



ASSOCIATE OF APPLIED SCIENCE IN MEDICAL LABORATORY TECHNOLOGY

**STUDENT ORIENTATION HANDBOOK for
COHORT 2027 - 2028**

**CGTC MLT Program
80 Cohen Walker Drive
Warner Robins, GA 31088**

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Policies and Procedures for Clinical Education 2027 - 2028

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Congratulations on your acceptance into the Medical Laboratory Technology program at Central Georgia Technical College! We are delighted you've chosen to become a laboratory health professional and look forward to assisting you towards a new career. According to the American Society for Clinical Laboratory Science, employment of medical laboratory technicians and scientists will increase by 16% through the year 2026. Among health-related professions, it ranks #3. Currently, there is a shortage in many parts of the country, guaranteeing employment and higher salaries for graduates.

Medical laboratory professionals are a vital resource to physicians and other medical staff assisting in diagnosing, monitoring, and/or prevention of many diseases and conditions. Data obtained by laboratory professionals aid in the detection of cancer, heart attacks, diabetes, bacteria and viruses that could potentially be life threatening if left untreated. Each clinical lab area contributes significantly to the patient's health outcome. As you matriculate through the program and enter your career as a clinical laboratory professional, remember that your contributions to the field of science really make a difference.

The medical laboratory technology faculty welcomes you and wish you continued success. If you have any questions regarding our program, please contact any medical laboratory advisor or faculty.

Sincerely,

Andrea L Selby

Andrea Selby, MMLS, MLS(ASCP)

Program Director

College Accreditation

Central Georgia Technical College (CGTC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and technical certificates of credit. Accreditation processes are coordinated by the Vice President for Institutional Effectiveness who may be reached by calling (478) 757-3424. The Commission on Colleges is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. Contact for the Commission on Colleges can be made to 1866 Southern Lane, Decatur, GA 30033-4097, or by calling 404-679-4500 for questions about the accreditation of CGTC.

Program Accreditation

The Medical Laboratory Technology Program at Central Georgia Technical College is accredited by National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119. Telephone: 773-714-8880, Website: <http://www.naaccls.org>, Email: info@naaccls.org. If you need to contact the program directly, please call 478-218-3809 or email aselby@centralgatech.edu [Most Recent Accreditation: April 26, 2018; Next Visit Spring 2028].

FACULTY CONTACT INFORMATION

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HEALTH SCIENCE COMMON POLICIES AND PROCEDURES FOR CLINICAL EDUCATION

Student Drug/Background Procedures

Healthcare Professionals and students are held in high regard because of the inherent responsibilities assumed by their role with patients, and the trust the public places on their profession to do no harm.

For this reason, Central Georgia Technical College Health Science Department is committed to maintaining a drug-free workplace and academic environment in compliance with the Federal Drug Free Workplace Act of 1988 and in accordance with the policies and procedures of The Technical College System of Georgia.

For health and safety concerns and policies of our clinical partner affiliates, criminal background checks and drug screening are a mandatory requirement for every student who enters Health Science Programs at Central Georgia Technical College.

CGTC Clinical partner affiliates have the right to refuse to let a student participate in clinical based on the results of the background check and/or the urine drug screen

The following is a list of offenses for which an arrest, charge, or conviction could prevent a student from placement in a healthcare facility: (List is not all inclusive)

- Murder or Felony Murder
- Attempted Murder
- Rape
- Armed Robbery or Robbery
- Aggravated Assault
- Aggravated Battery
- Crimes against children
- DUI
- Theft by taking (O.C.G.A. § 16-8-2), by deception (O.C.G.A. §16-8-3) or by conversion (O.C.G.A. § 16-8-4);
- Forgery (in the first or second degree);
- Violations of Chapter 13 of Title 16 of the Official Code of Georgia
- Annotated relating to controlled substances; and
- Any other offense committed outside of the State of Georgia that would have been considered one of the above crimes if committed in Georgia.

For the **foregoing reasons**, health professions students will be cleared for clinical courses prior to the start of the program or in some programs, prior to the start of the first clinical course. If a student receives a violation of criminal activity during the course of the program, the faculty may request an updated background check.

Students will be cleared according to the following:

1. Through a third, party vendor that provides investigation services concentrated on healthcare background screening.
2. Most clinical affiliates utilize credentialing vendors such as Pre-Check, Verified or ACEMAPP but other vendors may be utilized depending upon the program and/or the clinical affiliate.
3. Background checks through Pre-Check, Verified and ACEMAPP include:
 - Positive identification
 - Maiden/AKA name search
 - Criminal history searches
 - National Sex Offender Registry Search
 - Motor vehicle driving record
 - OIG Sanction Check (Office of Inspector General)
 - 10 Panel Drug Testing
 - Varication of Social Security number
4. Central Georgia Technical College's Health Science Clinical Coordinator receives criminal background checks and drug screens to review and then releases to the clinical affiliate. This information is kept confidential and will not be shared with other students, staff members or faculty members.
5. If a student is denied participation by the initial host affiliate, the college will attempt to place the student in an alternative educational/applied learning experience if another appropriate placement site is available.
6. If clinical placement is not possible, then the students will be advised on their inability to meet the objectives of the course. If course objectives cannot be met, the student will be withdrawn from the program.
7. When a student is withdrawn or no showed for a positive criminal background check and/or drug screen, the registrar's office will need to be contacted for a registration hold on the student. This is to prevent the student from being added back into the course/program without prior advisement/approval.

Reasonable Suspicion Testing at the Clinical Site

Clinical sites may request a student do a random urine drug test for reasonable suspicion in the event of an exposure, accident or incident involving patient care. Facts that could give rise to reasonable suspicion include, without limitation: They

- Observed possession or use of illegal drugs or alcohol; the odor of alcohol or drugs;
- Impaired behavior such as slurred speech; decreased motor coordination; difficulty in maintaining balance;

- Clinical exposure to blood or other potentially infectious materials because of contact with sharps;
- Accidental falls, emergencies or incidents that would cause an injury to the student or patient at the clinical site.

Students having a confirmed positive drug test could be subject to dismissal from the clinical site, up to and including dismissal from the program, in accordance with established program and departmental disciplinary policies and procedures.

Health Examinations and Immunizations

Prior to placement at a hosting clinical affiliate, students must:

1. Submit a health history form as specified by the college and clinical affiliate
2. Pass and submit a current physical exam as specified by the college and clinical affiliate.
3. Negative TB skin test or negative T-spot blood test as specified by the college and clinical affiliate. If positive a chest x-ray must be done.
4. Submit documentation of the required immunizations as specified by the college and clinical affiliate. (See required Vaccines/Immunizations chart below)

The student must provide their prospective programs and the clinical affiliate with evidence of satisfactory completion of the exam and immunizations that indicate the student's health status will permit them to complete clinical without risk of harm to themselves, patients, or others. Failure to provide proof of such will restrict student's attendance at clinics.

The student will retain the original of all health required health documents but will provide copies that will be kept in the educational program secured area. CGTC will provide the clinical affiliate with copies of their immunizations and health screening results as required.

NOTE: Students can only seek exemption from an immunization as allowed by the clinical affiliate.

List of required immunizations/vaccinations

Required Immunizations/Vaccines	Documented Evidence of Immunity Required
Measles, Mumps & Rubella (MMR)	Documentation of 2 doses of MMR <u>Or</u> Laboratory evidence of immunity (positive blood titers)
Tetanus, Diphtheria & Pertussis (Tdap)	Documentation of 1 dose of Tdap every 10 years.
Varicella (Chicken Pox)	Documentation of 2 doses of vaccine <u>Or</u> Laboratory evidence of immunity (positive blood titers) History of disease DOES NOT always satisfy this requirement

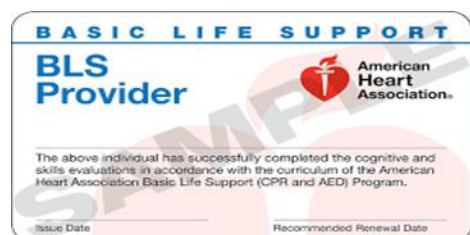
Required Immunizations/Vaccines	Documented Evidence of Immunity Required
Hepatitis B	3 doses of the vaccine and/or Laboratory evidence of immunity (positive blood titer) or Hepatitis Declination if allowed by the clinical affiliate.
Influenza	Documentation of Annual Influenza Vaccine – this vaccine is typically available beginning in September

Note: For those clinical affiliates who utilize credentialing vendors such as Verified or ACEMAPP; many if not all the same Health Examinations and Immunizations documents are required to be uploaded to those vendor sites by the student.

Completion of Basic Life Support/CPR Course

Cardio-Pulmonary Resuscitation (CPR) is an emergency procedure performed during cardiac and/or respiratory arrest to maintain circulation and respiration until emergency services arrive. All students will be required by professional standards and health facility requirements to successfully have CPR certification.

Proof of current Health Care Provider CPR certification including adult, child, and infant with AED is required for the entire program. Only American Heart Association BLS provider card will be accepted.



HIPAA and Protected Health Information

Central Georgia Technical College's Health Science Department will implement and adhere to the HIPAA Act of 1996. All students who will be attending to patients/clients will receive HIPAA education and training. It is the practice and philosophy of the Health Professions programs to protect the interest of patients and to fulfill the legal obligations mandated under HIPAA.

Definition:

Protected Health Information (PHI) is any information that identifies an individual such as:

- The individual's past, present or future physical or mental health; OR
- The provision of health care to the individual; OR
- The past, present or future payment for health care.

Information is deemed to identify an individual if it includes either the patient's name or any other information taken together that enables someone to determine an individual's

identity, such as, date of birth, gender, medical record number, address, phone number, email address, social security number, or full-face photograph.

- All patients' records (the chart, the surgical schedule and any other information, verbal or written, and any notes taken from the record of facility) are confidential.
- Students must be protective of patient information once it is removed from the clinical setting. (i.e., notes not left on desks, in classrooms, in cafeterias, or out for any public viewing). No patient names will at any time be removed from the clinical facility.
- Students must not identify patients, patient care team members or other persons by name in written work, notes or other exercises for learning purposes. In such instances, the use of initials is appropriate.
- Students will not discuss patients, staff or care issues in public (i.e., with friends or family, or in public places such as the shuttle bus, cafeterias, lounges, bars, restaurants, hairdresser, etc.).

Implications for Students

HIPAA has important implications for Health Profession students and their education. Protecting the privacy of your patients' health information must be foremost in your mind as you are considering how you will communicate what you are learning with faculty, clinical staff, and fellow students. When preparing case specific presentations, papers, discussions, and reports, you must avoid disclosing patient information that could identify the patient.

Consequences

All students will have written and verbal instruction on the student's legal obligation to safeguard protected health information during clinical experiences. This legal obligation is in accordance with federal privacy standards delineated in the Health Insurance Portability and Accountability Act (HIPAA).

All students will be instructed to review clinical site information forms and files and abide by applicable rules and regulations of the affiliating clinical facility with regard to professional conduct. Failure to abide by the rules and regulations of the clinical facility may result in program dismissal.

In addition, students will have to satisfactorily complete a training course and quiz at different clinical locations. A record of satisfactory completion of any training course will be kept on the student's file.

Social Media

All health science professions students are expected to comply with the Health Professions Policy on HIPAA. Each student will also be trained specifically to each clinical site's HIPAA information. Social media posts are included when referring to confidentiality and privacy acts. Social media posts on Instagram, Facebook and Twitter regarding patient procedures, hospital staff, and patient diagnoses are prohibited. Posting information about an event of any kind at the hospital is a violation of HIPAA and could be the cause for dismissal from the

program. If a student has a question about an event in clinical or if the student is upset about something that happened in clinical, the student should consult program faculty or their clinical preceptor immediately.

Special Populations/Disability Accommodations

If you have a disability and require reasonable classroom accommodations, please register with the Office of Special Populations in Office C-123 (Warner Robins Campus) or Office J-105 (Macon Campus). Additionally, the Office of Special Populations provides student-centered comprehensive support services and events that promote equity, enhance the educational experience, foster success, and contribute to the economic self-sufficiency of students who are members of special populations. Services are available to students who are economically disadvantaged (receiving Pell funds or TANF), physically/mentally disabled, single parents, homeless, out-of-work, English learners, and those enrolled in non-traditional careers for their gender. A student who believes they may fall under one or more special population categories or has a disability of any type should refer to the [Special Populations](#) webpage. Office of Special Populations staff may be reached at specialpops@centralgatech.edu or by phone at 478-218-3229 (Warner Robins Campus) or 478-476-5137 (Macon Campus).

Student Complaints/Grievances

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designed to handle inquiries regarding the non-discrimination policies: The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: cjohnson@centralgatech.edu.

CGTC is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibits discrimination on the basis of sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our college. If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact our Title IX Coordinator above. More information concerning the formal and informal grievance procedures can be found in the college's online catalog^[1].

Our school is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.

Infectious Diseases at Clinical Sites

^[1] <https://www.centralgatech.edu/about-cgtc/grievance-procedure>

The clinical affiliate must ensure that students do not pose a direct threat to the health and safety of its patients. To that end, a clinical affiliate may require students who are recovering from an infectious disease, to undergo a health examination. This is done to determine that s/he is free from an infectious disease, before returning to the clinical site.

Inclement Weather/Emergency School Closing

1. If CGTC Campuses has called off classes, the student is **not** required to attend clinical education or classes. Program course material will be covered later.
2. If classes have returned to their regular schedule and the student believes he/she cannot make it to the clinical setting due to inclement weather, road conditions, or other difficulties, it will be treated as an absence and the student should notify the Program Director/Clinical Coordinator and the Clinical Instructor at the assigned clinical setting.

Insurance

All students are required to pay for accident insurance. Health science students are required to purchase liability insurance in addition to the accident insurance. Students will be charged for liability insurance when the student begins clinical courses.

All fees are included in the cost of tuition and fees. Although health insurance is not a requirement, it is recommended that students have it. Students may be expected to assume financial responsibility for any cost incurred as a result of personal illness or injury sustained during clinical. Having health insurance can help to defray any such costs.

Smoke Free Campuses Clinical Affiliates

Most clinical affiliates are also smoke free campuses. Please make adjustments prior to the first day of clinical to reduce the need for smoking. Smoke free campuses includes buildings, grounds, roads, and parking lots that are owned by the clinical affiliate. If your vehicle is parked on the clinical affiliate's property then the policy extends to your vehicle as well. Smoking in school uniform is prohibited as well.

Breaks

In most situations, students are allowed a 30-minute lunch unless otherwise approved by the clinical coordinator. The on-site clinical instructor/preceptor will assign breaks and/or lunchtime. The student may take breaks in a location approved by the instructors. There should be no eating or drinking in the assigned department (unless the department has a "break" room and the student is allowed in that area). The student is allowed to leave the clinical setting **ONLY** if that site does not have a cafeteria. If the site does not have a cafeteria, the student must do the following:

- Clock out (if applicable)
- Go get their food

- Return to assigned area
- Clock in and eat
- Time should not exceed thirty minutes
- The on-site clinical instructor must assign breaks and/or lunchtime.
- The student may take breaks in a location approved by the instructors/preceptor.

Incident/Exposure Reporting

Occupational exposure means reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. Other potentially infectious materials are defined as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, and amniotic fluid, saliva in dental procedures, or any bodily fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

If any student is stuck by a needle or other sharp or get blood or other potentially infectious materials in your eyes, nose, mouth, or on broken skin, immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available. If the student is with a clinical instructor report this immediately to the instructor. If the student is with a preceptor report this immediately to the preceptor, and the CGTC instructor should also be notified. Seek immediate medical attention.

The CGTC instructor, or their assigned person, will follow guidelines outlined in the CGTC Exposure Control Plan for ensuring post – exposure follow-up and care. The instructor will make sure the appropriate follow-up paper work is completed and submitted to the CGTC Exposure Control Coordinator and the CGTC Human resources director. The student may also have forms to complete that are facility specific. The student may also have facility specific policies to adhere too.

Students are not required to use any specific treatment facility or hospital. Student can seek services at any provider of their selection. Once the student injury report is filed, CGTC Human Resources will send the student accident insurance information to the students email account.

The guidelines listed above also apply to exposure to Airborne pathogens such as Tuberculosis and COVID-19.

Please direct questions related to the Exposure Control Plan to the Exposure Control Coordinator at 478-757-3567. wbeacham@centralgatech.edu

Body Piercing/Tattoos/Facial Hair & Hair Color

Unless otherwise prohibited by state or federal law, students are required to follow the administrative policies, standards and practices of the affiliate when participating in educational/applied learning experiences. (TCSG Procedure: 5.1.2p.)

Technical Standards and Essential Functions

As a health care technology student, there is a variety of technical standards and essential functions that you should be able to fulfill to meet competency requirements for your program. Some of the following may be required.

1. Assist with lifting/moving patients from wheelchairs, stretchers, beds and an x-ray table and vice versa.
2. Lift, carry, and push/pull bulky, heavy equipment.
3. Reach overhead to move ceiling mounted equipment.
4. Demonstrate the physical ability to stand and walk for long periods.
5. Demonstrate fine motor skills such as hand wrist movement, hand-eye coordination, and grasping objects for manipulation.
6. Possess visual skills necessary to carry out essential job functions.
7. Possess the ability to hear and correctly interpret what you heard.
8. Possess the ability to be oriented to time, place and person.

Your program director will provide you with a more detailed list. You can also refer to the following website for an idea of a list of technical requirements:

<https://www.onetonline.org/>



MEDICAL LABORATORY TECHNOLOGY POLICIES AND PROCEDURES FOR CLINICAL EDUCATION

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL LABORATORY TECHNOLOGY

MISSION

The mission of the Central Georgia Technology Medical Laboratory Technology program is to provide high quality laboratory education through instruction, research and service. The program is committed to the task of assuring that graduates have the necessary knowledge, skills and attitudes required to fulfill current and future professional roles and positions as members of the healthcare team.

PURPOSE

The purpose of the Medical Laboratory Technology program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed as medical laboratory technicians.

PHILOSOPHY

Medical Laboratory Technology is a program of study under the Technical College of Georgia System (TCSG) which encourages each student to benefit and contribute as a partner in the economic development and stability of Georgia. The philosophy is founded on the value attributed to individual students, the clinical laboratory technology profession, and technical education.

The Medical Laboratory Technology program of study is consistent with the philosophy and purpose of the institution. The program provides academic foundations in communications, mathematics, and human relations as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of clinical laboratory technology and are well prepared for employment and subsequent upward mobility.

The Medical Laboratory Technology program is a technical program that provides the knowledge and skills to qualify participants for the profession. This profession is presently experiencing technical growth and the employment market is experiencing shortages of trained clinical laboratory technicians. Competencies achieved in the study of clinical chemistry, hematology, immunohematology, microbiology, phlebotomy, serology, and urinalysis meet the qualification criteria for national certification. Upon completion of the program, students are eligible to sit for a national certification exam, thus enabling them to achieve professional employment in the field.

The program structure acknowledges individual differences and provides opportunities for students to seek fulfillment of their respective educational goals. The program does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, or economic disadvantage.

To assist each student to attain his or her respective potential within the program, both the instructor and the student incur an obligation in the learning process. The instructor is a manager of the material and resources used for student learning and organizes them in a manner which promotes learning. The student assumes responsibility for learning by actively participating in the learning process.

MEDICAL LABORATORY TECHNOLOGY PROGRAM GOALS

1. To provide educational services to each student without regard to race, color, national origin, religion, sex, age, physical impairment, or economic disadvantage, to enable the graduate to meet state clinical laboratory personnel requirements.
2. To provide clinical laboratory students with a safe learning environment, that provides them with an atmosphere that fosters interest in and enthusiasm for learning.
3. To provide educational opportunities that insure that program graduates function at the highest level of competence possible in the clinical laboratory science profession.
4. To encourage students and graduates to maintain membership in professional organizations, so they will function as accountable and responsible clinical laboratory professionals.
5. To encourage graduates to continue to pursue educational opportunities and maximize their professional learning potential.
6. To provide an environment that encourages the student and graduate to become a productive and responsible member of the working force of the state of Georgia.

STUDENT LEARNING OUTCOMES

Upon completion of the Central Georgia Technical College Associate of Applied Science in Clinical Laboratory Technology, the graduate will:

1. Provide skilled clinical laboratory technicians who perform effectively.
2. Collect, process, and analyze biological specimens and other substances.
3. Perform analytical tests of body fluids, cells, and other substances.
4. Recognize factors that affect procedures and results and take appropriate actions within predetermined limits when corrections are indicated.
5. Perform and monitor quality control within predetermined limits.
6. Perform preventive and corrective maintenance of equipment and instruments or refer to appropriate sources for repair.
7. Apply principles of safety.
8. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other healthcare professionals, and the public.
9. Recognize the responsibilities of other laboratory and health care personnel and interact with respect for their jobs and patient care.
10. Apply basic scientific principles in learning new techniques and procedures.
11. Relate laboratory findings to common disease processes.
12. Establish and maintain continuing education as a function of growth and maintenance of professional competence.

*Adapted from TCSG

ROLES AND EXPECTATIONS

Program Director:

- Provide leadership and guidance for the MLT program curriculum
- Provide supervision for students involved with clinical practice
- Collaborate with external stakeholders to establish and nurture common goals and objectives
- Maintain standards for NAACLS program accreditation
- Ensure that prerequisites are satisfied by the student prior to the internship rotations
- Maintain communication with students
- Track student progress

Internship Clinical Coordinator:

- Track student progress
- Maintain communication with all clinical affiliates to establish a working relationship which is beneficial to students
- Coordinate student documentation transferal to affiliates
- Evaluate student performance, assign grades, and post in student gradebook

Clinical Instructors/Affiliate:

- Provide a professional environment conducive to student learning
- Collaborate with Program Director regarding learning objectives, standards, and expected outcomes
- Supervise the student's clinical performance by guiding learning, evaluating, and providing constructive feedback
- Report any student problem that develop immediately
- Complete evaluation forms for each student in a timely fashion

CODE OF ETHICS

Duty to the Patient

Medical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Medical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.

Medical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

Duty to Colleague and the Profession

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

Medical laboratory professionals strive to establish cooperative and respectful working relationships with other health professionals to ensure a high standard of care for the patients they serve.

Duty of Society

As practitioners of an autonomous profession, medical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general wellbeing of the community.

Medical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

GENERAL ENTRY LEVEL COMPETENCIES OF THE MEDICAL LABORATORY TECHNICIAN

1. Collecting and processing biological specimens for analysis
2. Performing analytical tests on body fluids, cells, and products
3. Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated
4. Monitoring quality control within predetermined limits
5. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs
6. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals and with the public
7. Recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care
8. Applying basic scientific principles in learning new techniques/procedures
9. Relating laboratory findings to common disease processes
10. Recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence.

POST-SELECTION REQUIREMENTS

Following selection, the student must maintain, for all required MLT courses, a **minimum grade of C** to progress in the program. In the event the student does not achieve a minimum grade C, the student will not be allowed to continue and will be required to reapply the following year.

CURRICULUM OUTLINE

<u>Associate Degree</u>	
Program Length	73 Credit Hours
Education Requirements	High School graduate or GED recipient; minimum age: 18
	College transcript(s), if applicable, mailed directly to CGTC.
Entrance Dates	Spring Semester
Offered	Warner Robins Campus

<u>Medical Laboratory Technology Curriculum</u>			<u>Credit Hours</u>
General Education Core Courses			19
<i>Area I - Language Arts/Communication</i>			
<u>ENGL 1101</u>	Composition and Rhetoric		3
<i>Area II - Social/Behavioral Sciences</i>			
<u>PSYC 1101</u>	Introduction to Psychology		3
<i>Area III - Natural Sciences/Mathematics</i>			
<i>Choose one (1) of the following Math courses:</i>			
<u>MATH 1111</u>	College Algebra		3
	OR		
	Mathematical Modeling		
<u>MATH 1101</u>	OR		
	Quantitative Skills and Reasoning		(3)
<u>MATH 1103</u>			
<u>CHEM 1211</u>	Chemistry I		3
<u>CHEM 1211L</u>	Chemistry Lab I		1
<i>Area IV - Humanities/Fine Arts</i>			
<u>XXXX xxxx</u>	Humanities/Fine Arts Elective		3
Program-Specific Requirement			
<u>BIOL 2117</u>	Introductory Microbiology		3
<u>BIOL 2117L</u>	Introductory Microbiology Lab		1
Non-General Education Degree Courses			8
<u>BIOL 2113</u>	Anatomy and Physiology I		3
<u>BIOL 2113L</u>	Anatomy and Physiology Lab I		1
<u>BIOL 2114</u>	Anatomy and Physiology II		3
<u>BIOL 2114L</u>	Anatomy and Physiology Lab II		1

Occupational Courses		46
<u>MLBT 1010</u>	Introduction to Clinical Laboratory Technology	2
<u>MLBT 1030</u>	Urinalysis/Body Fluids	2
<u>MLBT 1040</u>	Hematology/Coagulation	5
<u>MLBT 1050</u>	Serology/Immunology	3
<u>MLBT 1060</u>	Immunohematology	4
<u>MLBT 1070</u>	Clinical Chemistry	4
<u>MLBT 1080</u>	Microbiology	5
<u>MLBT 2090</u>	Clinical Urinalysis, and Pre-analytic Specimen Process Practicum	3
<u>MLBT 2100</u>	Clinical Immunohematology Practicum	4
<u>MLBT 2110</u>	Clinical Hematology/Coagulation Practicum	4
<u>MLBT 2120</u>	Clinical Microbiology Practicum	4
<u>MLBT 2130</u>	Clinical Chemistry Practicum	4
<u>MLBT 2200</u>	Clinical Laboratory Technology Certification Review	2
Total Hours		73

MEDICAL LABORATORY TECHNOLOGY COURSE DESCRIPTIONS

MLBT 1010 | INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY (15-45-2) This course introduces students to the terms, concepts, procedures, and equipment used in a professional medical laboratory. Topics include: professional ethics and regulatory agencies; laboratory safety, equipment, and techniques; phlebotomy/specimen processing; related lab math, quality control concepts; process improvement; documentation and computer usage; and point of care testing. Practical experience in phlebotomy will be provided in the institution's laboratory and/or the clinical setting. Prerequisite: Program admission

MLBT 1030 | URINALYSIS/BODY FLUIDS (15-45-2) This course provides theory and techniques required to conduct tests on urine and various body fluids. Theory and tests are related to disease states and diagnosis. Topics include: fundamental theory of urinalysis; basic urinalysis tests; correlation of urinalysis to disease states; related lab math; body fluid tests; special urinalysis and related testing; and safety and quality control. Prerequisite: BIOL 2113, BIOL 2113L, MLBT 1010

MLBT 1040 | HEMATOLOGY/COAGULATION (45-90-5) This course introduces the fundamental formation, function, and degradation of blood cells. Topics include: reticuloendothelial system and blood cell formation, complete blood count and differential, other related blood test, related lab math, correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical values and blood cell dyscrasias, safety and quality control, and process improvement. Prerequisite: BIOL 2113, BIOL 2113L, MLBT 1010, ALHS 1090

MLBT 1050 | SEROLOGY/IMMUNOLOGY (30-45-3) This course introduces the fundamental theory and techniques applicable to serology and immunology practice in the medical laboratory. Topics include: immune system, antigen and antibody reactions, immunological diseases, related lab math, common serological techniques, safety and quality control, and process improvement. Prerequisite: MLBT 1010

MLBT 1060 | IMMUNOHEMATOLOGY (30-90-4) This course provides an in-depth study of immunohematology principles and practices as applicable to medical laboratory technology. Topics include: genetic theory and clinical applications, immunology, donor unit collection, related lab math, pre-transfusion testing, management of disease states and transfusion reactions, safety and quality control, and process improvement. Prerequisite: MLBT 1050

MLBT 1070 | MEDICAL CHEMISTRY (30-90-4) This course develops concepts and techniques of medical chemistry applicable to medical laboratory technology. Topics include: carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, related lab math, enzymes and endocrinology, liver functions, lipids, toxicology and therapeutic drug monitoring, safety and quality control, correlation of disease states, process improvement (team approach), and critical thinking skills. Prerequisite: BIOL 2114, BIOL 2114L, MLBT 1010, CHEM 1212, CHEM 1212L

MLBT 1080 | MEDICAL MICROBIOLOGY (60-90-5) This course introduces fundamental microbiology and parasitology theory and techniques applicable to disease state identification. Topics include: microbiology fundamentals; basic techniques; clinical microbiology; related lab math; antimicrobial sensitivity; safety and quality control; parasitology; mycology, mycobacteriology, and virology; correlation of disease states; and process improvement. Co-requisite: MLBT 1010

MLBT 2090 | MEDICAL URINALYSIS AND PREANALYTIC SPECIMEN PROCESS PRACTICUM (0-135-3) This course provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follows through. Topics include: urinalysis tests, blood and specimen processing, correlation of test results to disease states, safety and quality control, and quality assurance. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision. Prerequisite: MLBT 1010, MLBT 1030, MLBT 1050

MLBT 2100 | MEDICAL IMMUNOHEMATOLOGY PRACTICUM (0-180-4) This course provides students with an opportunity for indepth application and reinforcement of immunohematology principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follows through. Topics include: specimen processing; slide and tube immunological techniques; criteria for special techniques; component and therapy practices; management of disease states; transfusion complications; safety; documentation/ quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision. Prerequisite: MLBT 1060

MLBT 2110 | MEDICAL HEMATOLOGY/COAGULATION PRACTICUM (0-180-4) This course provides students with an opportunity for in-depth application and reinforcement of hematology/ coagulation principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follows through. Topics include: complete blood count and differentials; other related blood tests; coagulation and fibrinolysis tests; correlation of test results to disease states and critical values; instrumentation; safety; documentation/ quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision. Prerequisite: MLBT 1040

MLBT 2120 | MEDICAL MICROBIOLOGY PRACTICUM (0-180-4) This course provides students with an opportunity for indepth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follows through. Topics include: specimen inoculations; stains; culture work-ups; bacterial identification; anti-microbial sensitivity; media preparation; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision. Prerequisite: MLBT 1080

MLBT 2130 | MEDICAL CHEMISTRY PRACTICUM (0-180-4) This course provides students with an opportunity for indepth application and reinforcement of chemistry principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follows through. Topics include: therapeutic drugs and toxicology; automated and manual chemistry; immune-chemistry; special chemistry; safety; correlation of test results to disease states and critical values; instrumentation; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision. Prerequisite: MLBT 1070

MLBT 2200 | MLT CERTIFICATION REVIEW (0-60-2) Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations

for the medical laboratory technician level. Topics include review of: professional ethics, regulatory agencies, safety, and fundamental techniques; phlebotomy and specimen collection and processing; quality control concepts; computer applications; urinalysis and body fluids; hematology and coagulation; immunology and serology; immunohematology; clinical chemistry in solutions; microbiology; parasitology, mycology, mycobacteriology, and virology; and test taking skills. Prerequisite: MLBT 1030, MLBT 1040, MLBT 1050, MLBT 1060, MLBT 1070, MLBT 1080

METHOD OF EVALUATION EXAMPLES

1. Written Tests
 - a. Multiple choice
 - b. True/false
 - c. Fill in the blank
 - d. Short answer
 - e. Essay
 - f. Matching
2. Practical Examinations
 - a. Identifying glassware, equipment, supplies
 - b. Correct use of glassware, equipment, supplies
 - c. Identifying cells, formed elements in body fluids microscopically
3. Learning Assignments
 - a. Definitions
 - b. Problem sets
 - c. Diagrams, flow charts etc.
 - d. Study questions
4. Student Laboratory Exercises
 - a. Procedure results
 - b. Evaluation and interpretation of test results
 - c. Questions relating to procedure
 - d. Clinical application
5. Hospital Evaluation
 - a. Evaluation forms
 - b. Time sheets
 - c. Reflection summary
 - d. Exam

GRADING POLICY

All grades are maintained in Blackboard the College's official grading system. Students can access grades through single sign-on. The Central Georgia Technical College grading system, as stated in the CGTC Catalog, is as follows

<i>A</i>	(90-100) Excellent	GPA 4.0
<i>B</i>	(80-89) Good	GPA 3.0
<i>C</i>	(70-79) Satisfactory	GPA 2.0
<i>D</i>	(60-69) Poor	GPA 1.0

<i>F</i>	(below 60) Failing	GPA 0.0
<i>I</i>	Incomplete	GPA not computed, counts toward % completed
<i>IP</i>	In Progress	GPA not computed
<i>S</i>	Satisfactory	GPA not computed, counts toward % completed
<i>U</i>	Unsatisfactory	GPA not computed, counts toward % completed
<i>W*</i>	Withdrew (no grade)	GPA not computed, counts toward % completed

****Students withdrawing from class on or before the published deadline are issued a grade of "W."***

See the online College Catalog for term withdrawal deadlines. Student official withdrawals are not allowed after the official date on the College Calendar.

Note: an overall average of 70/C is required to pass the course! Grades for learning support courses (0090-0099) are not calculated in the GPA but do affect course completion rates.

WORK ETHICS

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

All students in credit classes (except general education and learning support) receive a work ethics grade, in addition to their regular grade. Work ethics are assigned as a grade from 0 – 3:

0=Unacceptable	1=Needs Improvement
2=Meets Expectations	3=Exceeds Expectation

PROGRESSION REQUIREMENTS

- The student must earn a "C" or better in each MLBT course. A grade of D, F, or W is considered a failing grade.
- Documentation needed for clinical will be provided to the corresponding clinical department. Failure to provide this documentation 30 days prior to the start of clinical will postpone the start date but require time to be made up according to the Clinical Coordinator and clinical site.
- Failure to comply with any of the above requirements will result in dismissal from the program.

Withdrawal/Incomplete

Students who are unable to complete a semester's work due to extenuating circumstances may:

1. Withdraw before designated academic deadline and receive a "W" for the course.
2. Withdraw after academic deadline which could result in a failing grade.

Grade Appeal Policies

Students with questions or concerns regarding course grades are encouraged to first discuss these with their instructor. If the student is not able to resolve the issue at the instructor level, please follow the CGTC grade appeal procedure outlined in the Academic Affairs section of the online college catalog.

Academic Dishonesty

Central Georgia Technical College considers academic integrity an integral part of the learning environment and expects all members of the college community to conduct themselves professionally and with honesty and integrity. According to the CGTC Catalog, any student caught in any form of dishonesty in academic or laboratory work will receive a zero (0) for that work. The second offense will be cause for removal from that class and/or the college.

MEDICAL LABORATORY TECHNOLOGY RULES & GUIDELINES

Attendance

Attendance policy for didactic classes and campus student labs are explained in the class syllabus. Attendance for clinical classes is mandatory. Should a student be unable to attend any given day, it is the **student's responsibility** to contact the didactic instructor or clinical coordinator **and** the clinical site, informing them they will be absent ***at least 30 minutes prior before their class/shift starts***. Instructors can be reached via email or the Remind app during clinical. Failure to do so could result in disciplinary action and may impact the student's final grade. The makeup hours must be approved by the Course Instructor, Clinical Supervisor and the Program Director.

Note: Only students who are registered for classes in the Medical Laboratory Technology program may attend classes. Children, family members, or friends are not allowed in the classroom or lab. Make appropriate arrangements for class attendance to ensure you have a successful learning experience.

Communication

To maintain effective communication, you are to keep CGTC and the Medical Laboratory Technology program informed of your current address and phone number as well as an emergency contact. All students are provided a CGTC e-mail address and are expected to check it regularly. This is our main mode of communication.

Statement of Professionalism

Serving as a professional in the medical laboratory is more than pipetting solutions, looking through a microscope at white blood cells or urinary sediment, or performing a venipuncture on a patient. These are all technical and academic aspects of being a professional. The true professional adheres to given rules of conduct and subscribes to a Code of Ethics. As in any profession, your conduct and manner will be evaluated subjectively and objectively by the people with whom you come in contact. The attributes of a professional include neatness, cleanliness, punctuality, dependability, dedication, meticulousness and cooperation. These

attributes will help you obtain professional status. To remain a professional, one must constantly evaluate oneself, seek to improve one's skills and stay abreast of the developments in the clinical laboratory science field. The professional is ethical in his/her ethical dealing with the client. He/she recognizes and is willing to admit when something is done incorrectly and subsequently sees that it is done correctly. You have a moral obligation to serve the patient with accuracy, thoughtfulness and care.

Probation and Dismissal for Non-Academic Reasons

Students who do not exhibit the attitudes and skills deemed necessary to function as a professional in the clinical laboratory may be placed on probation or dismissed from the clinical site. Professional attributes for which a student may be placed on probation or dismissed include, but are not limited to, those that are on the Professional Evaluation Form. Thus, a student may be placed on probation and/or dismissed for acting in any unprofessional manner or violating policies and/or procedures as outlined in this handbook and/or the clinical site (laboratory/hospital/healthcare facility).

Alternate Status

Due to unforeseen circumstances that arise from time to time, the number of clinical sites available may suddenly change. In the case where there are more students eligible to begin clinical than there are positions available, assignments will be made on the basis of highest cumulative GPA. Any students not placed in a clinical facility at the normally scheduled time will be placed on "Alternate Status," and be assigned to a clinical facility as soon as positions become available.

Medical Laboratory Technology Service Work Policy

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/live work by students in clinical settings outside of regular academic hours must be noncompulsory, paid, supervised on-site, and subject to employee regulations.

Clinical Practicum Rotations

After satisfactorily completing all the didactic courses in the Medical Laboratory Technology program, students will enter their clinical practicum rotations. Students must complete all rotations including Urinalysis/Phlebotomy/Specimen Processing, Immunohematology, Microbiology, Chemistry, and Hematology/Coagulation. Completion of clinical rotations is required to graduate from the MLT program.

Students who have obtained their phlebotomy certification and are **currently** employed as phlebotomists may waive a portion of the phlebotomy rotation. However, one week of phlebotomy training and all coursework must be completed to obtain credit. Students

seeking this route must submit all paperwork (i.e. phlebotomy license and letter from employer) and obtain prior approval from the Program Director.

MEDICAL LABORATORY TECHNOLOGY PROGRAM STUDENT COST SCHEDULE

In addition to the cost of classes the student will incur other expenses. The following is an estimate of those expenses, it is not inclusive, and the prices are subject to change.

Student Book List

Intro to Clinical Laboratory Science – Turgeon, 9 th edition	\$111.00
Clinical Hematology and Fundamentals of Hemostasis – Harmening 6 th edition	\$178.00
Clinical Immunology & Serology – Miller 5 th edition	\$105.00
Urinalysis & Body Fluids – Strasinger, 7 th edition	\$ 83.00
Basic & Applied Concepts of Blood Banking and Transfusion Practices - Howard, 6 th edition	\$102.00
Clinical Chemistry: Principles, Techniques, and Correlations - Bishop, 9 th edition	\$146.00
Introduction to Diagnostic Microbiology – Delost, 2 nd edition	\$110.00
Success in Clinical Laboratory Science – Lehmann, 5 th edition	\$133.00
MediaLab Exam Simulator Subscription (last semester; added to tuition)	\$250.00

Student Uniform Costs

Uniforms and/or lab coats and shoes must be purchased by the student within uniform regulations. Costs vary according to student selection but for an idea of approximate funds required: dress uniforms \$25-40, scrub/pant sets \$30-50, lab coats \$25-40. Three uniforms are considered a minimum number.

Professional Liability Insurance/Accident Insurance

A fee of approximately \$11 is required before entry into the clinical portion of the program for professional liability insurance. This fee is incorporated into your tuition.

Vaccinations/Physical exam

These costs will vary with the student depending on the completeness of the student's shot records. Some of the items that are typically needed are: tetanus vaccine, TB skin test, Hepatitis B vaccine.

Drug screen/Background check

Background checks and Drug Screens are conducted through PreCheck and other vendors depending upon clinical site and typically cost \$109.00 and up to \$169.00 per additional clinical site.

Registry Exam Fee

In order to work in a hospital lab setting, you will need to successfully pass the state registry exam. The fee for that exam varies but, on average, it is between \$150 and \$200.

Total (all costs are approximate) **\$2000.00**

MLT DRESS CODE

Students are required to follow the CGTC dress code while on campus. Unless otherwise prohibited by state or federal law, students are required to follow the administrative policies, standards and practices of the affiliate when participating in educational/applied learning experiences. (TCSG Procedure: 5.1.2p.) The site-specific dress code requirements will be covered at the site orientation.

The MLT student laboratory is a working laboratory with potential exposure to biologically hazardous materials. Students must wear a fluid-resistant lab coat (provided), long pants, lab-compliant shoes, and other PPE as required.

Any student not in compliance with the dress code will be removed from the classroom or laboratory and counted absent until the problem is resolved. The Program Director is the final authority on dress code violations.

Clinical Practicum Rotations

After satisfactorily completing all the didactic courses in the Clinical Laboratory Technology program, students will enter their clinical practicum rotations. Students are required to complete all rotations which include Phlebotomy & Urinalysis/Serology, Immunohematology, Microbiology, Chemistry, and Hematology/Coagulation. Students who have obtained their phlebotomy certification and are currently employed as phlebotomists may waive a portion of the phlebotomy rotation. However, one week of phlebotomy training and all coursework must be completed to obtain credit. Students seeking this route must submit all paperwork (i.e. phlebotomy license and letter from employer) and obtain prior approval from the Program Director.

Clinical attendance is mandatory. **Reliable transportation is required.** Students attend clinical Monday through Thursday, 7:00am – 4:00pm from August to May, unless otherwise noted.

PROGRAM COMPLETION

Successful completion of the MLT program results in graduation with the awarding of an associate degree from CGTC. Earning these awards is dependent on meeting the program requirements for graduation and not on external examinations.

After completion of the MLT program, the student will be eligible to apply for recommendation to either the American Society for Clinical Pathology (ASCP) or American Medical Technology (AMT) Board of Certification to obtain licensure as a professional registered clinical laboratory technician.

MLT ESSENTIAL FUNCTIONS

The MLT Program of Central Georgia Technical College endorses Section 504 of the Rehabilitation Act. In accordance with the Technical College System of Georgia policy, when requested, reasonable accommodations may be provided for individuals with disabilities. Physical, cognitive, psychomotor affective domains are required in unique combinations to provide safe and effective care within all health science programs. The applicant/student must be able to demonstrate the ability to meet the essential functions with or without reasonable accommodations throughout the student's program of learning.

Admission, progression, and completion of this program is contingent upon one's ability to demonstrate the required essential functions for the MLT program at Central Georgia Technical College with or without reasonable accommodations. The MLT program and or its affiliated clinical agencies may identify additional essential functions. The MLT program reserves the right to amend the essential functions as deemed necessary by changes in the work environment.

The essential functions delineated are those deemed necessary by the MLT program and are required as a functional level of ability to perform the duties required by this program with or without reasonable accommodations. Similarly, any reasonable accommodation made will be determined and applied to the MLT Program and may vary from reasonable accommodation made by healthcare employers.

Core Competencies	Standard	Examples of daily job performance functions (not meant to be inclusive)
Critical and Analytic Thinking	Critical thinking ability to recognize, correct performance, and problem solve unexpected observations or outcomes of laboratory test procedures. ^{1,4}	- Recognize problems in pre-analytic, analytic and post analytic testing phases. - Ability to resolve problems detected in the above phases. - Ability to measure, calculate, reason, analyze and synthesize, integrate and apply information. - Ability to think and process information quickly, apply knowledge and perform testing in a timely manner.
Motor skills	Gross and fine motor abilities to perform manual laboratory testing and tasks required within the scope of practice in the workplace. ^{1,4}	- Motor skill ability to collect blood specimens - Finger dexterity to perform pipetting and manual laboratory testing. - Ability to manipulate instruments that require eye-hand coordination - Fine motor ability to perform maintenance on laboratory equipment. - Ability to operate laboratory computers

Mobility	Physical mobility to move around laboratory instrumentation and patient care areas; ability to have full range of motion to perform laboratory tasks and patient care testing. ^{1,2,4}	• Move within confined spaces, in laboratory, clinic and/or patient rooms • Stand, reach, squat over, around and under equipment which cannot be adjusted for height. • Twist/bend, stoop/squat, reach above and below waist to perform laboratory tasks • Position oneself in the environment to perform laboratory testing or instrument maintenance or render care without obstructing the position of other team members or equipment.
Physical Strength/Stamina	Physical strength and stamina to remain on task for extended lengths of time while standing, sitting, moving, lifting and bending to perform laboratory activities. ^{3,4}	• Stand/walk/bend/stretch for extended periods of time. • Reach over and into large analyzers; move into and behind instruments while changing reagents. • Use arms/legs to access hard to reach areas. • Independent ability to move or relocate reagents, lab equipment or lab supplies weighing up to 50 pounds.
Visual Observation	Visual ability to observe and perform laboratory testing including color differentiation, detecting variations in visual images and fine agglutination reactions. ^{1,4}	• Independently has: • Visual ability to characterize color, clarity and viscosity of biological samples, reagents and chemical reaction products. • Visual ability to differentiate normal and abnormal cellular components using a binocular microscope. • Visual ability to determine color changes in lab test procedures/results. • Visual ability to distinguish fine agglutination reactions in manual testing
Auditory Observation	Auditory ability to monitor equipment, alarms, timers and access patient health care needs. ^{1,2,4}	• Independently monitors and responds to equipment prompts, alarms and emergency signals. • Independently answers phones and converses with health care personnel concerning patient care • Independently has auditory ability to hear normal human speaking voices to respond to patient and colleague questions and cries for help.

Policies and Procedures for Clinical Education

Olfactory Observation	Olfactory ability to detect significant biological, environmental and laboratory odors. ^{1,4}	• Differentiate odor characteristics of microorganisms for identification. • Assess odors in gross examinations of body fluids. • Detect reagent or chemical reaction products.
Tactile Sense	Tactile ability to perform patient physical assessment; detect sensation and temperature. ^{1,2,4}	• Independently palpitate patients' veins for venipuncture • Respond to environmental changes and regulate temperature for laboratory instrumentation requirements.
Communication	Communication ability to use verbal and written professional interactions by means of English as the primary language. ^{1,2,4}	Independently has: • Communication ability to give and receive verbal directions • Ability to follow written technical procedures in English with accuracy and documents results clearly • Communication ability to communicate critical values to appropriate health care staff and follow TJC "Called to/Read back by" regulation.
Professional Relationships	Interpersonal skills to engage in professional interactions with a diverse population of individuals, families and groups. ^{2,4}	• Conducts self in composed, respectful manner • Establishes rapport with patients/clients and colleagues • Capacity to engage in successful conflict resolution • Peer accountability
Behavioral/Social Attributes	Emotional health to assume responsibility and accountability for actions; work in a loud and sometimes stressful setting. ^{1,4}	• Ability to be flexible and functionally independent as problems may arise in the workplace. • Adapt to change and accept criticism • Ability to work, at times, under extreme pressure with samples that may be difficult to handle (smell, appearance) • Ability to handle a noisy environment and stay focused on task

Sources: ¹ NAACLS News, Essential Functions, Volume 76, fall (2000); ² Southern Regional Education Board, Implications for Nursing Education (SREB) (2004); ³ O*Net Online Medical Laboratory Technician and Technologist Job description; ⁴ Hospital/Clinical Site Job Descriptions.



Medical Laboratory Technology Program

Health Science Program Policy, Procedure and Essential Qualifications Sign Off Sheet

I, (Name) _____ (Student ID#) _____, understand the following:

CATALOG: I have access to a current copy of the CGTC Catalog, and I have access to the CGTC Student Handbook and realize that it is my responsibility to be apprised of pertinent CGTC policies and procedures, which may supersede policies and procedures in the Medical Laboratory Technology Program.

Student Printed Name: _____

Student Signature: _____ Date: _____

HANDBOOK: As a student in the Health Science Program, I have received a copy of the MLT Program's Internship Manual and Policies. I agree to abide by the stipulations set forth in the handbook while I am a student in the program. I have also been provided an opportunity to ask questions with the Program Director, Clinical Coordinator, or CGTC Faculty about content which I do not understand, and I realize that failure to return this form prevents me from entering the program.

- As a health science student, I agree to follow the policies as written.
- I understand the associated consequences of not following program policies.
- I agree to strictly follow the code of ethics and the confidentiality clause guidelines.

Student Printed Name: _____

Student Signature: _____ Date: _____

HEALTH SCIENCE ESSENTIAL QUALIFICATIONS: The MLT Program Essential Qualifications have been reviewed. I have been informed of the risks associated with essential tasks for my profession and exposure to blood and OPIM.

I authorize the Central Georgia Technical College's Clinical Coordinator to release Criminal Background Check and Drug Screen results to clinical facilities. I understand that an adverse background and drug screen reports may prohibit participation at a hosting clinical affiliation site.

Student Printed Name: _____

Student Signature: _____ Date: _____

CODE OF ETHICS: I have read and understood the Central Georgia Technical College Medical Laboratory Technology Program Code of Ethics and pledge to abide by it in all courses.

Student Printed Name: _____

Signature: _____ Date: _____

SERVICE WORK POLICY: I have read and acknowledge my understanding of the **Service Work Policy** for the Medical Laboratory Technology Program. I further acknowledge that this policy is effective for the entire duration of each clinical practicum rotation until completion of the program.

Student Printed Name: _____

Student Signature: _____ Date: _____