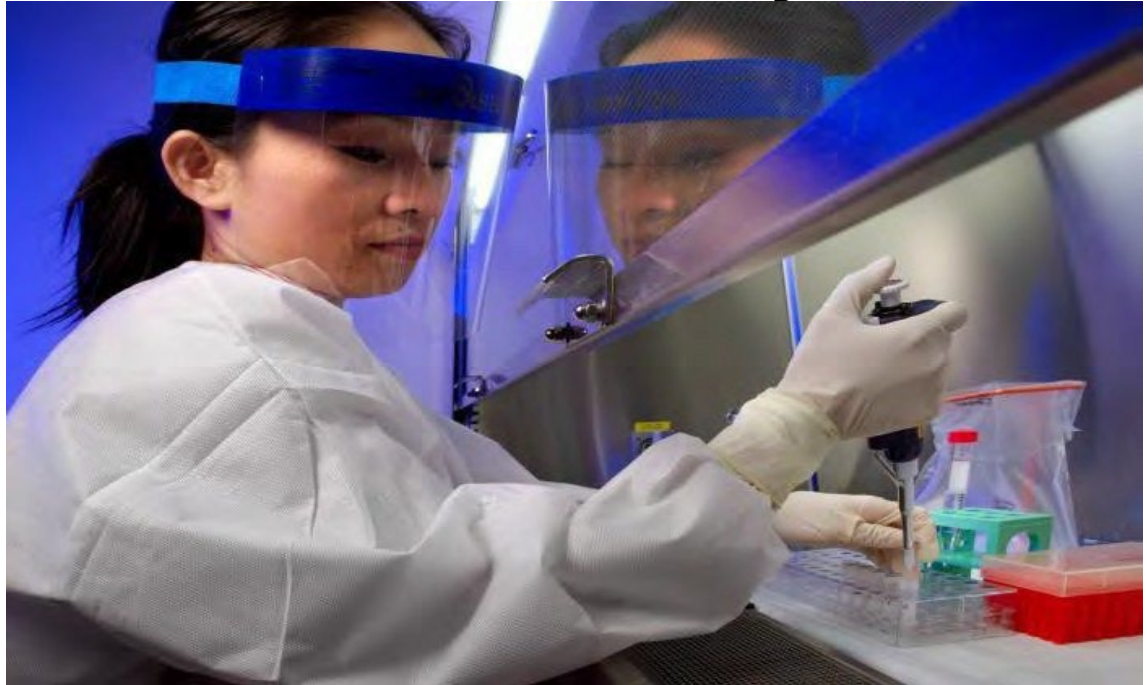


Medical Laboratory Technician and Phlebotomy



Student Handbook McLennan Community College

2025-2026

McLennan Community College

MLT/Phlebotomy/MLA Programs

Introduction

On behalf of the faculty, we would like to welcome you to the McLennan Community College (MCC) Medical Laboratory Technician Program (MLT). In addition to the MLT program, we offer coursework in phlebotomy with an occupational skills award and a medical laboratory assistant (MLA) level 1 certificate. The MLT/MLA and phlebotomy programs offer students the ability to learn from medical laboratory professionals both in the classroom and at our clinical sites.

Program faculty/officials provide continued exposure to current issues in laboratory medicine and promote both professional development, honesty and integrity in our profession.

The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). McLennan Community College is accredited by the Southern Accreditation of Colleges (SACS). Graduates of the MLT program are eligible to sit for the MLT national certification exam offered by the American Society of Clinical Pathologist (ASCP). Phlebotomist and MLA students, upon successful completion of PLAB 1323 and PLAB 1260 are eligible to sit for the phlebotomy (PBT) national certification exam offered by the ASCP. MLA(ASCP) certification requires additional work experience before being eligible for the national certification exam.

The purpose of the Student Handbook is to provide students with the policies and procedures of the MLT/MLA and Phlebotomy programs. All students are expected to abide by the stated policies and procedures. Failure to follow policies and procedures set forth by the program and the college may lead to suspension and/or dismissal from the program. This handbook is a supplement to McLennan Community College's policies and procedures and the MCC Student Handbook, the college catalog (<https://www.mclennan.edu/catalog/index.html>). Familiarize yourself with this policy manual. If you have any questions, please feel free to contact a faculty member.

Congratulations on being accepted into the MCC Medical Laboratory Technician Program or for students enrolling in phlebotomy or MLA program. We are excited to share our profession with each of you and start you on a path to helping physicians diagnose and treat disease. We are often considered the "Hidden Profession", but you will soon realize the vital role the clinical laboratory plays in the health and welfare of patients throughout the healthcare system. We are all extremely excited about providing you with the foundation for a career in laboratory science. Our field is always changing and we commit to offer you the best in laboratory science education.

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Program Overview

The medical laboratory technician (MLT) is an allied health professional who is qualified by academic and practical training to perform diagnostic testing in medical laboratories. Subspecialties of the profession include hematology, hemostasis, microbiology, parasitology, mycology, virology, clinical chemistry, immunohematology, immunology, toxicology, endocrinology, urinalysis and body fluids, phlebotomy, molecular techniques, quality control and quality assurance.

Medical laboratory technicians use basic and specialized laboratory skills, computer technology and knowledge of human pathology to provide information needed by the physician to diagnose and treat disease. Personal qualities essential to the profession include the ability to relate to people, a capacity for calm and reasoned judgment and a commitment to exceptional patient care. Medical laboratory technicians and phlebotomist must demonstrate ethical and moral attitudes and principles that are essential for gaining and maintaining the trust of professional associates, the support of the community, and the confidence of the patient and family. An attitude of respect for the patient and confidentiality of the patient's record and diagnoses must always be maintained. The medical laboratory technician and phlebotomist are responsible for his or her own actions, as defined by the profession.

A solid foundation in high school sciences, such as biology, chemistry, math and computer science, is needed to begin preparation for training as an MLT. The next step is a combination of formal education plus clinical education in a medical laboratory technology program accredited by the National Accrediting Agency for Clinical Laboratory Sciences, or NAACLS. The MLT program at McLennan Community College is designed to prepare entry-level medical laboratory technicians who play an important role in the detection, diagnosis, and treatment of human disease. Individuals interested in a career in medical laboratory technology should be flexible and adaptable to the needs of a growing profession. Medical laboratory technicians must be accurate, dedicated and skilled. They must also be self-motivated and can solve problems and make decisions. They must respond appropriately to challenges and take responsibility for their actions. MLTs must be reliable, emotionally stable, and able to finish a task once it is begun. An MLT must be able to communicate well, both in writing and in speaking. A successful MLT sets high standards and demonstrate the ability to be a life-longer learner and are committed to the profession.

After meeting the academic and medical laboratory technician education requirements, MLT graduates from MCC are prepared to take a national certification examination in medical laboratory science. The American Society of Clinical Pathologists (ASCP) Board of Certification exam. The ASCP BOC MLT exam is recognized nationally and each student is encouraged to sit for this exam. The MLT program tracks student success on the national certification exam as an outcome measure for accreditation. The MLT program at McLennan Community College is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The program admits one class each year in the fall semester. Class size is limited. The medical laboratory

technician program culminates in the Associate in Applied Science degree in medical laboratory technology. The AAS degree is awarded upon successful completion of the college's requirements for graduation and the degree is not contingent upon the student's passing any type of external certification or licensure examination.

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

Students interested only in phlebotomy or the medical laboratory assistant level 1 certificate will take the phlebotomy courses which are offered through the MLT program. Phlebotomy training includes both didactic and clinical phases. The Occupational Skills Award in Phlebotomy is a 13- credit-hour group of courses which better prepares the phlebotomy student for a career as a phlebotomist. This entry level career option may be completed in one semester and is available during the spring and fall semesters. Clinical sites for phlebotomy training may extend into an additional semester due to limited availability of clinical training sites. Successful completers of the phlebotomy lecture class (PLAB 1323) and clinical class (PLAB 1260) are eligible to take a national certifying examination in phlebotomy offered by ASCP. The medical laboratory assistant level 1 certificate is a 16-credit hour group of courses and builds additional skills that prepare students to work in the clinical laboratory. MLA students are eligible to sit for the ASCP MLA exam upon completion of 1 year of work experience. See requirements on the ASCP webpage (www.ascp.org).

McLennan Community College first offered a training program to individuals wanting professional education as a medical laboratory technician in the fall of 1982. The program is fully accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS) and has been in continuous operation since that date.

NAACLS: National Accrediting Agency for Clinical Laboratory
Sciences

5600 N. River Rd., Suite 720

Rosemont, IL 60018-5119

P 773.714.8880

info@naacls.org

MLT Program Mission Statement

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

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

MLT Program Goals

MLT program officials:

1. Are dedicated to the goal of enabling students to function in all areas of medical laboratory technology as competent employees in hospital and clinical laboratories.
2. Support MCC's endeavors to develop a model of instruction that provides for transition to a learner-centered college.
3. Develop and maintain ways to assess the training needs of local employers by offering continuing education courses to laboratory employees in and around the Waco area.
4. Support the concept of life-long learning for students and laboratory employees as well as faculty and staff.

MLT Program Objectives - Student Learning Outcomes

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

1. Collect, process, analyze and transport biological specimens as appropriate.
2. Recognize and apply principles related to the use of laboratory information systems used in clinical laboratory science.
3. Perform analytical tests on blood, body fluids, and other substances tested in the clinical laboratory.
4. Recognize factors that affect procedures and test results and take appropriate actions within established guidelines using the skills of critical thinking and problem solving.
5. Recognize the clinical significance of laboratory procedures in the diagnosis and treatment of disease.
6. Perform and monitor quality control within established guidelines by applying the principles of critical thinking and problem solving.
7. Perform preventive and corrective maintenance on equipment and instruments and refer to appropriate sources as necessary.
8. Apply and encourage the use of the principles of laboratory safety and Standard Precautions.
9. Demonstrate professional conduct and interpersonal communication skills with fellow students, patients, laboratory personnel, other health care professionals, and with the public.
10. Recognize the responsibilities of other laboratory and health care personnel and interact appropriately with them for quality patient care.
11. Apply basic principles of science in learning new techniques and procedures.
12. Relate laboratory findings to common disease processes by recognizing the principles and methodologies practiced in all areas of the medical laboratory.
13. Establish and maintain life-long learning as a function of growth and maintenance of personal and professional competence.

MLT Essential Functions

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

Observation

The student must be able to:

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

Motor and Sensory Skills

The student must be able to:

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

Communication

The student must be able to:

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

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

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

Intellectual Skills

The student must be able to:

- Comprehend, measure, calculate, reason, integrate, analyze, evaluate, correlate, problem-solve and compare.
- Recognize abnormal laboratory results (e.g. patient and QC) and take appropriate action.
- Demonstrate critical-thinking and judgment skills appropriate to a given situation.

Behavior

The student must be able to:

- Organize and prioritize work, performing multiple tasks within given time constraints and under stressful conditions while maintaining the ability to communicate clearly.
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e., ambiguous test ordering, ambivalent test interpretation), emergency demands (i.e., "stat" test orders), and a distracting environment (i.e., high noise levels, crowding, complex visual stimuli).

- Be flexible and adapt to professional, technical, and academic changes.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- Recognize emergency situations and take appropriate actions.
- Adapt to working with unpleasant biological specimens.
- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps further a team approach to learning, task completion, problem-solving, and patient care.
- Be honest, compassionate, reliable, ethical, and responsible.
- Accept and act on constructive criticism, critically evaluate self-performance, recognize and correct mistakes.
- Exercise independent judgment and accept responsibility for own work.

Professional Conduct and Appearance The student must:

- Maintain general good health and self-care including a well-groomed, neat appearance.
- Maintain patient confidentiality and exercise ethical judgment, dependability, and accountability.
- Show respect for self and others and display attitudes of tolerance and integrity.
- Display professional attributes such as punctuality, professional demeanor and presentation, and cooperation.
- Adapted from: Essential requirements for clinical laboratory science (1996) [Clinical Laboratory Science](#), 9 (1):40- 43. Revised 8/23/2020 ajp

Accommodations (Disability Services)

Student Services Center, 3rd Floor, Room 319 • [254-299-8122](tel:254-299-8122) • disabilities@mclennan.edu
Fall & Spring Hours: Monday-Friday, 8 a.m.-5 p.m.

Summer Hours: Monday-Thursday 8 a.m.-6 p.m.

We receive a high volume of phone calls in the Summer. We recommend sending an email to disabilities@mclennan.edu following any missed call.

Coordinator Contact Information

Accommodations Coordinator

Katie Vise

[254-299-8122](tel:254-299-8122)

ADA Title II - Education & Section 504 of the Federal Rehabilitation Act of 1973

Dr. Claudette Jackson, Director, Accommodations & Title IX

[254-299-8465](tel:254-299-8465)

ADA Titles I and II - Employment and Facilities

Mark Harmsen, Vice President, Finance & Administration

[254-299-8649](tel:254-299-8649)

Employees with questions or who require assistance with requesting accommodations should contact the Chief Human Resources Officer:

Missy Kittner

mkittner@mclennan.edu

[254-299-8514](tel:254-299-8514)

Room 408, Administration Building

This site is designed to provide current and prospective students, their families, as well as faculty and staff, with information related to accommodations (disability services). Please explore the links to learn more about receiving services.

If you have difficulty accessing information from the Accommodations (Disability Services) web pages, please call [254-299-8122](tel:254-299-8122) for assistance.

If you have difficulty accessing information from the Accommodations (Disability Services) web pages, please call 254-299-8122 for assistance. The link to the McLennan Community College Accommodations is shown here.

[Accommodations \(Disability Services\)](#)

MLT Program Career Entry Competencies

The goal of the program is to prepare students for career entry positions as medical laboratory technicians. Thus, specific professional competencies are the goal of graduates. The program strives, through its educational methods, to incorporate all facets of quality laboratory practice into the professional development of students. The curriculum is designed to prepare graduates in various testing and analysis skills.

1. Collect and safely handle biological specimens.
2. Perform accurate laboratory testing.
3. Evaluate and interpret laboratory test data.
4. Identify problems and take corrective action.
5. Use quality assurance to monitor procedures, equipment, and technical competency.
6. Operate equipment properly and perform preventive and corrective maintenance.
7. Comply with established laboratory safety regulations.
8. Use computers and laboratory software effectively.
9. Evaluate the efficacy of new procedures and instrumentation for a given setting.
10. Demonstrate ethical behavior and maintain confidentiality in terms of patient results.
11. Interact professionally with patients and other health care personnel.
12. Establish and maintain life-long learning as a function of professional competence.

Adapted from: The Rotation Manual for Clinical Laboratory Science, Lori Rice-Spearman and Hal S. Larsen, 1995

MLT Program Policies and Procedures

Admission to MCC

- ❖ Application for admission to McLennan Community College is available online through Apply Texas. Computers on campus are available for your convenience in Highlander Central in the Enrollment Services Center on campus. If you have questions about your application, please contact the Enrollment Services Center, by email at highlandercentral@mclennan.edu or by phone at 254-299-8622. Here is the link to the admissions webpage on the McLennan Webpage.
<https://www.mclennan.edu/admissions/become-a-student/index.html>

Admission to the MLT Program

- ❖ Application forms for admission to the Medical Laboratory Technician program are available on the medical laboratory technician page. Here is the link to the PDF document.

<https://www.mclennan.edu/health-professions/medical-laboratorytechnician/admission%20process/index.html>

Admission Committee for the Medical Laboratory Technician Program

- ❖ The MLT admission committee meets in mid-July to review the files of all individuals who apply for admission to the MLT program. The application deadline is July 15th for the upcoming fall semester. Points are assigned to each applicant according to published admission criteria. Decisions concerning admission to the new MLT class are made during this meeting. The committee is made up of the Dean of Health Professions, VP of Instruction and Student Engagement and the Director of Accommodations/Title IX. Notification letters are e-mailed to applicants shortly after the committee meeting.

Letter of Notification

- ❖ Along with the letter of notification that announces acceptance into the program, the student will receive a short form that must be completed by the student and returned to the MLT program director. This form indicates the student's intent to either accept or decline admission into the MLT program.

Immunizations

- ❖ All MCC students enrolled in any health science program will be required to show proof of immunity to Hepatitis B, varicella, measles, mumps, rubella, and diphtheria/ tetanus. Also, students will be required to have a flu shot, and T-spot or Quantiferon for tuberculosis or a chest x-ray. Costs for immunizations and x-rays will be the responsibility of the student. Failure to comply with immunization schedule will result in student being withdrawn from the

program. Proof of immunizations does not guarantee acceptance into a health professions program. Such proof is necessary for the student to participate in direct patient care during clinical courses. Because clinical activities will begin in the first semester of the program, it is imperative that students applying for health science programs arrange to receive these immunizations by the first-class day of the semester.

CPR Certification

- ❖ Documentation of current CPR certification (Basic Life Support for Healthcare Providers, approved by the American Heart Association) must be submitted to Complio, the computerized tracking system used by MCC health professions before starting clinical rotations. The cost for CPR certification is not included in any tuition or fee and must be assumed by the student as a separate program cost.

Drug Screens

- ❖ The Joint Commission requires verification of competency of all individuals who have direct contact with patients or employees; this includes students participating in clinical rotations in the facility. Competency extends technical skills to include screening for drug use.
- ❖ Drug screens must be completed within the thirty (30) days prior to a student's initial entry into the clinical assignment portion of their respective Allied Health program. For some programs, clinical assignments begin immediately when classes begin for the semester. For other programs, clinical assignments are scheduled for later in the program. Verification of a negative drug screen must be received prior to the first clinical day in the student's program. The results will be acceptable for all clinical rotations during the student's enrollment in the program unless there is a break during that student's enrollment. A break in enrollment (leaving the program) is defined as nonattendance for a portion of a semester or more. Attendance must be verifiable through the College.
- ❖ Cost of the drug screen will be the responsibility for any students entering an Allied Health Program at McLennan Community College. Students will use the testing agency designated by the College (Castlebranch). The student will be responsible for scheduling his or her own testing time at the agency and will be required to follow all procedures required by that agency for accurate testing. The students will be responsible for ensuring that the results of all testing be sent by the agency directly to the director of the allied health program in which they are admitted or enrolled.

Health Professions Division Criminal Background Check

Introduction

The Joint Commission requires verification of competency of all individuals who have direct contact with patients or employees; this includes students doing clinical rotations in the facility. Competency extends beyond technical skills to an individual's criminal history.

Purpose:

This policy is designed to protect the community of health care consumers from services provided by students who have documented illegal and unethical behaviors. These requirements also allow the Health Professions division to be in compliance with clinical affiliation agreements.

In compliance with HB 1508, students are advised that a criminal background could prevent licensure by the State of Texas. Students are further advised to consult with the program director or faculty member for guidance. Students also have the right to request a criminal history evaluation letter from the applicable licensing agency.

Policy:

Successful completion of a criminal background check is required for admission and continuation in all Health Professions Programs. Students will be given specific directions from the program about how to obtain the background check.

Background checks may be honored for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment of a Health Professions class. A break in enrollment is defined as nonattendance of one full semester or more. The above information must be verifiable through the college/school and an attestation will be provided to the clinical agency. Individual programs may require more frequent background checks to meet clinical requirements.

The following histories will disqualify an individual from consideration for admission because the student would not be eligible for clinical placement: (this includes, but is not limited to):

- Murder
- Capital murder
- Manslaughter
- Criminally negligent homicide
- Hate crimes
- Unlawful restraint
- Kidnapping
- Aggravated kidnapping
- Continuous sexual abuse of a young child or children
- Indecent exposure
- Indecency with a child
- Improper relationship between educator and student
- Improper photography or visual recording
- Sexual assault
- Aggravated assault
- Aggravated sexual assault
- Intentional, knowing, or reckless injury to child, elderly individual, or disabled individual

- Intentional, knowing, or reckless abandonment or endangerment of child
- Deadly conduct
- Terroristic threat
- Aiding suicide
- Prohibited sexual conduct (incest)
- Agreement to abduct child from custody
- Violation of certain order in family violence case
- Violation of protective order preventing hate crime
- Sale or purchase of child
- Arson
- Robbery
- Aggravated robbery
- Burglary
- Online solicitation of minor
- Money laundering
- Fraud
- Identity theft
- Cruelty to animals
- Compelling prostitution
- Causing sexual performance by a child
- Possession or promotion of child pornography
- Any other offense for which registration as a sex offender is required
- Moral turpitude

The following histories will disqualify an individual from consideration for admission if the conviction occurred within the last five (5) full calendar years*:

- Assault punishable as a Class A misdemeanor or felony.
- Drug related issues
- Theft
- Misapplication of fiduciary property or property of financial institution punishable of Class A misdemeanor or felony
- Securing execution of a document by deception punishable as a Class A misdemeanor or felony
(document tampering)
- False identification as a peace officer
- Disorderly conduct

Any terms of probation must be complete prior to admission to a health professions program. The following histories will disqualify an individual from consideration for admission if the conviction occurred within the last 12 months:

- Driving while intoxicated (DWI or DUI)
- Theft by check
- Public intoxication
- Minor in possession

*Any terms of probation must be complete prior to admission to a health professions program.

For students accepted to a clinical program with access to a licensing/registry body review process:

If an individual does not meet one or more of the aforementioned standards, she/he may pursue a declaratory order process with her/his licensing/registry body. If the licensing/registry body approves the individual to take the licensing/credentialing exam, the individual may be able participate in the clinical rotation, depending on the affiliation agreement.

Disclaimers

Successful completion of a criminal background check for a Health Professions Program does not ensure eligibility for licensure or future employment.

Individual Health Professions programs may require more frequent or multiple background checks in order to meet clinical requirements.

Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.

Clinical agencies can conduct additional background checks at their discretion.

If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

Costs for Background Checks

All costs for criminal background checks are the responsibility of the student entering or enrolled in a Health Professions program at McLennan Community College. Students will use the testing agency designated by the College. The student will be responsible for scheduling his or her own time at the agency and will be required to follow all procedures required by that agency for accurate testing.

Screening Requirements

Successful completion of a criminal background check is required for admission and continuation in all Health Professions programs at McLennan Community College. Admission to a Health Professions program is considered conditional until the results of the criminal background check are approved by the program director. Students will be given specific instructions from the program about obtaining the background check.

Drug screens and criminal background checks must also be completed within the thirty (30) days prior to a student's initial entry into the clinical assignment portion of his or her respective health science program. For some programs, clinical assignments begin immediately when classes begin for the semester. For other programs, clinical assignments are scheduled for later in the program. Verification of a negative drug screen and a satisfactory criminal background check must be received prior to the first clinical day in the student's program. The results may be acceptable for all clinical rotations during the student's enrollment in the program unless there is a break during that student's enrollment. A break in enrollment (leaving the program) is defined as nonattendance for a portion of a semester or more. Attendance must be verifiable through the College.

Students who are not disqualified should not assume that their criminal background check shows no criminal activity. The student should report any convictions to the appropriate licensing or registry boards at least three months prior to the examination date.

Each student must report within three business days to the Program Director and the Dean of Health Professions any arrests and/or criminal charges or convictions filed subsequent to the completion of the criminal background check. Failure to report will make the student subject to administrative withdrawal from the program.

Any student who changes programs or stays out of a Health Professions program at McLennan Community College for 12 months will be required to submit a new criminal background check and drug screen upon re-entry to the Health Professions Division.

The Health Professions division will provide an attestation of the background check and drug screen to clinical affiliates prior to each rotation. Clinical facilities may submit a written request for additional information regarding background checks and drug screens for students and faculty participating in clinical rotations.

Disclosure

Students are required to disclose any prior criminal record by accurately answering the following question on the application for admission to the Health Professions program:

Have you ever been convicted of a crime other than a minor traffic violation? (Circle one)

YES NO

| |
|--|
| Please note that Driving Under the Influence (DUI) and Driving Under Suspension (DUS) are NOT considered minor |
|--|

Records of Criminal Background Checks

Criminal background checks and drug screens are reviewed securely through the provider's website. Any printed records of criminal background checks will be kept in a secured file in the office of the program director of that student's Health Professions program. It will be accessible only to the program director, the program clinical coordinator, the Dean of Health Professions, any of the College Vice Presidents, the President of the College, the college attorneys, and any college judicial panel which may be created to review a student's case.

Health Professions Division Criminal Background Check

I have read and understand the Health Professions Division Criminal Background Check policy. I understand that I must abide by this policy throughout my enrollment in any Health Professions Program at McLennan Community College.

Student Signature

Date

Student's Printed Name

Clinical Placement if placement not immediately guaranteed

- ❖ If the program finds that there are more enrolled students than can be accommodated at the clinical affiliates, volunteers will be solicited to accept a rotation schedule that would provide clinical training the following semester. In the absence of volunteers, eligible students will be given priority according to grades, allowing those with the highest grades preference in clinical scheduling.

Continuation in the MLT Program

- ❖ Credits for the associate in applied science degree include a minimum grade of 'C' or better (2.5 grade point average) in each major course in the technical curriculum. A major course is a course that has the prefix of the program (i.e., MLAB). A minimum grade of 'C' will be required for related courses when specified in the catalog course description as a prerequisite. A minimum grade of 'C' or better will be required for courses transferred or substituted to satisfy degree requirements.
- ❖ Failing or withdrawal from any course in the program prohibits progression/continuation in the program. The student will be dismissed from the program and will need to repeat the application process as a new student.

Dismissal from the MLT Program

- ❖ Dismissal may be considered when misconduct by a student result in disciplinary action. <https://www.mclennan.edu/catalog/policies.html>

Appeals and Grievance Procedures

- ❖ During the course of the program should a student have an issue evolve with a faculty member, other student or program policy, the student is encouraged to bring the issue to light. A major component of the program is to develop professional behavior and professional communication skills which also includes professional and ethical handling of grievance procedures.

The first step in the process is to address the issue directly with the individual faculty member (or student if it is a student-student issue) and see if resolution can be reached.

To initiate the grievance process with a faculty member:

- The issue must be written up in a concise but thorough manner and include possible solutions or resolutions to the issue.
- The written grievance must be presented to the faculty within a 1-week (7 calendar days) timeframe of the occurrence that initiated the issue.

- The faculty will then schedule a meeting within a 2-week time-frame (14 calendar days -extended time frame to allow for schedule conflicts due to class times and administrative obligations) from the date the written grievance is presented to the faculty member, to discuss with the student the grievance and attempt to find resolution.

If the student does not feel that the issue is satisfactorily resolved after meeting with the faculty member, the next step is:

- The student is to contact the MLT Program Director (PD) and present the director with the written grievance and subsequent actions taken to find a solution or resolution.
- The written grievance must be presented to the PD within a 1-week (7 calendar days) timeframe of meeting with the faculty member.
- The Program Director will then review the grievance and schedule a meeting to occur within a 2-week time-frame from the time the PD receives the grievance notification (14 calendar days - extended time frame to allow for schedule conflicts due to class times and administrative obligations) with the student to discuss potential solutions or resolution.

If the matter cannot be resolved at the Program Director level, the student may contact the Dean of Health Professions, within a 1-week time-frame (7 calendar days) from the date of the meeting with the PD, with the original written grievance as well as written documentation of the subsequent steps and results of the grievance process undertaken up to that point.

If the issue is not satisfactorily resolved at the end of this process, the student may initiate a formal McLennan Community College grievance procedure. The Formal MCC Student Grievance Procedure is outlined in the MCC Catalog: <https://www.mclennan.edu/about/student-complaints.html>

Complaints Outside of Due Process

Purpose: To address complaints that fall outside of due process, such as those submitted by clinical personnel, patients, or other stakeholders.

Policy: The program director of each Health Professions program will be responsible for handling complaints that fall outside of due process. In the event that the program director is not available or if it is inappropriate for the program director to address the complaint (e.g. the complaint involves the program director), the complaint will be forwarded to the Dean of Health Professions or the Vice President of Instruction and Student Engagement.

- Complaints should be submitted in writing to the program director.
- The program director should respond to the complainant within 10 business days of receiving the complaint. When appropriate, the program director may consult with other offices and personnel to address the complaint.

- If the program director is unable to resolve the complaint, the person(s) may contact the Dean of Health Professions or Vice President of Instruction & Student Engagement.
- Complaints will be handled in an expeditious manner.
- Complaints may be filed without fear of retribution or retaliation.
- Documentation regarding the complaint, any actions taken, and resolution will be maintained securely for five (5) years.

❖ The MLT program follows the appeals and grievance procedures as stated on the webpage under “student complaints” and the Health Careers Division Policy regarding grievances. <https://www.mclennan.edu/about/student-complaints.html>

Fees, Costs and Tuition

- ❖ The current class schedule contains information concerning current fees, costs and tuition. A schedule of costs is available from the MLT program director.

Recording Device Policy

Students may only record/video class activities and instructors with permission of the instructor and in no circumstance are allowed to post recordings on any Internet site or social network site. The recording may only be utilized by the individual. Students who do not remain in compliance with this policy will be written up, put on probation, or potentially dismissed from the program based upon the extent to which the policy has been disregarded. The only exception is in the case of an ADA accommodation. Instructors must be notified of accommodations by the Disabilities Service office prior to them being used in the classroom.

Refund Policy

- ❖ The MLT and phlebotomy programs follow the refund policy as stated on the McLennan webpage. <https://www.mclennan.edu/tuition/>

Service Work by Students

Medical Laboratory Technician students are not expected to perform service work and are not allowed to take the place of qualified staff during any clinical rotation. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures. A clinical affiliate, which employs a currently enrolled MLT student in a student assistant position, will schedule the student for work during non – instructional hours.

The student is not to be “pulled” from their instruction to perform the duties they normally perform as an employee, even temporarily. The student is to report such practice to the MLT Program faculty. A student who also works as an employee may not count their paid hours as clinical time as the student is performing the duties of an employee, not a student in training.

Advanced Placement

- ❖ In certain cases, academic course work may be challenged. Advanced placement for a student is arranged on an individual basis. All course substitutions must be approved by the Dean of Health Professions and the registrar.

Official Degree Plan

- ❖ The degree plan shows the academic and technical courses required for graduation with an Associate in Applied Science degree from McLennan Community College with a major in Medical Laboratory Technology.

Client Care Statement

- ❖ Clinical assignments will be made without regard to the sex, disability, creed, religion, color, age, national origin or disease condition of the client/patient. Therefore, students will be required to provide safe care for any client/patient assigned to their level of responsibility.

Cellular Telephones and Personal Calls

- ❖ Students are NOT to receive or place telephone calls or texts during class. Cellular telephones are to be turned off or set to vibrate before entering the classroom. If a student needs to receive a text/phone call during class time for emergency purposes (sick child, death in the family), the student must take the text/call OUTSIDE of the classroom. If a student chooses to text/call during class time for non-emergent purposes, the student will be asked to leave class for that day.

Locker Policy

- ❖ MLT students will be allowed to use the lockers in the classroom/lab. The student's name and locker number must be supplied to the program director within the first two weeks of each semester. If a lock is used on the locker, the student will be required to remove the lock at the end of the program. Failure to remove the lock will result in forced removal of the lock with the student being responsible for any charges incurred. Any items left in the lockers will be discarded.

Academic Dishonesty

- ❖ "MCC's MLT program does not tolerate academic dishonesty of any kind. Students are expected to refrain from academic dishonesty. This includes any conduct aimed at misrepresentation with respect to a student's academic performance. Examples of academic dishonesty include (but are not limited to):
 1. Cheating
 2. Plagiarism
 3. Collaborating with others if contrary to stated guidelines for the course
 4. Providing students who have not completed exams (lecture or lab) with any information related to the exam
 5. Intentionally assisting another student in any dishonest action
- ❖ Violations of this policy will be brought to the attention of the student by the instructor. If there is suspicion of wrongdoing without corroborating evidence, the matter will be discussed with the student, and a verbal warning will be issued if warranted. If there is clear evidence that a violation has taken place, the instructor may impose a sanction ranging from a written warning to failure of the course. Failure of a course for any reason will result in the student not being able to continue in the MLT program.
- ❖ If the student does not feel that the issue is satisfactorily resolved, the student should contact the MLT Program Director to discuss the matter. If the matter cannot be resolved at that level, the student may then contact the Dean of Health Professions. If the issue is not satisfactorily resolved at the end of this process, the student may initiate a formal grievance procedure. The Student Grievance Procedure is outlined in the Highlander Guide.

- ❖ Any reported incidents of cheating will be investigated and documented with proper disciplinary action taken as necessary.

Student Conduct

- ❖ The MLT/MLA and phlebotomy programs follow the student conduct policy of MCC as stated in the General Conduct Policy E-VIII.
- ❖ Students in the MLT/MLA and phlebotomy program(s) are expected to:
 1. Use their own knowledge and skill to complete examinations.
 2. Use their own knowledge to write papers or compile research presentation. If a quote or portion of another person's work is used, proper recognition must be given.
 3. Respect the opinion of instructors and other learners. Student will refrain from making statements that insult, slur or degrade instructors, other health professionals or students. (This ethics statement does not infringe upon a student's right to raise questions and request clarification but does modify the manner in which the question is presented.)
 4. Respect the limited resources of textbooks, library books, reprints and journals.
 5. Assist in maintaining equipment in good working order. Students will refrain from misusing equipment.
 6. Assist in maintaining class and laboratory rooms in good order. Students are expected to clean up after themselves when they have finished working in an area of the department.
 7. Respect other student's projects. Handling, stealing, altering, defacing, or otherwise harming another student's work, especially in a manner which might cause the project to receive a lower grade, will NOT be tolerated.
 8. Observe all policies and procedures established by the MLT program and all clinical facilities.
 9. Respect the confidentiality of patient information regardless of source. Information in which any part of the patient's name (or any identifying aspect of the patient) shall not be repeated outside the classroom, clinic or facility.
 10. Work in cooperation with and demonstrate respect for other health care team members.
 11. Protect the property and property rights of the program, clinic and patient. Students will not remove or borrow property without permission and shall not damage or misuse property.
- ❖ MLT/MLA and phlebotomy students are also expected to conduct themselves according to these ASCP Board of Certification Guidelines for Ethical Behavior.

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:

1. Treat patients with respect, care and thoughtfulness.
2. Develop cooperative and respectful relationships with colleagues to ensure a high standard of patient care.
3. Perform my duties in an accurate, precise, timely and responsible manner.
4. Safeguard patient information and test results as confidential, except as required by law.
5. Advocate the delivery of quality laboratory services in a cost-effective manner.
6. Strive to maintain a reputation of honesty, integrity and reliability.
7. Comply with laws and regulations and strive to disclose illegal or improper behavior to the appropriate authorities.
8. Continue to study, apply, and advance medical laboratory knowledge and skills; and share such with other members of the health care community and the public.
9. Render quality services and care regardless of patients' age, gender, race, religion, national origin, disability, marital status, sexual orientation, political, social, or economic status.

Disqualifications from Clinical Affiliation Participation

A student will not be allowed to participate in clinical affiliations if he or she is found to have a positive drug screen. If the student feels that the positive result is in error, he or she will be able to request a Medical Review through the testing agency and pay any additional fee for that service. The testing agency will have its Medical Review Officer assess the screen and follow through with an appropriate investigation. The student may be responsible for the cost of the medical review. A student will not be allowed to participate in clinical activity (removed from program) in any MCC Health Professions program for twelve (12) months following a verified positive drug screen. The student will then be required to undergo an additional drug screen which must be negative, prior to a clinical placement.

"For Cause" Screening (Zero Tolerance)

At any time during classroom, lab, or clinical portions of a health science program, the student is suspected of being under the influence of drugs or alcohol, the program faculty or clinical facility personnel may require the student to be tested for drugs and/or alcohol. If the clinical facility has the capability of doing the screen on site, the facility may use that service. The student is responsible for any cost of the screening. If a student must be dismissed from the clinical facility during a clinical assignment to undergo testing and/or for inappropriate behavior due to possible drug or alcohol influence, the student will be responsible for providing contact information for someone to provide transportation for the student to be taken away from the site and, as necessary, to the college-designated testing agency. Failure by the student to comply with these policies is grounds for dismissal from the allied health program in which the

student is enrolled. A positive drug or alcohol test is also grounds for dismissal from the program in which the student is enrolled. See the Health Professions Division Policy.

Student Dress

- ❖ All students in the medical laboratory technician and phlebotomy programs must follow dress guidelines. All students will maintain a conservative, professional appearance, especially during clinical assignments.
- ❖ Navy blue scrub pants and burgundy scrub shirts must be worn at all times by MLT/Phlebotomy students during clinical rotations. This uniform should also be worn when conducting laboratory sessions in the MLT student laboratory. Clothing should be neat, clean, and in good repair.
- ❖ White lab coats are to be worn over the scrubs. These lab coats are to be long-sleeved and the hem is to fall at or below the knee. Disposable lab coats are available at the clinical affiliates and in the student laboratories.
- ❖ Both the scrub top and the white fabric lab coat are to have the MCC arm patch sewn to the left sleeve for students.
- ❖ Impermeable/fluid resistant leather or vinyl walking shoes with white or color-coordinated socks must be worn with the uniform. Canvas tennis shoes are not acceptable. Shoelaces must be tied for safety. Shoes must be kept clean and in good repair.
- ❖ Appropriate name badges supplied by the college or clinical affiliate must be worn with the uniform at all times. The name and picture on the tag must be visible at all times.
- ❖ Use of aftershave or perfume is prohibited.
- ❖ Deodorant or antiperspirant must be worn at all times.
- ❖ Grooming and body hygiene is required.
- ❖ Chewing gum, eating or drinking, smoking, or applying makeup is prohibited in the classroom, student laboratory, and in the laboratory departments of all clinical affiliates.
- ❖ Hats are prohibited in the classroom, student laboratory, and in the laboratory departments of all clinical affiliates.
- ❖ Sunglasses are prohibited in the classroom, student laboratory, and in the laboratory departments of all clinical affiliates.

- ❖ Tattoos are not considered to be in the best interest of the medical laboratory technician and/or phlebotomy program and are only acceptable if covered completely from view in some way.
- ❖ Jewelry may be a small ring and/or a wedding set.
- ❖ No bracelets or necklaces may be worn in the laboratory departments of all clinical affiliates.
- ❖ Small earrings may be worn. Multiple ear piercing is not acceptable.
- ❖ Body piercing jewelry in any other form is not acceptable.
- ❖ Shoulder length hair must be pulled back and secured away from the face. Extreme fashion statements such as shaving the head, radical haircuts or hairstyles such as bleaching, dying or tinting hair in unnatural colors is not acceptable. Facial hair must be neat and trimmed.
- ❖ Fingernails should be kept clean and well groomed. Polish should be moderate and subdued. Chipped nail polish should be avoided. False or applied fingernails, multicolored nails, frosted, glitter, nail ornamentation, extremes in color or length are not acceptable

Student Liability Insurance

- ❖ Student liability insurance is purchased through the college as part of the medical laboratory technician program's tuition and fees. This limited liability coverage for students is effective only during clinical instruction. The student is NOT covered if employed outside of the clinical instruction time.

Student Health Insurance and Available Health Care Services

- ❖ Neither the college nor any of the clinical affiliates assume financial responsibility for an injury or illness of the student during clinical hours. The student must carry private medical coverage. The student must report an injury or illness to the clinical instructor and/or program director immediately.
- ❖ The health career programs have identified a company that provides health insurance for students at a reasonable expense. Please check their website at www.ejsmith.com. Any provider is acceptable. You will be required to upload proof of insurance into Complio. Complio will require you to document your coverage every 4 months.
- ❖ Students needing medical care are encouraged to seek the services of a physician at a local hospital, clinic, or with their family health care provider.

General Information

MLT Program Officials

Glynnis Gaines
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Medical Laboratory Technician and Phlebotomy Programs
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shenry@mclennan.edu

John Ucci, MLS(ASCP)^{CM} QLI^{CM}
Instructor/MLT Laboratory Coordinator
Office: S345
254-299-8445
jucci@mclennan.edu

Directory of Clinical Affiliates and Their Locations

Baylor Scott & White Hillcrest Medical Center (HBMC)

100 Hillcrest Medical
Blvd Waco, TX 76712
(254) 202-4890
Fax: 202-4899

Michael Uptmore, MLS(ASCP)^{cm}
MCC MLT Clinical Liaison

Jenna Henderson, MT(AMT)
Lab Director

From the main entrance to MCC, turn right on College Drive. Turn right on Lake Shore Drive. Turn right on Martin Luther King, Jr. Blvd. Follow MLK to Interstate 35. Turn right onto I-35 South. From IH-35, take exit 330A just past the Hwy 6 interchange, make a right at either the main entrance or Corporation Parkway. From Hwy 6 eastbound (from Hewitt/Woodway), take the I-35 Austin exit, make a right at Legends Crossing entrance or continue on the frontage road to the main Medical Center entrance.

Coryell Memorial Hospital (CMH)

1507 W Main St
Gatesville, TX 76528

Lori Wolff MT(AMT) - Lab Director
Coryell Health Diagnostic
Laboratory office: (254)
248-6271/6270
Cell: (254)248-4892 Lab Cell: (254) 216-5920
fax: (254) 248-6341 www.CoryellHealth.org

From the main entrance to MCC, turn left on College Drive. Turn left on 19th street. You will come to a curve in the road where 18th street joins 19th street. Stay on the main road which is 18th street. Continue on until you reach Waco Drive and turn right. Waco Drive becomes Highway 84. Stay on Highway 84 all the way into Gatesville. Go through Gatesville (still on Highway 84). Just after you go over the bridge through Gatesville, turn right into the hospital parking lot.

Family Health Center (FHC)

1600 Providence Drive
Waco, TX 76707
(254) 313-4279

Jonathan Ramsey, MS, BS (MT) ASCP Laboratory Supervisor

From the main entrance to MCC, turn left on College Drive. Turn left on 19th street. You will come to a curve in the road where 18th joins 19th. Stay on the main road, which is 18th street. Turn left on Providence. Family Practice Center is on the right at 1600 Providence Drive.

Goodall-Witcher Hospital Authority (GW)

101 Posey/PO Box 549
Clifton, Texas 76634
Phone: 254-675-8322 ext 7381

Monica Phillips-Bryant, BS MT(ASCP) Laboratory
Manager

From the main entrance to MCC, turn right on College Drive. Turn right on Lake Shore Drive. Turn left on Steinbeck Bend. Go to China Spring. Turn left on N. River Crossing. Turn right on Hwy 6. Go to Clifton. Turn left on 5th. Turn left on Posey Ave. Goodall-Witcher Hospital is on the left at 101 Posey Avenue.

Hamilton General Hospital (HGH)

400 N. Brown
Hamilton, TX 76531
(254) 386-1751
Jared Marcus, Laboratory Director
jmarcus@hamiltonhospital.org,

From the main entrance to MCC, turn left on College Drive. Turn left on 19th street. You will come to a curve in the road where 18th street joins 19th street. Stay on the main road which is 18th street. Continue on until you reach Waco Drive and turn right. Waco Drive becomes Highway 84. Continue on Hwy 84 W for about 36 miles. Turn right onto TX-36 W ramp to Texas National Guard. Merge onto TX-36 N. Turn right at N Manning St. The Hospital will be on your right.

Limestone Medical Center (LMC)

701 McClintic Drive
Groesbeck, TX 76642
(254) 729-3281 x2240
Linda Rojas, MLT(AMT), Laboratory Manager
Yanira Deleon, MLT(ASCP) - clinical coordinator

From the main entrance to MCC, turn right on College Drive. Turn right on Lake Shore Drive. Follow Lake Shore Drive to Bellmead. Lake Shore Drive becomes Loop 340. Follow Loop 340 to Hwy 6. Turn left on Hwy 6. Follow Hwy 6 to Hwy 164. Turn left on Hwy 164 and go to Groesbeck. Turn left on Ellis Street. You will come to a fork in the road, go left onto McClintic. Limestone Medical Center will be on the left at 701 McClintic Drive.

Ascension Providence Healthcare Network

6901 Medical Parkway
Waco, TX 76712
254-751-4000 x 2277
Essie Rheame, MLS (AAB, BB), MLT (ASCP) Clinical Liaison

From the main entrance to MCC, turn right on College Drive. Turn left on Lake Shore Drive. Lake Shore Drive will become Valley Mills Drive after you pass Lake Waco. Turn right on Bosque Blvd. Follow Bosque to Hwy 6 and turn left. You can stay on the Hwy 6 access road. Providence Health Center will be on the right at 6901 Medical Parkway at the corner of Medical Parkway and Hwy 6.

Attendance

Division Policies & Procedures

Subject: Student Attendance in Didactic Classes Effective date: August 21, 2023

Purpose: McLennan Community College expects regular and punctual class attendance from all students. In Health Professions programs, regular class attendance is expected as a demonstration of professional workplace behavior and late arrival and/or early departure is considered as absenteeism. Students, whether present or absent, are ultimately responsible for all material presented or assigned in the classroom and will be held accountable for these materials in determination of their grade. Absences from didactic classes prevent the Health Professions student from receiving full benefit of the course, diminish the quality of group interaction in the classroom setting and may interrupt progression in the program.

Policy: A McLennan Health Professions student in a didactic course missing a cumulative of 15 percent of the class meetings due to unexcused absences will be dropped.

Students will be permitted to make up class work and assignments missed as outlined in the course syllabus due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in College policy B-II. In all other cases, the instructor has the prerogative of determining whether a student may make up work missed.

Students are responsible for any work missed regardless for the cause of absence, as indicated in the institutional attendance policy. The student must initiate conversation with the instructor in a timely fashion, as defined by the program, and complete work according to timelines established with each course instructor.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons for a grade no higher than a 75. It is the student's responsibility to provide the proper documentation for an excused absence within 24 hours of the absence.

Students are expected to be in class on time.

Attendance is recorded at the start of the class period. If you are not in the classroom by the time class starts, you may not be let in for instance if a test has started. If you must leave while class is in session, quietly pick up your course materials and exit the classroom.

If a student enters class during a break or leaves before class is excused, s/he will be counted as absent.

Student Absences on Religious Holy Days

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code. McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

Attendance for Clinical Courses

MLT students are expected to report to clinical rotations as specified by the clinical coordinator. The program expects regular and punctual clinical attendance from MLT students. Documentation of attendance will begin the first day of rotation. Regular and timely attendance is expected as a demonstration of professional workplace behavior and late arrival and/or early departure is considered as absenteeism. Students, will be held accountable for clinical rotation hours and poor attendance will impact the ability to complete the course.

Absences from clinical prevents the MLT student from receiving the full benefit of the clinical, diminishing the quality of interacting with hospital/clinic professionals and may cause a student to fail to progress in the program.

MLT or phlebotomy students missing a cumulative of 15 percent of clinical hours due to unexcused absences will be dropped.

Students will be permitted to make up clinical hours missed if the absence is caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in College policy B-II.

Students are responsible for communicating with the instructor and clinical site. The student must initiate and communicate with the instructor and clinical site in a timely fashion, defined

as a minimum of 1 hour before start of the rotation. There are occasions when an absence is necessary and we do understand that there is life outside of this program.

HOWEVER, frequent absences cause the student to miss vital learning opportunities and will have an adverse effect on the ability to complete the course in a timely fashion.

Any student with unexcused absences for more than 15% of the clinical class hours may be withdrawn from the course and may not continue in the program. The student must coordinate any make-up days for absences with the clinical site and the MCC clinical coordinator. Do not do this on your own without prior approval from the program. Excused absences will require documentation.

Just as in the workforce realm, it is professional courtesy that your supervisor be notified INADVANCE if you are to be tardy or absent. The student must contact the Clinical Coordinator (CC) and leave a voice message or email the CC office if there is a need to be absent/tardy.

TEXT MESSAGES ARE NOT CONSIDERED ADEQUATE NOTIFICATION. IF YOU TEXT YOU STILL MUST CONTACT THE MCC Clinical Coordinator BY EMAIL OR OFFICE PHONE.

Failure to call or notify the CC will automatically result in an unexcused absence and a point deduction will be applied.

Clinical Tardy Policy

Students are expected to report to their assigned clinical areas and be ready to work by the assigned time schedule. A tardy constitutes arriving ANY time after the pre-designated start time for that clinical rotation up to 10 minutes after the scheduled start time. When the student is going to be tardy, THEY MUST contact the clinical coordinator by office phone or office email and must contact the clinical site to inform them of their intent to be tardy. It is the student's responsibility to have contact information for the clinical supervisor of the facility they are reporting to and the clinical coordinator. Contacting the clinical site is required and a professional courtesy and DOES NOT excuse the student for being late. Clinical sites develop relationships with students and the welfare of the student is important. Contact information for each clinical site is found in the MLT/Phlebotomy Handbook that can be found in Brightspace or on the MCC MLT/Phlebotomy webpage.

If a student fails to contact the clinical coordinator, an absence will be charged for arriving after the 10-minute window.

Failure to provide advance notification

Should a student fail to contact the clinical coordinator in advance of the absence/tardy, 10 points will be deducted from the student's final grade. This is a serious infraction and can be devastating to a student's overall grade and can easily jeopardize their continuation in the program.

It is advisable for the student to establish close communication with the CC anytime they need to be tardy/absent. Contacting the CC by cell phone to "touch base" about what to

do is acceptable but does not replace the need to send an office email or leave an office voicemail. A voicemail, office email is required notification for any absence or tardy. The clinical coordinator must be contacted by office phone (254-299-8119) or office email shenry@mclennan.edu as to whether or not the student is going to be absent or tardy.

Contact Information for Clinical Coordinator

Dr. Samantha Henry 299-8119

Office shenry@mclennan.edu

When leaving a voice mail, please identify yourself and leave a brief message regarding your situation, and a phone number where you could be reached if necessary.

Late and Makeup work

Students who must miss clinical hours must make up the hours whether the absence is excused or unexcused. Due to the shortage of available clinical spots, the student may be required to travel to another clinical site or finish the hours on campus. Only under extreme circumstances will the students be given an incomplete and allowed to complete the hours in the following semester.

Grades

| Grade | Percentage Points |
|-------|-------------------|
| A | 90-100% |
| B | 80-89% |
| C | 75-79% |
| D | 70-74% |
| F | 69% and below |

Final grades are rounded. For example, if you achieve a final score of 79.5%, it will be rounded up to an 80 and you will receive a B in the course. If you achieve a 79.4%, it will be rounded down to a 79 and you will receive a C.

Any student earning a grade of less than 75% on an assignment is required to schedule a conference time with the Program Director.

Supplies

1. MCC MLT/Phlebotomy scrubs/ lab coat
2. Closed-toe walking shoes
3. Name badge supplied by college
4. Black-ink Sharpie or permanent marker, fine tip
5. Watch/timing device with second hand
6. Black ink pen
7. Binder/notebook, paper, and/or lap-top computer for taking and storing notes and information
8. Calculator
9. Other supplies as indicated

Textbooks and Reference

- A copy of the current book list may be obtained from the program director. Required and suggested books may also be found on the MCC website through WebAdvisor.
- Note: Textbooks and reference books are subject to change without prior notice.

Student Laboratory Safety Rules

- NO eating, drinking, smoking, chewing gum, or applying makeup in the laboratory.
- NEVER pipette by mouth.
- Wear a lab coat with the buttons closed. Remove the lab coat before leaving the lab.
- Use gloves at ALL times in the lab. Treat every specimen as biohazardous.
- Keep fingers and pencils or pens out of the mouth.
- Clean work area properly BEFORE and AFTER laboratory procedures.
- Wash hands BEFORE and AFTER laboratory procedures.
- Follow instructions for operation of the equipment and instruments.
- Handle equipment and supplies with care.
- Report ANY accident or injury to the instructor IMMEDIATELY.

Infection Control Policy

During the performance of clinical duties, student laboratory technicians shall comply with Standard Precautions for preventing the spread of infection to patients, themselves and others. The following measures will be employed:

- Blood and body fluids from all patients must be handled as infectious material.
- All specimens of blood and body fluids should be put in a well-constructed container with a secure lid to prevent leaking during transport.
- All persons processing blood and body fluid specimens must wear gloves, plus a face shield if blood or body fluids are expected to splatter.
- Workers must change gloves and wash hands after specimens are processed. Workers must never pipette by mouth. Use mechanical pipetting devices.
- Laboratory work surfaces should be decontaminated with appropriate chemical germicide after a spill of blood or body fluids and when work activities are completed.
- Contaminated materials should be decontaminated before use or be placed in bags and disposed of in accordance with institutional policies.
- All persons must wash their hands after completing laboratory activities and must remove protective clothing before leaving the laboratory.

- Needles and other sharp objects should be handled in such a manner to prevent accidental cuts or punctures. Used needles should never be recapped but discarded in an approved sharps receptacle.
- Spills must be cleaned with appropriate solution promptly

Exposure Categories

- All employees or students with direct or potential exposure to biohazardous materials are classified in one of the following exposure categories:

Category I: Those individuals who are routinely involved in the collection, packaging, transportation, treatment, processing, analysis, or disposal of biohazardous materials.

Category II: Those individuals who are occasionally involved (one to three times per month on average) with any of the activities listed above.

Category III: Those individuals who never handle biohazardous materials or work outside the designated biohazardous area.

MLT and phlebotomy students are classified as Category I.

Bloodborne Pathogens

Students will be exposed to blood or other potentially infectious fluids and materials during the academic/clinical laboratory portions of the program.

Solutions:

- Treat all blood and other potentially infectious materials according to OSHA Bloodborne Pathogen Standards (1910.1030 (d) (1)).
- Wear gloves, masks and gowns if any exposure is anticipated. Wear gloves when contact with blood, mucous membranes, infectious materials or non-intact skin is anticipated. Wear gloves when starting IVs or when handling contaminated items or surfaces.
- All clinical sites provide Personal Protective Equipment. Ask the clinical instructor or clinical liaison if you have any questions or concerns.

Important:

Report any exposure to Bloodborne pathogens to the clinical instructor or clinical liaison immediately. Contact the MLT Program Director/Clinical Coordinator immediately. Complete appropriate incident reports.

Patient Confidentiality / HIPAA Training Requirements and Responsibilities

The Health Information Portability and Accountability Act of 1996 went into effect in April 2003. HIPAA regulations determine the handling of what is known as Protected Health Information. Serious consequences for failure to comply with these patient/client confidentiality regulations may apply, therefore, students in the MLT/MLA and Phlebotomy programs must comply with these regulations by:

- 1) Complete mandatory orientation and HIPAA training
- 2) Signing and dating the signature page indicating one's understanding
- 3) Submitting the signed form to the MLT program director to be filed in the student's permanent record.

Further, students, faculty, and staff associated with the medical laboratory technician program, MLA program and the phlebotomy program at MCC must understand and act in accordance with the applicable laws pertaining to the use and disclosure of patient information whether on or off-campus, before, during, and after class sessions, and during clinical assignments.

Client/Patient Bill of Rights

- The client/patient has the right to considerate and respectful care.
- The client/patient has the right to obtain from his/her physician complete current information concerning his/her diagnosis, treatment, and prognosis in terms the client/patient can be reasonably expected to understand.
- The client/patient has the right to receive from his/her physician information necessary to give informed consent prior to the start of any procedure and/or treatment.
- The client/patient has the right to every consideration of his/her privacy concerning his/her own medical care program.
- The client/patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential.
- The client/patient has the right to expect that within its capacity a hospital must make reasonable responses to the request of a client/patient for services.
- The client/patient has the right to obtain information as to any relationship of his/her hospital to other health care and educational institutions insofar as his/her care is concerned.

- The client/patient has the right to be advised if the hospital proposes to engage in or perform human experimentation affecting his/her care or treatment.
- The client/patient has the right to expect reasonable continuity of care.
- The client/patient has the right to examine and receive an explanation of his/her bill regardless of source of payment.
- The client/patient has the right to know what hospital rules and regulations apply to his/her conduct as a patient.

Source: American Medical Association

Program Course Descriptions

The MLT program is 12-months in length and includes sequenced coursework in all areas of the medical laboratory. These courses include:

MLAB 1227 Coagulation

A course in coagulation theory, procedures, and practical applications. Includes laboratory exercises that rely on commonly performed manual and semi-automated methods. Utilizes a student laboratory for experiences in basic coagulation procedures. Prerequisites: MLAB 1415 and admission to the medical laboratory technician program and approval by the program director. Semester hours 2 (1 lec/2 lab)

MLAB 1235 Immunology/Serology

An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures. Utilizes a student laboratory for experiences in basic immunology/serology procedures. Prerequisites: Admission to the medical laboratory technician program and approval by the program director. Semester hours 2 (1 lec/2 lab)

MLAB 1415 Hematology

Introduction to the theory and practical application of routine and special hematology procedures, both manual and automated; red blood cells and white blood cell maturation sequences, and normal and abnormal morphology and associated diseases.

Utilizes a student laboratory for experiences in basic hematology procedures. Prerequisites: Admission to the medical laboratory technician program and approval by the program director.

Semester hours 4 (3 lec/4 lab)

MLAB 2431 Immunochemistry

A study of blood antigens and antibodies. Performance of routine blood banking procedures, including blood group and Rh typing, antibody screens, antibody identification, cross matching, elution, and absorption techniques. Utilizes a student laboratory for experiences in basic immunochemistry procedures. Co/Prerequisites: MLAB 1235 and admission to the medical laboratory technician program and approval by the program director. Semester hours 4 (2 lec/4 lab)

MLAB 2401 Chemistry

An introduction to the principles and procedures of various tests performed in clinical chemistry. Presents the physiological basis for the test, the principle and procedures for the test, and the clinical significance of the test results, including quality control and normal values. Also includes basic chemical laboratory techniques, chemical laboratory safety, electrolytes and acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology. Utilizes a student laboratory for experiences in basic clinical chemistry procedures. Co/Prerequisites: CHEM 1405 or

CHEM 1411 and admission to the medical laboratory technician program and approval by the program director.

Semester hours 4 (3 lec/3 lab)

MLAB 1211 Urinalysis and Body Fluids

An introduction to urinalysis and body fluid analysis, including the anatomy and physiology of the kidney, and physical, chemical and microscopic examination of urine, cerebrospinal fluid and other body fluids. Utilizes a student laboratory for experiences in basic urinalysis and body fluids analysis. Prerequisites: Admission to the medical laboratory technician program and approval by the program director. Semester hours 2 (1 lec/2 lab)

MLAB 2534 Clinical Microbiology

Instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, setup, identification, susceptibility testing, and reporting procedures. Utilizes a student laboratory for experiences in basic microbiology, parasitology, mycology, and virology. Co/Prerequisites: Admission to the medical laboratory technician program and approval by the program director. Semester hours 5 (4 lec/2 lab)

PLAB 1260 Clinical-Phlebotomy Technician

A method of instruction providing detailed education, training, work-based experience, and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Provides clinical training in phlebotomy. Co/Prerequisites: PLAB 1323 and admission to the college and approval by the program director. *This course is not required for the MLT degree.* Semester hours 2 (7.5 external)

PLAB 1323 Phlebotomy

Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collections devices, syringes, capillary skin punctures, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Utilizes a student laboratory for experiences in basic phlebotomy procedures. Prerequisites: Admission to the college and approval by the program director. *This course is not required for the MLT degree.* Semester hours 3 (2 lec/2lab)

MLAB 1167 Practicum/Field Experience-Clinical/MLT

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: Admission into the MLT AAS program. Completion of all immunization requirements; acceptable background check and drug screen results and proof of health insurance.

Corequisites: Concurrent enrollment in MLAB 1227, MLAB 1415, MLAB 2431, and MLAB 1235.

Semester Hours 1 (7 clinical hours/week).

MLAB 2266 Practicum/Field Experience-Clinical/MLT

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: Successful completion of MLAB 1227, MLAB 1415, MLAB 2431, MLAB 1235, and MLAB 1167 with a minimum grade of C or better. Semester hours: 2 (14 clinical hours/week)

MLAB 2232 Seminar in Medical Laboratory Technician/Assistant

Designed to reinforce didactic information with laboratory methodologies and to allow exploration of advanced techniques in medical laboratory technology.

Prerequisites: Successful completion of all MLAB courses in the first two semester of the Medical Laboratory Technician program. Semester Hours: 2 (2 lec)

MLAB 2265 Practicum/Field Experience-Clinical/MLT

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: Successful completion of all MLAB courses in the first two semesters of the Medical Laboratory Technician program.

Semester Hours: 2 (14 clinical hours/week)

MLAB 2238 Advanced Topics in Medical Laboratory Technician/Assistant

This course examines the integration of all areas of the clinical laboratory and correlates laboratory test data with diagnostic applications and pathophysiology using critical thinking skills.

Prerequisites: Successful completion of all MLAB courses in the first two semesters of the Medical Laboratory Technician program. Semester Hours: 2 (2 lec)

Clinical Assignments

Responsibilities and Clinical Rotation Hours for MLT and Phlebotomy Students

- Students must have passed or be passing the corresponding lecture course in order to attend clinical rotations. In the event a student's corresponding lecture course grade drops below a 75, the student will be asked to wait for a clinical spot until a passing grade is achieved.
- You must be available during times appropriate for clinical rotations. Rotations are scheduled Monday through Friday during the day.
- **Be on time** for all clinical assignments; some clinical assignments may begin very **early**.
- Be dressed in the appropriate uniform.
- The clinical practice is a separate course from the classroom course. It has its own set of learning outcomes, evaluations, and final examination just as any other course does.
- **ALWAYS** call the designated contact person at the hospital or clinic if you are going to be late or absent from your scheduled assignment. *Failure to notify the appropriate person may result in disciplinary action including dismissal from the program.*
- **ALWAYS** call the clinical coordinator **AND** the program director if you are going to be late or absent from your scheduled assignment. *Failure to notify the appropriate persons may result in disciplinary action including dismissal from the program.*
- All students will follow their individual clinical schedule that has been confirmed by the clinical affiliate. Any deviation from this schedule must be approved by the contact person, the clinical coordinator **AND** the program director.
- Students will be expected to attend clinical sites both **locally and out-of-town**.
- You **must** have reliable transportation to all clinical affiliates. Some sites are an hour or more away. Transportation costs are not covered by any tuition or fee and are the **responsibility** of the student as an additional program cost.
- No student will be allowed to attend only a single clinical affiliate during the course of the program.
- The student is responsible for scheduling **ALL** make-up days. These days are to be made at the convenience of the designated contact person and the clinical affiliate. Make-up days must be confirmed by the clinical coordinator **AND** the

program director. Make-up days at the originally scheduled site are not guaranteed and you may have to wait for an available opening.

- Students are **responsible** for having **all** clinical materials with them while attending an assignment.
- Students are not to work on homework assignments other than clinical assignments during the clinical rotation. *Failure to comply may result in disciplinary action including dismissal from the program.*
- All paperwork is to be completed electronically or **neatly** in black ink. Pencil or any other color is not to be used.
- Students are to submit the Daily Task Sheet to the supervising technologist each day. The technologist is to initial and date the form for verification/documentation of the student's clinical hours. *Failure to comply may result in disciplinary action including dismissal from the program.*
- Students are to submit the Competency Evaluation checklist/form to the supervising technologist. The technologist is to complete the form for verification/documentation of the work performed by the student. If a particular procedure is not performed at the clinical affiliate, the student and technologist should discuss the procedure. This form evaluates the student's performance, attitudes, and skills during his/her time spent at the clinical affiliate. It is to be completed by the technologist and forwarded to the clinical coordinator and/or the program director for review, verification, and signature. These forms are discussed with the student as appropriate and placed in the student's program file. *Failure to comply may result in disciplinary action including dismissal from the program.*
- Students are to complete the Student Evaluation of Clinical Site survey in Brightspace. This form is completed after the student completes his/her clinical rotation for the semester. The survey allows the program to provide feedback to the clinical sites.
- Students will **NOT** accept payment in **any form** for the time or work performed during a clinical rotation. *Failure to comply may result in disciplinary action including dismissal from the program.*
- Students are expected to attend the clinical affiliate sites as assigned for the rotation period that has been confirmed by the clinical coordinator and the program director. Students who decide on their own to attend a clinical rotation that has not been approved may face disciplinary action and the time and work performed will not be included in the clinical hours required during the rotation.
- Some clinical sites may require orientation or special requirements for students attending rotations at their facility. For instance, some locations require that the drug screen results be no more than 30 days before attending the clinical rotation

at their facility. This may mean that an additional drug screen must be done to attend at the site.

- Clinical rotations outside of the normal workday are at the discretion of the clinical coordinator/clinical liaison only if agreed upon by the program and specific objectives are associated with the unusual shift (i.e. instrument maintenance, start-up, etc.)
- Students are **expected** to participate in various community programs and outreach. This may include MCC sponsored health fairs, MCC Scholar's day, and other community events such as (Walk for the Homeless, Carter Blood Care drives, MDA Association walk, etc.)
- All complaints or concerns should be brought to the attention of the clinical coordinator or program director as soon as possible.
- Remember the Patient Bill of Rights and maintain patient confidentiality.
- The MLT Program Director has final approval of all clinical schedules.

Attendance

Regular and punctual attendance is expected of all students. Students are expected to attend **all** clinical rotation days for the scheduled number of hours per day in order to fulfill the course requirements. All clinical absences (excused or unexcused) **must** be made-up.

Tardiness

Students are expected to be at their assigned clinical site on time and must notify the clinical instructor immediately when he/she arrives. See tardy policy above.

Leaving the Clinical Site

If the student must leave the clinical site early, s/he must first gain authorization from the assigned clinical instructor and the MCC clinical coordinator of their intentions to leave the clinical assignment. If the student leaves the clinical site without notification or authorization, this will be considered a non-notified absence and the student will receive an absence for that day. In order to be dismissed from the clinical site, students must 1) obtain prior approval from the clinical instructor **and** MCC clinical coordinator and 2) accurately record the time out on the daily task sheet. If the student leaves more than one hour early, the student will be required to schedule additional clinical time in cooperation with the MCC clinical coordinator and the clinical site.

Rules of Attendance

More than 2 (two) unexcused absences or failure to notify the MCC clinical coordinator, Program Director and clinical site instructor of an absence will result in failure of the course. Students must submit proper documentation for excused absences. Students will be permitted to make up clinical time missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. It is the student's responsibility to inform the MCC clinical coordinator of the reason for an

absence **prior** to the excused absence and then provide the proper documentation for the absence.

Dismissal from Clinical Site

Students who are dismissed from the clinical area for specific reasons (e.g., no name tag, inappropriate dress, hygiene, illness, etc.) shall receive an absence that will require notification of the MCC clinical coordinator and MCC Program Director. The student should contact the MCC Clinical Coordinator to schedule an appointment to review the cause for dismissal and permission to return to the facility. Additional clinical time will be arranged, if needed, based on site availability.

Any student dismissed by a clinical affiliate and asked not to return will undergo formal counseling and possible disciplinary action including dismissal from the program. A student who has been rejected by more than one clinical affiliate will be dismissed from the program and will receive a failing grade for the course.

Exceptions to the above policy statements based on extenuating circumstances will be considered on an individual basis and must be approved by the MLT Program Director.

Social Media Policy

Students should refrain from posting information about patients or clinical activities on any social media such as Facebook, Twitter, etc... Sharing such information could be considered a violation of HIPAA resulting in dismissal from the program and possibly a fine and/or jail time.

Subject to Change Disclaimer

The policies, regulations, procedures, and fees associated with this program are subject to change without prior notice, if necessary, to keep College and program policies in compliance with State and Federal laws and/or with rules related to the program's accrediting agency.

The College and the program reserve the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students in any way. The provisions of this document do not constitute a contract, express or implied, between any applicant, student, faculty or staff member and McLennan Community College or this program.

Teach Out Plan

In the event that the Medical Laboratory Technology Program at McLennan Community College would close, any student currently enrolled in program specific (MLAB) courses or in the process of completing the program would be allowed to complete the didactic and clinical courses needed to finish the degree. No new students would be accepted into the program.

In the event that there is a catastrophic event and didactic coursework could not be delivered on the McLennan campus through face-to-face instruction, the program would first attempt to continue courses through the use of the learning management

system (Brightspace). Laboratory instruction would be provided through partnership with affiliated clinical sites or on the campus of regional community college or universities with appropriate facilities. In the event that a catastrophic event interferes the operations of a clinical affiliate, the college will attempt to place the MLT students at other functioning sites to complete their clinical coursework. If the college is unable to provide clinical or didactic courses by any means due to a catastrophic event, the MLT program make every effort to collaborate with MLT programs in the region to provide current students with the opportunity to complete their education.

Non-Discrimination Policy

Notice of Non-Discrimination

(Policies and Procedures: [E-XXXIV](#))

McLennan Community College is dedicated to providing equal opportunities to all individuals and does not discriminate against any individual regardless of race, color, religion, national or ethnic origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, pregnancy, or other legally protected category in its educational programs, activities, or employment as required by Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments Act of 1972, and the Age Discrimination Act of 1978.

The Americans with Disabilities Act (ADA), and McLennan Community College policy prohibit discrimination in employment and educational programs against qualified individuals with disabilities. College websites must be accessible so that students, prospective students, employees, guests, and visitors with disabilities have equivalent access to the information and functionality provided to individuals without disabilities. It is the policy of McLennan Community College to provide reasonable accommodations or academic adjustments when necessary. These accommodations and adjustments must be made in a timely manner and on an individualized and flexible basis.

It is the responsibility of individual students, staff, and faculty members to identify themselves as an individual with a disability when seeking an accommodation or adjustment. It is also the responsibility of individual students, staff, and faculty members to document their disability (from an appropriately licensed professional) and to demonstrate how the disability limits their ability to complete the essential functions of their job or limits a

student's participation in programs or services of the college. Medical documentation will be kept confidential.

Students, staff, and faculty members must maintain institutional performance standards. The College does not discriminate in admissions processes, educational programs, or employment based on any factor outlined above or prohibited under applicable law.

For inquiries concerning the College's compliance with this non-discrimination policy, please contact one of the following administrators, each of whom is trained to assist in these matters:

For concerns involving Title IX and other non-specified Civil Rights Issues, contact:

Claudette Jackson, Title IX Coordinator
Director, Accommodation & Title IX
McLennan Community College
Student Services Building, Room 319
1400 College Drive
[254-299-8465](tel:254-299-8465)
cjackson@mclennan.edu or titleix@mclennan.edu

For concerns involving the Americans with Disabilities Act contact either:

Claudette Jackson, Title II & 504 Coordinator
Director, Accommodation & Title IX
McLennan Community College
Student Services Building, Room 319
1400 College Drive
[254-299-8465](tel:254-299-8465)
cjackson@mclennan.edu

Mark Harmsen, Title I & II
Vice President, Finance & Administration
McLennan Community College
Administration Building, Room 404
1400 College Drive
[254-299-8649](tel:254-299-8649)
FAX: [254-299-8654](tel:254-299-8654)
mharmsen@mclennan.edu

For concerns involving Equal Employment &
Educational Opportunity (EEO) contact:

Al Pollard, EEO Officer

McLennan Community College

Administration Building, Room 417

1400 College Drive

[254-299-8669](tel:254-299-8669)

FAX: [254-299-8654](tel:254-299-8654)

apollard@mclennan.edu

8654 apollard@mclennan.edu