu/emergency> or contact the Student Services office (931) 540-2570.

### Computer Access

The Information Technology office at Columbia State supports computing and information technology resources across all campuses. Information Technology resources include hardware, software, user accounts, electronic mail, local and wide area networks, connectivity among all campus sites, and access to the Internet. Information Technology (IT) also provides a help desk service during normal class hours from 7:45 a.m. until 4:15 p.m., Monday through Friday. The Helpdesk is located in the basement of the Finney Memorial Library, on the Columbia campus. The IT office administrates the functions of the general-purpose computing labs, as well as the Lab Monitor program. For more information on the Helpdesk, the general-purpose computer labs, or the Lab Monitor program, call the Helpdesk at (931) 540- 2650, or email [helpdesk@columbiastate.edu](mailto:helpdesk@columbiastate.edu). You may also find information on IT and locations of the computer labs at [www.columbiastate.edu](http://www.columbiastate.edu)

Students have access to printers in numerous locations at each Columbia State campus. Students are encouraged to be responsible in printing; print in black & white and/or front/back when possible; and attempt to print handouts in multiple-slide per page formats.

### COLUMBIA STATE COMMUNITY COLLEGE MLT Area Access

Entry of COLUMBIA STATE COMMUNITY COLLEGE MLT students to the Lab/Classroom will be limited to the time immediately preceding scheduled class periods.

Please be respectful to other COLUMBIA STATE COMMUNITY COLLEGE programs and staff by controlling noise within the building, particularly in the hallway during breaks.

Entry to the MLT Prep/Storage & Hazard Rooms is prohibited for students unless an instructor is present. The Prep/Storage Room also serves as an office/work area for part - time faculty. The Hazard Room contains flammable chemicals and bio-hazardous waste.

The doors to the MLT Lab/Classroom, Prep/Storage Room, and Hazard Room will be locked when not in use.

Student access to the Program Director's office may occur only when the Program Director is present. Office hours will be posted.

### MLT Lab/Classroom Regulations

When in any of the MLT rooms, general safety and universal precautions must be followed.

**Eating and drinking are strictly prohibited in the MLT Lab/Classroom** because of the nature of the biological hazards present and the need to realize and practice the professional habits and precautions required in the clinical laboratories of hospitals. Other COLUMBIA STATE COMMUNITY COLLEGE programs may have different regulations concerning food and beverages.

### Venipuncture by COLUMBIA STATE COMMUNITY COLLEGE MLT Students

Venipunctures may be practiced using either artificial arms and volunteer classmates in the classroom/campus lab under supervision. Technique will be practiced and perfected. Students will practice venipunctures under the supervision of a clinical site instructor when at clinicals. (See liability release form, pg. 70.)



CONFIDENTIALITY AGREEMENT  
MEDICAL LABORATORY TECHNOLOGY PROGRAM

During the course of the clinical practicum or laboratory activities in Medical Laboratory Technology courses, any information obtained through working with laboratory tests and/or activities, is by law, confidential. Any information obtained during the clinical practicum or MLT course laboratory activities which pertains to patients, physicians, employees, hospital matters, or fellow MLT students is also considered confidential per HIPAA regulations. Any disclosures of such information to unauthorized individuals will result in immediate dismissal from the MLT program.

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

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

Date \_\_\_\_\_

### Training for Safety & Blood Borne Pathogen Standards

COLUMBIA STATE COMMUNITY COLLEGE MLT students receive training concerning OSHA's Blood Borne Standards and basic laboratory safety in each of their MLT courses.

Clinical sites training students should also educate students about their specific protective practices and procedures.

In the past, the DVD, "OSHA's Blood Borne Pathogen Standard", has been shown to COLUMBIA STATE COMMUNITY COLLEGE MLT students along with training, and an opportunity to question the instructor. Students are requested to sign a verification form that will be kept in their student file and may be made available to clinical sites if requested.

Media Lab CE courses may be assigned to cover these same topics. These courses cover a wide range of safety topics that the student must complete as part of their safety training. Topics that may be assigned but not limit to are:

- OSHA Bloodborne Pathogens
- HIPAA Privacy and Security Rules
- Medicare Compliance for Clinical Laboratories
- OSHA Electrical Safety
- OSHA Hazard Communication and Chemical Hygiene
- Ethics and Code of Conduct in Healthcare.

Students are required to review and sign "Laboratory Safety Procedures." Originals are kept in student files at COLUMBIA STATE COMMUNITY COLLEGE.

### HIPAA Training and Compliancy

All COLUMBIA STATE COMMUNITY COLLEGE MLT students will receive HIPAA training in the Introduction to the Clinical Laboratory class.

Columbia State Community College  
Medical Laboratory Technology Program

**Bloodborne Pathogen Standards Training**

As a student of the COLUMBIA STATE COMMUNITY COLLEGE MLT Program, I verify that I have watched the DVD, "OSHA Bloodborne Pathogens Standard", and or received instruction / training using Media Lab CE Courses on precautions needed to be taken for protection of myself from possible exposure to bloodborne pathogens in MLT coursework and clinical practicum, and had the opportunity to ask the instructor questions about this topic.

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

Date \_\_\_\_\_

This statement may be made available to assigned clinical sites to verify that the student has received Bloodborne Pathogen Standards training before entering the Clinical Site.

## LABORATORY SAFETY PROCEDURES\*

Adherence to laboratory safety procedures not only minimizes the risk of infections in the laboratory, it is also the students' training for minimizing the transmission of nosocomial infections in the future work environments. These procedures should be read to the students at the beginning of each semester and also posted in the laboratory. A student acknowledgement form is on the next page. Both pages may be copied for distribution. Student acknowledgement forms should be collected and saved.

1. Upon entering the laboratory, locate exits, fire extinguisher, fire blanket, chemical shower, eyewash station, first aid kit, broken glass containers, and cleanup materials for spills.
2. Eating, drinking, smoking, storing food, and applying cosmetics are not permitted in the laboratory.
3. Students who are pregnant, taking immunosuppressive drugs, or who have any other medical condition (e.g., diabetes, immunological defect) that might necessitate special precautions in the laboratory must inform the instructor immediately.
4. Long hair, loose clothing, and dangling jewelry should be restrained.
5. Safety glasses should be used in all experiments in which solutions or chemicals are heated over a Bunsen burner. Heat sources should never be left unattended.
6. Work surfaces must be decontaminated using a commercially prepared disinfectant or 10% sodium hypochlorite (household bleach) solution at the beginning and end of every laboratory period. Hot soapy water or disinfectant is recommended for cleanup after laboratories involving dissection of preserved material.
7. To help avoid spills, liquids should be kept away from the edge of lab benches. Any spill of viable material must be decontaminated using a commercially prepared disinfectant or 10% bleach solution.
8. Properly label glassware and slides.
9. Mechanical pipetting devices should be used; mouth pipetting is prohibited.
10. Glassware and plastic ware contaminated by blood and other body fluids must be placed in a disposable autoclave bag for autoclaving or placed directly into 10% bleach solution before reuse or disposal. Disposable materials such as gloves, mouthpieces, swabs, and toothpicks that come into contact with body fluids should be placed in a disposable autoclave bag for autoclaving before disposal.
11. Scientific equipment that has come into contact with live material or body fluids should be cleaned and disinfected.
12. Disposable gloves must be worn for touching blood and other body fluids, mucous membranes, or nonintact skin, and for handling items or surfaces soiled with blood or other body fluids. Gloves must be changed between procedures. Hands should be washed immediately after gloves have been removed. (Note: open cuts and scrapes should be covered by a sterile bandage before donning gloves.)
13. Disposable gloves and safety glasses are recommended for dissection of preserved materials and live animals.
14. To prevent contamination by needle stick injuries, use only disposable needles and lancets. Needles and lancets should not be bent, replaced in sheaths, or removed from syringes following use. The needle or lancet should be placed promptly in a freshly prepared 10% bleach solution, or placed in a puncture-resistant container and decontaminated, preferably by autoclaving.
15. Report all spills or accidents, no matter how minor, to the instructor.
16. In areas in which the need for resuscitation is predictable, mouthpieces, resuscitation bags, or

other ventilation devices with one-way valves should be available.

17. Never work alone in the laboratory.
18. Children are not permitted in the laboratory. Adult guests are allowed only with the permission of the instructor.
19. Wash hands and remove protective clothing before leaving the laboratory.

\*Adapted from:

Biosafety in Microbiological and Biomedical Laboratories 5th Edition Revised December 2009 (most current) <https://www.cdc.gov/biosafety/publications/bmbl5/> (2009)

Bloodborne Pathogens

Standard [https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=standards&p\\_id=10051](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10051)

Laboratory Safety Guidance <https://www.osha.gov/Publications/laboratory/OSHA3404laboratory-safety-guidance.pdf> (2011)

Guidelines for Safe Work Practices in Human and Animal Medical Diagnostic Laboratories <http://www.cdc.gov/mmwr/pdf/other/su6101.pdf> (1/6/2012)

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### Laboratory Safety Acknowledgement Sheet

**I hereby certify that I have read the safety recommendations provided for the laboratory and have located all of the safety equipment listed in paragraph 1 of these procedures.**

\_\_\_\_\_  
**Student's Name**

\_\_\_\_\_  
**Course and Instructor**

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

\_\_\_\_\_  
**Instructor's Name**

COLUMBIA STATE COMMUNITY COLLEGE MLT Needle stick/Splash Exposure Policy/Procedure

In the event of a splash of blood or potentially infectious material to mucous membranes, needle stick or injury with contaminated needles or sharps, the exposed area should immediately be washed with warm water and disinfectant soap.

If the exposed area is in the mouth, rinse your mouth with water or mouthwash.

If the exposure is in the eyes, flush with warm water (or normal saline, if available). Irrigate the area completely with water. An eyewash station is in the COLUMBIA STATE COMMUNITY COLLEGE MLT Lab/Classroom, as well as an eyewash installed in one of the classroom sinks. A safety shower is available for chemical spills on clothing and skin.

Next, immediately report the incident to the instructor.

The student and instructor should complete an incident/exposure report form. It should state how, where, and when the incident occurred. If known, the source of the infectious material should be noted.

Blank forms are kept in the instructor's desk in the COLUMBIA STATE COMMUNITY COLLEGE MLT Lab/Classroom or can be obtained from the Program Director.

One copy of the form should be given to the student, one sent to the Campus Safety Officer, and the original sent to the MLT Program Director.

The MLT Program Director must be notified immediately of an exposure incident and will counsel the student from an advisory standpoint.

The student will be counseled and advised to seek health care from a provider of their own choice for follow up care and testing. Expense of testing and any resulting medical care will be the responsibility of the exposed student.

Columbia State Community College  
Medical Laboratory Technology Program  
Incident/Exposure Form

Student's Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Home campus \_\_\_\_\_

Location of exposure \_\_\_\_\_

Date of exposure \_\_\_\_\_

Explain how the incident occurred. \_\_\_\_\_

What immediate care was given to the student? \_\_\_\_\_

\_\_\_\_\_

—

\_\_\_\_\_

—

\_\_\_\_\_

—

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

Signature of Instructor \_\_\_\_\_ Date \_\_\_\_\_

The student was counseled about recommended testing and follow up by the MLT Program Director.

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of MLT Program Director

## Personal Protective Garments & Equipment for Universal Precautions

To prevent exposure to bloodborne pathogens and other infectious agents, personal protective garments, equipment, etc. will be worn and used by all COLUMBIA STATE COMMUNITY COLLEGE MLT students and staff during all laboratory activities with possible exposure to bloodborne pathogens, body fluids, and infectious agents.

1. Disposable lab coats will be assigned to each student and staff member to be worn over clothing. Names should be written in or on the disposable lab coats. se.
  - \* Disposable lab coats should be reused and stored in the designated location in the COLUMBIA STATE COMMUNITY COLLEGE MLT Lab/Classroom.
  - \* If a spill, splatter, etc. contaminates the lab coat, the lab coat should be discarded as biohazard waste and a new one obtained.
2. Gloves will be worn during all lab procedures and phlebotomy.
  - \* Used gloves should be disposed of as biohazard waste.
  - \* Any cuts, abrasions, etc. should also be covered by adhesive bandages.
3. Facial splash shields will be issued to protect the mucous membranes of the eyes, nose, and mouth.
  - \* Any spray on the splash shield should be decontaminated and cleaned.
  - \* Splash shields should be replaced with new shields when no longer suitable for protection or clear vision. Splash shields should be disposed of as biohazard waste.

Continued use of this equipment and these practices will protect the health and well-being of students and staff. Use of appropriate PPE also develops a consciousness of bloodborne pathogen practices to be used throughout a clinical laboratory career.

## Biohazard Waste Disposal

Biohazard waste produced in the COLUMBIA STATE COMMUNITY COLLEGE MLT class activities are to be handled in compliance with OSHA Blood Borne pathogen standards and disposed of as required by law.

Potentially infectious material should be disposed of into labeled biohazard bags, sealed, and then stored in the designated, labeled storage boxes in the secured area for biohazard waste.

Sharps are to be disposed of into sharps containers which are to be sealed when full and stored in the same designated area.

Biohazard waste is removed from the COLUMBIA STATE COMMUNITY COLLEGE facility by a licensed hauler in accordance with law.



## Clinical Practicum

COLUMBIA STATE COMMUNITY COLLEGE MLT students shall practice phlebotomy in their clinical rotations. The purpose of the clinical practicum is to provide the students with an opportunity to reinforce and apply classroom theory and activities with practical on-the-job experience.

Clinical practicums are usually completed during the fall and spring semester of the cohort and last 8 weeks of fall and 10 weeks in Spring Semesters of the program.

Clinical practicums are back-to-back covering topic areas taught earlier in the semester. Each practicum is a minimum 135 clinical hours except for the Chemistry Practicum which is 180 hours. Students will be present in the clinical sites for day shift training on Monday through Friday for per practicum. The Fall semester of clinical practicum consists of a minimum 270 clinical hours and the Spring semester consist of minimum of 315 hours. Individual affiliates may require students to attend a shift other than day shift to observe or participate in activities not available on day shift.

Students will receive COLUMBIA STATE COMMUNITY COLLEGE MLT Clinical Practicum Manual which explains details of the practicum. Students will attend a clinical practicum orientation session prior to the beginning of Clinical Practicum I.

While attending the clinical sites, students are expected to:

- Follow the COLUMBIA STATE COMMUNITY COLLEGE MLT Program Dress Code
- Follow Hospital Policies
- Follow the MLT Clinical Practicum Manual
- Demonstrate profession conduct
- Follow the ASCP/BOC Guidelines of Ethical Behavior

See Clinical Practicum Manual for additional details.

## COLUMBIA STATE COMMUNITY COLLEGE MLT Professional Dress Code for Clinical Practicum

While attending the clinical sites, the COLUMBIA STATE COMMUNITY COLLEGE MLT students should present a professional appearance by following the general rules of good grooming and the program dress code specified in the COLUMBIA STATE COMMUNITY COLLEGE MLT Clinical Practicum Manual.

Students will be required to dress in hospital lab approved attire (scrubs) and wear their student identification name tag at all times. Personal protective attire (lab coats, gloves, etc.) should be worn as required by blood borne pathogen standards and hospital policy.

## Service Work Performed by COLUMBIA STATE COMMUNITY COLLEGE MLT Students

According to NAACLS Essentials & Guidelines, "students shall not take the responsibility or the place of qualified staff. However, after demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures. Service work by students in clinical setting outside of regular academic hours must be noncompulsory, paid, supervised on site, and subject to employee regulations." Clinical practicum done at a site of employment must be separate from employment hours. Documentation will be required to show that the standard has been met.

## Professional Conduct

Students accepting admission into the COLUMBIA STATE COMMUNITY COLLEGE MLT Program, commit themselves to the generally accepted ethics of the health care field and especially those of the clinical laboratory professional. These are discussed through the program. Students will conduct themselves professionally following the ASCP Board of Certification Guidelines for Ethical Behavior. Unethical conduct by a student is cause for dismissal from the COLUMBIA STATE COMMUNITY COLLEGE MLT Program.

COLUMBIA STATE COMMUNITY COLLEGE MLT students will display professionalism by respecting the confidentiality of patients, fellow students, and clinical site staff. Confidential information learned in the classroom, laboratory, and clinical site must be kept in strictest confidence and not divulged to unauthorized persons.

Any and all occurrences of alleged misconduct or unethical behavior will be investigated by the COLUMBIA STATE COMMUNITY COLLEGE MLT Program Director.

COLUMBIA STATE COMMUNITY COLLEGE MLT students are expected to complete assigned work independently unless instructed differently. Sharing exams, assignments, papers, and involvement in cheating is considered to be unethical behavior.

ASCP & Board of Certification Guidelines for Ethical Behavior

Students of the COLUMBIA STATE COMMUNITY COLLEGE MLT Program should abide by the following guidelines for ethical behavior set forth by the ASCP and Board of Certification Registry. All clinical laboratory professionals certified by the ASCP agree to uphold this pledge:

"Recognizing that my integrity and that of my profession must be pledged to the best possible care of patients based on the reliability of my work, I will:

- \* Treat my patients and colleagues with respect, care, and thoughtfulness.
- \* Perform my duties in an accurate, precise, timely, and responsible manner.
- \* Safeguard patient information as confidential, with the limits of the law.
- \* Prudently use laboratory resources.
- \* Advocate the delivery of quality laboratory services in a cost-effective manner.
- \* Work within the boundaries of laws and regulations and strive to disclose illegal or improper behavior to the appropriate authorities.
- \* Continue to study, apply, and advance medical laboratory knowledge and skills and share such with my colleagues, other members of the healthcare community, and the public.

I agree to abide by the guidelines for ethical behavior as stated above."

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

### Assignment of Clinical Sites

Students will submit a request in order of preference for two sites for clinical practicum. However, clinical site assignments will be made by the MLT Director and/or associated instructors. Every attempt will be made to place a student at one of their chosen sites. There is no guarantee that students will get a clinical site that they desire. Students entering this program must be flexible and willing to travel to available sites. Some students have stayed in the town of the clinical site during their clinical practicum during the week. This is an option. Students who are not willing to attend clinical sites that may require driving up to one hour or more should reconsider signing up for the Clinical Practicum course.

In the unlikely event that there are not enough clinical sites for the number of students in the program, a selection process will take place. Students will be selected for clinical sites by GPA in the event of a shortage of clinical sites. Students with the highest GPA will have first choice and so-forth. Students will be placed in clinical practicums as soon as possible. Students will be notified in writing as to their status.

Students who fall out of sequence with the MLT courses and re-enter the MLT Program will be assigned clinical sites by the Program Director after the current class of students have been placed first.

### **Policies and procedures for Applied Experience**

There is an affiliation agreement between COLUMBIA STATE and each clinical facility. The clinical practicum has within it the expectations of the applied experiences that each MLT student should be expected to learn and experience. It should be noted that at any given time, all facilities will have something that the student will not be able to do or experience. Our goal is to give an overall general experience that leads to basic entry skills for an MLT. With this in mind, if the MLT Program Director and the clinical affiliate agree that there is a lack of necessary skills at a particular clinical site, in a particular discipline, that the student can be moved to another facility to acquire those skills.

## **COLUMBIA STATE COMMUNITY COLLEGE MLT Clinical Affiliates**

Blakely Jones, Interim Lab Director  
Southern TN Regional Health Systems  
1607 S Locust Ave.  
Lawrenceburg, TN 38464  
865-387-1461  
Blakely.Jones@LPNT.net  
Wilson Heather  
Heather.Wilson1@LPNT.net

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Columbia, TN 38401  
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931-380-4024  
Jill Price, Education Coordinator  
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ajprice@mauryregional.com

Patti Walton, Laboratory Director  
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Melinda S. Becker, Asst. Lab Director  
Williamson Health  
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Franklin, TN 37067  
615-435-5800  
mebecker@wmed.org

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Patti.Garton@HCAHealthcare.com

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chris.litle@hcahealthcare.com

Christi King, Lab Director  
TriStar Summit Medical Center  
5655 Frist Blvd.  
Hermitage, TN 37076  
615-316-3865  
Cell 615-489-6438  
Christi.King@HCAHealthcare.com

### MLT Entry Level Competencies

Upon graduation from the COLUMBIA STATE COMMUNITY COLLEGE MLT Program and initial employment, the medical laboratory technician should be able to demonstrate entry level competencies as listed in the NAACLS Essentials and Guidelines of Accredited Educational Programs for the Medical Laboratory Technician in the following areas of professional practice.

Medical laboratory technicians should be proficient in:

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

### Transcript Request

Graduates of the COLUMBIA STATE COMMUNITY COLLEGE MLT Program will be required to request and authorize an official transcript to be sent from their college to the ASCP/Board of Registry. This transcript should indicate that degree requirements have been satisfied and show the awarding of the Associate Degree in Applied Science in Medical Laboratory Technology.

The COLUMBIA STATE COMMUNITY COLLEGE MLT Program Director may also request transcripts for advisement purposes, ASCP-BOR verification of degree completion, and to satisfy NAACLS accreditation essentials.

## Certification of Medical Laboratory Technicians

Graduates of the COLUMBIA STATE COMMUNITY COLLEGE MLT Program will be eligible to test for certification as clinical laboratory professionals by several different national certifying agencies. Once students have completed their Associate of Applied Science in Medical Laboratory Technology and completed graduation requirements, they may contact the following agencies about eligibility for certification testing:

1. American Association of Bioanalysts (AAB)  
906 Olive Street, Suite 1200  
St. Louis, Missouri 63101-1448  
314-241-1445  
[www.aab.org](http://www.aab.org)
  
2. American Medical Technologists (AMT)  
10700 Higgins Road, Suite 150  
Rosemont, Illinois 60018  
847-823-5169  
[www.americanmedtech.org](http://www.americanmedtech.org)
  
3. American Society for Clinical Pathology (ASCP)  
Board of Certification  
33 West Monroe St, Suite 1600  
Chicago, Illinois 60603  
312-541-4999  
[www.ascp.org](http://www.ascp.org)

COLUMBIA STATE COMMUNITY COLLEGE MLT Program graduates must have completed all degree requirements for the Associate of Applied Science in Medical Laboratory Technology in order to be eligible to qualify for taking certification examinations. For current cost of certification exams, please visit the web sites posted above. **Graduating from the COLUMBIA STATE COMMUNITY COLLEGE MLT Program is NOT contingent upon passing a certification exam.**

In the spring semester, the MLT Program Director will provide students with the information concerning application for certification examinations.



Student Information - Release of Information Form

Many times, the Medical Laboratory Technology Program Director and faculty are asked to be used as references, providing academic information to potential student employers.

Students/graduates may list the Medical Laboratory Technology Program Director as a reference on any job application. Additionally, employers and recruiters periodically make known jobs that are vacant. Although the Program Director does not provide job placement services for students or graduates he would like to assist in this way in any way possible. The Program Director may wish to provide current MLT Program student names or past student graduate names who the inquirer may want to contact for future employment. However, without the appropriate consent he will be unable to do so. The following consent form is to be filled out and signed by those students who are interested in having academic information released on themselves.

**Columbia State Community College  
Medical Laboratory Technology Program**

**Authorization for Release of Information**

I, \_\_\_\_\_, hereby authorize the Director and Faculty of the COLUMBIA STATE COMMUNITY COLLEGE MLT Program to release information regarding my student performance in the COLUMBIA STATE COMMUNITY COLLEGE MLT Program to those parties that are interested in employing the said named above. COLUMBIA STATE COMMUNITY COLLEGE is hereby released from all liability that may arise from the release of the information requested.

This authorization may be revoked, but not retroactive to the release of information made in good faith.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**Authorization to Release Medical Information on Students  
Requested by Clinical Affiliates**

As a student in the COLUMBIA STATE COMMUNITY COLLEGE Medical Laboratory Technology Program, I hereby authorize the Columbia State personnel to release medical information about myself requested by the clinical site affiliate concerning required immunizations, immune status testing, TB skin test results, and my student physical examination. I understand that this information will be used strictly for clinical site access requirements and will be held as confidential information.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Student Records

### **FERPA: Confidentiality of Student Records**

Columbia State Community College complies with the Family Educational Rights and Privacy Act (FERPA), which is designed to protect the confidentiality of personally identifiable educational records of students. Student rights are as follows:

1. The right to inspect and review his/her educational records within 45 days of the day the College receives a request for access. Students should submit to the Director of Records, the dean, head of the academic department, or other appropriate official, written requests that indicate the record(s) they wish to inspect. The College official—the Director of Records, Dean, department head, or other appropriate professional—will notify the student of the time and place the record(s) they wish to inspect will be available for review.
2. The right to request an amendment of his/her educational records that the student believes is inaccurate or misleading. Students should write the appropriate College official who is responsible for the record and clearly identify the part of the record that they desire changed, and explain why the current reading is inaccurate or misleading. The adjudicating official will notify the student of the College's decision. If the College does not elect to amend the record as requested, the communication will advise the student of his/her right to a hearing regarding the request for amendment. Information regarding hearing procedures will also be included. After the hearing, if the College still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
3. The right to consent to disclosures of personally identifiable information contained in his/her educational records, except to the extent that FERPA authorizes disclosure without consent. Under the provisions of FERPA, the College may disclose directory information to any person requesting it without the consent of the student. Directory information may include the student's name, address, telephone number, date and place of birth, enrollment status (full-time or part-time, or withdrawn), major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational institution attended. Examples of such disclosures include, but are not limited to, play-production programs, honors recognition lists, graduation programs, and athletic activity sheets and programs.
4. The right to file a complaint with the U.S Department of Education concerning alleged failures by Columbia State to comply with the requirements of FERPA. The name and address of the office that oversees FERPA may be obtained from the Director of Records.

Students may request that "Directory Information" be withheld from anyone except Columbia State school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Columbia State Foundation; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

In most instances, the College will require written permission from the eligible student in order to release any information from the student's education record. FERPA allows for disclosure of records, without consent, to the following parties or under the following conditions:

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies, and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Students wishing to refuse disclosure must submit a request for Non-Release of Directory Information to the Records office (Jones Student Center 101), after registering for classes. This request will remain in effect until the student signs a form to cancel the request.

### Student Privacy Act

The MLT Program Director will not release addresses or phone numbers to clinical affiliates or other sources unless the student gives permission either in written form and/or verbal. Student information concerning physicals, immunizations, counseling, discipline, etc. is confidential and will not be released to any unauthorized entity unless given permission by the student either in written form and/or verbal.

### Graduation Requirements - Associate of Applied Science:

The student must complete the following:

- Earning 25% of total program credits in residence at Columbia State.
- GPA of at least 2.0 in program courses.
- Cumulative GPA must be at least 2.0 or higher
- Take an exit exam

### Transfer Options

The Medical Laboratory Technology associate of applied science degree is designed for career-entry. However, some universities may accept some or all of the course work for transfer. Transfer credit is awarded at the discretion of the receiving institution. Students are advised to inquire directly with advisors at the university level regarding expectations for transfer.

## Student Grievance & Appeal Procedures

### **Academic Grievances**

An academic grievance is a difference of opinion or dispute between a student and a faculty member about learning activities as they affect the student. This may include grading, instructional procedures, attendance, instructional quality, and situations where the student believes he/she is being treated unfairly.

### **Non-Academic Grievances**

A nonacademic grievance is a difference of opinion or dispute between a student and instructor, administrator, staff member, or another Columbia State Community College student pertaining to the interpretation and/or application of the policies of the College and the Tennessee Board of Regents. In addition to the interpretation and application of policies and procedures, nonacademic grievances shall include all grievances except those pertaining to instruction and classroom management. They may pertain to student governance issues, student activities, arbitrary and capricious management decisions or other concerns that students might present for redress.

Students who wish to file a program-related academic grievance should first discuss the matter with the instructor of the course within 7 working days of notification of the grade. (If the matter is related to a clinical course, the student should first discuss the matter with the clinical instructor and/or clinical coordinator). If the matter is not resolved by this/these discussion(s), the student should discuss the matter with the program director. The program director will attempt to resolve the grade conflict within 5 working days. If the student is not satisfied, the student should bring the complaint, in writing, to the dean of health sciences within 5 working days. The dean of health sciences will review the case and notify the student of a decision within 5 working days. If the student is still not satisfied; the student may appeal in writing within 5 working days to the Executive Vice President/Provost. The Executive Vice President/Provost will investigate and notify the student in writing of the outcome of the appeal. If the vice-presidential level of appeal does not prove satisfactory to the student, the student may seek review under the College's formal procedures as outlined in the Columbia State Student Handbook. The entire informal procedure should take no longer than 30 working days.

Student grievances in the COLUMBIA STATE COMMUNITY COLLEGE MLT Program will be taken seriously, treated with respect, and be in complete confidence.

The College provides a formal process through which students can appeal the application of certain College and program rules and regulations and the assignment of final grades. Refer to the institutional student handbook (located in the back of the College catalog) for information regarding the formal grade appeal process. The College catalog and student handbook may be accessed through the Columbia State home page at <http://www.columbiastate.edu>. In all cases, it is the intent of the College and the program to assure the fair and equitable treatment of students.

COLUMBIA STATE COMMUNITY COLLEGE MLT Program's Student Agreement

**After reviewing the contents of the COLUMBIA STATE COMMUNITY COLLEGE MLT Student Handbook, this page should be removed by the student, signed, and given to the COLUMBIA STATE COMMUNITY COLLEGE MLT Program Director on the first classroom meeting of the MLT Introduction to the Clinical Laboratory course.**

I have read the contents of the COLUMBIA STATE COMMUNITY COLLEGE MLT Program Student Handbook. I understand the requirements I must meet, the competencies I am to attain, and the obligations I have to myself, the COLUMBIA STATE COMMUNITY COLLEGE MLT Program, the college, and any clinical sites where I may be assigned.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## MLT Behavior Checklist (Classroom and Clinical Behavior)

Initial each of the following:

- \_\_\_\_\_ Follow instructions by academic and clinical instructors
- \_\_\_\_\_ Speak kindly to academic and clinical instructors
- \_\_\_\_\_ Speak kindly and patiently to patients
- \_\_\_\_\_ Refrain from using foul language at all times
- \_\_\_\_\_ Take responsibility for my own actions
- \_\_\_\_\_ Always being on time and present for class and practicum
- \_\_\_\_\_ Keep my comments and thoughts to myself
- \_\_\_\_\_ Refrain from causing strife and/or discord among the class and clinical sites
- \_\_\_\_\_ Refrain from personal comments and sharing personal problems
- \_\_\_\_\_ Refrain from discussing COLUMBIA STATE MLT Policies
- \_\_\_\_\_ Refrain from using my cell phone in the classroom and at the clinical site
- \_\_\_\_\_ Observe all safety protocol
- \_\_\_\_\_ Follow a dress code that is appropriate with a professional in the field
- \_\_\_\_\_ Follow appropriate grooming habits with a professional in the field
- \_\_\_\_\_ Follow ASCP/BOC guidelines of Ethical Behavior
- \_\_\_\_\_ Perform duties as assigned in the classroom and clinical site in a professional manner
- \_\_\_\_\_ Refrain from arguing with any instructor, colleague, classmate, or patient
- \_\_\_\_\_ Do not gossip or share any information as in keeping with professional standards
- \_\_\_\_\_ Accept criticism with the spirit it is given
- \_\_\_\_\_ Disrupting the classroom or clinical setting
- \_\_\_\_\_ Discussing academic or clinical policies inappropriately

I have read the following and understand the obligation to exhibit appropriate and professional behavior both in the classroom and the clinical site. I further understand and acknowledge that I may be dismissed from the program if I do not abide by the behaviors listed here and any other that may apply to appropriate professional conduct.

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

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

## MLT Absence/Tardy Checklist

Initial the following:

- \_\_\_\_\_ I understand that a maximum of 2 absences in a regular course (16 week) results in a grade being lowered and/or potential dismissal from the program
- \_\_\_\_\_ I understand that 1 absence in a short course (less than 16 week) can result in the grade being lowered and/or potential dismissal from the program
- \_\_\_\_\_ I understand that with each successive absence my grade gets lowered and dismissal from the program may be imminent
- \_\_\_\_\_ I understand that being tardy twice in a regular class may lower my grade as well as result in dismissal from the program
- \_\_\_\_\_ I understand that 1 tardy in a short course may result in my grade being lowered as well as result in dismissal from the program
- \_\_\_\_\_ I understand that any missed test due to an absence or tardy may be made up at the discretion of the instructor one time. Any second missed test may not be made up and results in a "0" for that test.

I have read the above rules and understand the absence and tardy policy.

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

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



## Clinical Site Grading Checklist

Please initial

- \_\_\_\_\_ I understand the grading scale at clinicals
- \_\_\_\_\_ I understand the grading scale is for both clinical and professional work
- \_\_\_\_\_ I understand I must average a “C” average to stay in clinicals
- \_\_\_\_\_ I understand that an average of a “D” is cause for dismissal from the program
- \_\_\_\_\_ I understand that if I am given an alternative site due to a conflict that if I do not perform better at this site that this is cause for dismissal
- \_\_\_\_\_ I understand that if I am absent or late to a clinical site twice that I may be dismissed

Grading Scale:

- A Exceeds. Excellent in performance. Demonstrates excellent skills and knowledge. Performs tasks with little explanation and can if allowed run the bench with minimal supervision
- B Good. Demonstrates above average skill with above average skills and knowledge. Can perform most tasks with minimal explanation and requires some supervision at the bench.
- C Average. Has ample skills and knowledge but has to have assistance in work performed as well as needs supervision at the bench.
- D Poor. Does not possess adequate skills or knowledge and cannot be left unsupervised. Can perform minimum tasks.
- F Failing. Possesses very little skill or knowledge that is inadequate to operate as a tech in any capacity. Cannot be left alone and should not be allowed to work as a tech.

NA = Not applicable. Test or work skill not needed/done at this facility.

I have read and understand the grading policy and what is expected of me as a working/student tech.

Print Name: \_\_\_\_\_

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

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

## Essential Skills and Knowledge Policy

It is imperative that the MLT student master both “Technical Standards” and “Academic Knowledge” as it pertains to Medical Laboratory work.

Part of this policy is mandated by NAACLS; the National Accrediting Agency for Clinical Laboratory Science in the “Essential Functions Acknowledgment Statement.”

The Academic Knowledge is mandated as an obligation to our future patients and our future employers.

In response COLUMBIA STATE MLT will set forth the following guidelines to successfully graduate from the program:

1. You must successfully pass the lecture part of each individual course in the MLT program:
2. You must successfully pass the laboratory part of each individual course in the MLT program:
3. You must successfully pass a checklist of essential skills that pertain specifically to the mandates set forth by the “Essential Functions Acknowledgement Statement:” These pertain specifically to Visual Observations, Motor Function, and Communication Skills:
4. You must successfully pass the “Professional Skills Checklist” both in the Classroom setting as well as the clinical setting:
5. You must successfully pass the “Clinical Practicum” Technically, Academically, as well as professionally:

Failure to perform to the required standards above in any area can result in dismissal from the program.

I understand this and will abide the policy as prescribed by the COLUMBIA STATE MLT program.

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

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

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



**Health Information Checklist for  
New Admissions** columbiastate.edu  
Phone: (931) 540-2849 Fax: (931) 560-4103  
healthrecords@columbiastate.edu

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Students entering Medical Laboratory Technician Program at Columbia State must submit evidence of good health, a background check and a 10-panel urine drug screen with additional urine alcohol. Be aware of your timeframes so that you get all requirements completed on time. Keep up with your healthcare paperwork as you will upload the documents in MyRecordTracker. Information on accessing MyRecordTracker will be sent to you via your Columbia State email.

Please use this form as a tool to stay on track with your healthcare information required for clinical rotation attendance.

- A. Complete Physical form \_\_\_\_\_
- B. TB Skin Test (2-step)  
(2<sup>nd</sup> part to be 1-3 weeks after initial TB skin test is placed) \_\_\_\_\_
- C. Chest X-ray (if TB skin test positive) (Required of ALL Respiratory Care students) \_\_\_\_\_
- D. (MMR) Rubeola, Mumps, Rubella, (IGG) Titer (Lab Reports are Required) \_\_\_\_\_
- E. Varicella Zoster (IGG) Titer (Lab Reports are Required) \_\_\_\_\_
- F. Tetanus/Diphtheria/Pertussis (Tdap) Booster (Must be within 10 years) \_\_\_\_\_
- G. Hepatitis B Series  
(Series of 3 immunizations over several months) \_\_\_\_\_
- H. Hepatitis B Titer \_\_\_\_\_
- I. Current BLS Card (front and back  
signed copy of CPR card)  
Must include "in-person", "on-site" two person CPR. 100% online courses do not meet requirement! \_\_\_\_\_
- J. Proof of Current Health Insurance  
(Front & Back copy of insurance card) \_\_\_\_\_
- K. Background Check and 10-panel Urine drug screen with urine alcohol  
*(You will be provided with documentation needed to  
complete this requirement along with the timeframe in  
which the CBC and DS is to be processed.)* \_\_\_\_\_
- L. Seasonal Influenza Immunization *(Becomes available in August or September;  
Documentation must be submitted by September 24th)* \_\_\_\_\_
- M. Documentation of any other immunizations (or affiliate approve exemption request, if applicable) required as  
a condition of clinical partner access.

Tennessee Medical Laboratory Board Acknowledgement

Please go to the following website:

<https://www.tn.gov/health/article/medlab-about>

You should note on the Medical Laboratory Board's webpage the Medical Laboratory Medical Act, and additional policies and procedures related to certification, licensure of individuals, and schools.

\_\_\_\_\_ I have read the Medical Laboratory Policies and Procedures

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

For additional information, write or call:

Medical Laboratory Board

665 Mainstream Drive, 2<sup>nd</sup> Floor

Nashville, TN 37243

615-532-5128

## MLT Selection Process

### Selection Process:

Only students who have completed applications will be considered for entry into the Medical Laboratory Program. All science prerequisite courses must be completed upon admission into the program. Once all admission documents have been received, applicants will be selected on total points for the following criteria:

ACT Scores: <19	0 points
19-21	1 points
22-25	2 points
>26	3 points
No ACT Score	0 points

### Overall HS

College GPA: less than 2.5	0 point
2.5-2.7	1 points
2.7-3.0	2 points
3.1-3.4	3 points
> 3.5	4 points

### Grades for coursework in the following:

A& P I	A= 4 points
A& P II	B= 3points
Microbiology	C= 2 points
Introduction to Med Lab	

### Work Experience in the Medical Field

Two points for each year worked up to a maximum of 10 points. A year is considered 1500 hours of work. Part-time and volunteer will be considered on a Pro-rated scale. (Must provide documentation)

### If you already possess a degree:

Associates Degree	2 points
Bachelor's Degree	4 points
Master's and above	6 points

HEREBY ASSUME FULL RESPONSIBILITY FOR RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE that I experience while a student in the Columbia State Community College Medical Laboratory Technology Program and participating in activities contemplated by this RELEASE, caused by the negligence of the Columbia State Community College, its officers, agents, servants, employees, assigns, or successors or students of the Columbia State Community College Medical Laboratory Technology Program;

HEREBY REPRESENT that I am physically able, with or without accommodations, to participate in the above referenced activities;

HAVE READ AND VOLUNTARILY SIGN THE RELEASE AND WAIVER OF LIABILITY, and further agree that no oral representations, statements of inducement apart from the foregoing written agreement have been made.

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

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

Witness to Student Signature: \_\_\_\_\_

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

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