

# Medical Laboratory Technician and Laboratory Phlebotomy Technician Student Handbook



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## PROGRAM MISSION STATEMENT

The mission of SOUTHWEST TENNESSEE COMMUNITY COLLEGE is to provide the citizens of Shelby and Fayette counties and the surrounding Mid-South region with a high quality and affordable post-secondary education that prepares them for associate degrees, future educational opportunities and successful employment.

As part of its mission, the College provides career technical curricula leading to employment-related certificates and Associate of Applied Science degrees. The Laboratory Phlebotomy Technician Program culminates in the awarding of a Technical Certificate. The Medical Laboratory Technician Program culminates in the awarding of an Associate of Applied Science degree. The overall mission of both programs is to provide graduates with fundamental competencies in professional disciplines enabling them to secure employment, successfully perform in the workplace and advance in their educational and professional pursuits.

### Program Goals for the Medical Laboratory Technician and Laboratory Phlebotomy Technician Programs

- To maintain NAACLS accreditation of the Medical Laboratory Technician Program and NAACLS approval of the Laboratory Phlebotomy Technician Program
- To graduate students who are able to obtain employment in the health care industry
- To graduate students with the requisite academic and technical skills needed to successfully perform in the workplace
- To graduate students with proficiency in critical thinking, written and oral communication and mathematical reasoning
- To graduate students in a timely manner
- To graduate students with the ability to successfully challenge departmental exit examinations and national certification examinations
- To graduate students who are satisfied with their program of learning

### Assessment of Program Goals

- Program review by NAACLS or other national accreditation agency results in continued accreditation of A.A.S. programs and continued approval of Technical Certificate programs.
- Graduation placement rates demonstrate an average of 70% of program graduates find full-time or part-time employment in the field or in a closely related field or choose to continue their education within one year of graduation.
- Employer satisfaction surveys demonstrate a high level of satisfaction with program graduates.
- ETS Proficiency Profile Examination (an examination required by the Tennessee Board of Regents that assesses proficiency in the areas of critical thinking, reading comprehension, written communication and mathematical reasoning) demonstrate student scores that are equal to or exceed the minimum score set by the Tennessee Board of Regents.
- Graduation rates demonstrate an average of 70% or more of students who begin the final half of the program(s) go on to successfully graduate from the program(s).
- Students scores on departmental exit examinations are  $\geq 70\%$ ; the average pass rate on the ASCP-BOC examination is  $\geq 75\%$  for examinees taking the examination within the first year of graduation.
- Graduate survey results demonstrate a high level of satisfaction with programs of learning.

#### Program Outcomes for the Technical Certificate in Laboratory Phlebotomy Technician

Phlebotomists are skilled medical laboratory professionals who collect, transport and process blood specimens for laboratory analysis. Graduates who are awarded the Technical Certificate in Laboratory Phlebotomy Technician will

1. Demonstrate the ability to collect blood successfully by venipuncture and dermal puncture; (The ability to collect blood successfully is defined as the collection of 100 samples in which a usable specimen is obtained).
2. Effectively transport and process for specimens for testing, requisition tests;
3. Comply with appropriate laboratory safety and infection control procedures when collecting and processing blood specimens;
4. Select the appropriate technique and equipment for blood collection to include the selection of blood collection tubes with the appropriate additive;
5. Demonstrate knowledge of the health care delivery system, basic medical terminology and anatomy and physiology as related to specimen collection;
6. Recognize take appropriate action when preanalytic factors are a source of specimen integrity;
7. Demonstrate the ability to perform CPR.

#### Program Outcomes for the Associate of Applied Science Degree in Medical Laboratory Technician

Medical Laboratory Technicians are highly skilled medical laboratory professionals who perform the analysis of blood and body fluids, evaluate test results and correlate test results with patient conditions. Graduates of the Medical Laboratory Technician Program are expected to possess requisite knowledge and skills in all major areas of clinical laboratory practice. The analysis of blood and body fluids requires a basic understanding of the critical role laboratory test results play in the diagnosis and treatment of disease. Graduates of the Medical Laboratory Technician Program will have an in-depth understanding of anatomy and physiology as related to health and disease, the relationship of laboratory findings to common disease processes, proper procedures for performing laboratory analyses, instrumentation used in laboratory testing, factors that affect laboratory test results, proper procedures for reporting test results and will

1. Perform the routine analysis of blood/body fluids with minimal supervision;
2. Demonstrate the ability to perform routine laboratory procedures in all major areas of clinical laboratory practice to include Clinical Chemistry, Hematology/Hemostasis, Urinalysis/Body Fluids, Microbiology, Immunology, Immunochemistry and Laboratory Operations;
3. Identify test principles, methodologies, significance of test results, reference ranges, alert values and sources of test variability;
4. Assure accuracy and validity of test results by application of appropriate quality control and quality assurance procedures;
5. Perform basic analytic techniques, demonstrate appropriate use of laboratory instrumentation; select appropriate trouble-shooting procedures when necessary;
6. Comply with laboratory safety regulations to include proper handling of biologic specimens, safe use of chemicals and safe use of equipment in the laboratory;
7. Identify sources of pre-analytic, analytic and post-analytic error; correlate test results with disease processes;
8. Interpret quality control data and initiate appropriate corrective action when control results are not within acceptable limits;

9. Respond appropriately to stress, time constraints and changes in the workplace;
10. Accurately report test results using laboratory information systems and other means for communicating test results;
11. Demonstrate a commitment to patients, to the profession and to professional development.

The Medical Laboratory Technician and Laboratory Phlebotomy Technician programs provide quality instruction and learning activities appropriate for the discipline.

The programs recognize the importance of professional standards and ethical considerations as related to the health care professions. Development of professional competence, personal growth and appropriate patient care are integrated into each area of the curriculum.

All students at Southwest Tennessee Community College are expected to behave in an ethical and moral fashion, respecting the human dignity of all persons and to resist behavior that may cause harm or endanger others. While a student's commitment to honesty and personal integrity is assumed and expected, health care professionals commit to an even greater standard of care in this area due to their commitment to patient care. Students in the Medical Laboratory Technician and Laboratory Phlebotomy Technician programs promise to discharge the duties of their respective disciplines in accordance with the high standards outlined in the American Society for Clinical Laboratory Science Code of Ethics.

## **AMERICAN SOCIETY OF CLINICAL LABORATORY SCIENCE CODE OF ETHICS**

### **I. Duty to the Patient**

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and in striving to safeguard the patient from incompetent or illegal practice by others. Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing. Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the service they provide.

### **II. Duty to Colleagues and to the Profession**

Clinical laboratory professionals uphold and maintain the dignity and respect of the profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education and by seeking fair socioeconomic working conditions for members of the profession. Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other healthcare professionals with the primary objective of ensuring a high standard of care for the patients they serve.

### **III. Duty to Society**

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of the community. Clinical laboratory professionals comply with the relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those who do not meet the high standards of practice to which the profession is committed.

## MEDICAL LABORATORY TECHNICIAN AND LABORATORY PHLEBOTOMY TECHNICIAN APPROXIMATE PROGRAM COSTS

In-state tuitions costs for credit classes at Southwest Tennessee Community College are calculated based on number of semester hours taken as follows:

In-State Fees				
Semester Hours	Maintenance Fees	Technology Fees	Other Fees	Total Fees
1	\$164.00	\$18.00	\$47.00	\$229.00
2	328.00	36.00	\$47.00	411.00
3	492.00	54.00	\$47.00	593.00
4	656.00	72.00	\$47.00	775.00
5	820.00	90.00	\$47.00	957.00
6	984.00	108.00	\$47.00	1,139.00
7	1,148.00	112.50	\$47.00	1,307.50
8	1,312.00	112.50	\$47.00	1,471.50
9	1,476.00	112.50	\$47.00	1,635.50
10	1,640.00	112.50	\$47.00	1,799.50
11	1,804.00	112.50	\$47.00	1,963.50
12	1,968.00	112.50	\$47.00	2,127.50

A \$32 Maintenance Fee charge is assessed for each hour over 12 credit hours.

Nursing and Allied Health students are charged a \$20 per credit hour program fee.

\*Other Fees include Campus Access Fee/\$10, International Education/\$15, Student Activity/\$15

Students attending Southwest Tennessee Community College for the first time pay a \$10 application fee and International Students pay a \$30 application/processing fee in addition to the fees shown on the table above.

Out-of-State tuition costs for credit classes at Southwest Tennessee Community College are calculated based on number of semester hours taken as follows:

Out-Of-State Fees				
Semester Hours	Maint. Fees/Out-of-State	Technology Fees	Other Fees	Total Fees
1	\$676.00	\$18.00	\$47.00	\$741.00
2	\$1,352.00	\$36.00	\$47.00	\$1,435.00
3	\$2,028.00	\$54.00	\$47.00	\$2,129.00
4	\$2,704.00	\$72.00	\$47.00	\$2,823.00
5	\$3,380.00	\$90.00	\$47.00	\$3,517.00
6	\$4,056.00	\$108.00	\$47.00	\$4,211.00
7	\$4,732.00	\$112.50	\$47.00	\$4,891.50
8	\$5,408.00	\$112.50	\$47.00	\$5,567.50
9	\$6,084.00	\$112.50	\$47.00	\$6,243.50
10	\$6,760.00	\$112.50	\$47.00	\$6,919.50
11	\$7,436.00	\$112.50	\$47.00	\$7,595.50
12	\$8,112.00	\$112.50	\$47.00	\$8,271.50

A \$115 Maintenance/Out-of-State Fee charge is assessed for each hour over 12 credit hours.



Nursing and Allied Health students are charged a \$20 per credit hour program fee.

\*Other Fees include Campus Access Fee/\$10, International Education/\$15, Student Activity/\$15

Students attending Southwest Tennessee Community College for the first time pay a \$10 application fee and International Students pay a \$30 application/processing fee in addition to the fees shown on the table above.

\*Additional fees include:

• Textbooks:	\$500-\$1000/semester
• Immunizations	varies
• Physical Examination	varies
• Criminal Background Check/10-panel drug screen:	\$55.00
• Certification Fees	\$240 (MLT) and \$135 (LPT)
• Licensure Fee (MLT only)	\$60
• Uniforms	varies
• Class composite photo (MLT only)	\$35
• CPR certification (LPT only)	\$85
• Malpractice insurance premium	\$11.90 (included in tuition for clinical assignment)

\*costs are approximate and subject to change without notice

**Refund Policy**

Students may receive a 100 percent, 75 percent or 25 percent refund when officially withdrawing from classes depending upon the dates of withdrawal. For specific dates pertaining to each term, see the Academic Calendar.

- A student will receive 100 percent of all refundable registration fees up until the first day of the term.
- In addition, 100 percent refund will be provided to students if any of the following occurs:
  - canceled classes
  - deceased during the term
  - receive administrative withdrawal from classes
  - documented active military duty in excess of 30 days
- Beginning the first day of the term through the 14th calendar day, only 75 percent of maintenance charges, out-of-state tuition and technology fees will be refunded.
- From the 15th day through the 25th calendar day, only 25 percent of maintenance charges, out-of-state tuition and technology access fees will be refunded.
- No refund will be provided to students who withdraw after the 25 percent refund period.
- For terms which are less than 15 weeks, the 75/25 percent refund provision will be adjusted accordingly.

Refunds are calculated based on the actual per credit hour cost, not the assessed rate. For this reason some withdrawals and drops will not yield a refund credit.

Students enrolled in less than 12 credit hours and officially drop or withdraw during the refund period may receive a refund. Students enrolled in more than 12 credit hours have a different fee assessment; therefore, dropping or withdrawing from classes during either the 75 or 25 percent refund period may or may not result in a refund.

All refunds are processed in the form of a check unless tuition is paid by credit card, then the refund will be credited to the credit card. The refunding process begins after the 14th calendar day of each term. All tuition check payments are subject to a two-week waiting period before the refund will be processed.

**Refunds for Non-Credit Courses**

Refunds for non-credit courses are managed through the Corporate Training & Continuing Education Department. For additional information go to ([www.southwest.tn.edu/ce](http://www.southwest.tn.edu/ce)).

**Appeal Procedures for Fees and Refunds**

A student may appeal the assessment, application, calculation or interpretation of any College fee, charge, deposit, refund, or any action by the College connected with fees and charges. Questions should be directed to personnel in the Cashier's Office. If a student is not satisfied with the resolution made by the Cashier's Office, a written appeal must be submitted on a Student Appeal Refund form available in the Cashier's Office. Further appeals may be made to the Associate Vice President for Financial and Administrative Services, the Vice President for Financial and Administrative Services, and then to the President of the College.

## ACADEMIC EXPECTATIONS

Southwest students recognize their responsibilities to the learning process and agree to

- Arrive for class punctually and attend class regularly
- Acquire the necessary materials for class and come to class prepared
- Identify and use all academic support services necessary to achieve learning success
- Observe the standards of academic performance described by the instructor
- Abide by the standard of conduct established in the classroom to ensure freedom of the instructor to teach and freedom of others in the class to learn

Southwest faculty members are committed to student success and will

- Define the content and goals (objectives) of the class
- Describe expectations and class requirements
- Describe how the student will be evaluated
- Be good role models
- Display integrity

Southwest faculty post office hours and are available for individual consultation outside the classroom during office hours or during scheduled appointment times.

Southwest students are expected to assume full responsibility for their behavior and will be held accountable for their individual and/or collective actions. There are two areas of academic misconduct to include

- Academic dishonesty
- Disruptive behaviors

Academic dishonesty includes cheating and/or plagiarism.

Cheating includes

- Knowingly discovering or attempting to discover the content of an examination before the examination is given
- Obtaining or attempting to obtain or use an unauthorized device or material when taking an examination
- Using or attempting to supply another with an unauthorized device or material for an examination
- Willfully receiving or supplying any aid not authorized by the instructor
- Intentionally sharing information or working together in an academic exercise when such collaboration was not approved by the instructor.

Plagiarism includes

- Representing to be his/her own, any work which is not the product of one's own effort or study, if the work will affect one's grade, credit or status in the class

- Using another person's or a group of persons' words or ideas without clearly acknowledging the source of that information, resulting in the false impression that the work is one's own individual work. Plagiarism may be either deliberate or unwitting; that is, it is the responsibility of the student to know what constitutes plagiarism so that ignorance is not a legitimate defense against a charge of plagiarism.

Academic sanctions for the above are penalties imposed by an instructor in response to a student's academic misbehavior and may include, but are not limited to, lowering a grade, assigning extra work, giving a re-test or assigning a grade of "0" on an assignment.

The instructor has the primary responsibility for control of classroom behavior. Certain behaviors are disruptive to the learning process and are prohibited. These include:

- Use of Electronic Devices

The following behavior is disruptive: 1) the use of electronic devices (cellular phones, text messaging devices, laptops, etc.) during class

- Unexcused Exits

The following behaviors are disruptive: 1) leaving to retrieve sodas, snacks or other items 2) leaving class to engage in a conversation, phone or person-to-person 3) leaving class before class is finished for any reason without prior permission

- Non-Permitted Communication during Classroom Instruction

The following behaviors are disruptive: 1) talking before being recognized by the instructor 2) talking while the instructor is talking 3) talking without permission during classroom instruction 4) mimicking and consistently repeating an instructor's words

- Overt Inattentiveness

The following behaviors are disruptive: 1) sleeping in class 2) reading a newspaper 3) any other behavior that prevents others from concentrating on classroom instruction

The following behaviors are not only disruptive but are so objectionable, they are strictly prohibited. Engaging in these behaviors may also result in temporary and/or permanent expulsion from the classroom:

- Personal Attacks

Personal attacks are prohibited and include: 1) questioning an instructor's authority in front of the class 2) continuing to insist on speaking with an instructor during classroom instruction 3) telling an instructor to "shut-up" 4) engaging in abusive or mean-spirited criticism of an instructor or another student

- Threatening Behaviors

Threatening behaviors are prohibited and include: 1) abusing an instructor or another student verbally by cursing or by extremely loud talking directed at a particular person 2) threatening to physically harm an instructor or student through verbal or body gestures 3) intimidating through body gestures/posture or persistent staring at an instructor or student.

## STUDENT DISCIPLINE

### I. COLLEGE POLICY STATEMENT

A. Community college students are citizens of the state, local, and national governments, and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to Southwest Tennessee Community College carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the College and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the Presidents of the Colleges under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the College and its educational environment.

B. Pursuant to this authorization, the College has developed the following regulations which are intended to govern student conduct on the campus. In addition, students are subject to all national, state and local laws and ordinances. If a student violates such laws or ordinances, it adversely affects the College pursuant to its educational objectives and the College may enforce its own regulations regardless of any proceedings instituted by other authorities. In addition, violation of any section of these regulations may subject a student to disciplinary measures by the College whether or not such conduct violates state, local, or national laws.

### II. GENERAL

A. Disciplinary action may be taken against a student for violations of the following regulations which occur on College owned, leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with or obstructs any College activity or the missions, processes or functions of the College. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to persons or property within the College community.

B. For the purposes of these regulations, a student shall mean any person enrolled during any period. A person will continue to be considered a student during the period which follows the end of an academic period which the student has completed until the last day of registration for the next succeeding regular academic period, and during any period while the student is under suspension from the College.

### III. DISCIPLINARY OFFENSES

A. Generally, through appropriate due process procedures, College disciplinary measure shall be imposed for conduct which adversely affects the College pursuant to its educational objectives, which violates or shows a disregard for the rights of other members of the

academic community, or which endangers property or persons on College or College controlled property.

B. Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:

1. Create danger to others. Any conduct which constitutes a serious danger to any person's health, safety or personal well being, including any physical abuse or immediate threat of abuse;
2. Hazing. Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education College by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such students mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
3. Disorderly conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals.
4. Obstruction of or interference with College activities or facilities. Any intentional interference with or obstruction of any College activity, program event, or facilities, including the following:
  - a. Any unauthorized occupancy of College or College controlled facilities or blockage of access to or from such facilities;
  - b. Interference with the right of any College member or other authorized person to gain access to any College controlled activity, program, event or facilities; or
  - c. Any obstruction or delay of a public safety officer, fireman, policeman, or any other College official in the performance of his/her duty.
5. Misuse or damage to property. Any act of misuse, vandalism, malicious or unwarranted damage, destruction, defacing, disfiguring or unauthorized use of property belonging to the College including but not limited to: fire alarms, fire equipment, elevators, telephones, College keys, library materials, computing resources, computer, and/or safety devices; and any such act against a member of the College community or a guest of the College;
6. Theft, misappropriation, or unauthorized sale. Any act of theft, misappropriation, or sale of College property or any such act against a member of the College community or a guest of the College;

7. Misuse of documents or identification cards. Any forgery, alteration of or unauthorized use of College documents, forms, records or identification cards, including the giving of any false information, or withholding necessary information in connection with a student's admission or enrollment status at the College;
8. Firearms and other dangerous weapons. Any possession of or use of firearms or dangerous weapons of any kind. State law prescribes a maximum penalty of five (5) years imprisonment and a fine not to exceed \$2,500 for carrying weapons on school property;
9. Explosives, fireworks, and flammable materials. The unauthorized possession, ignition or detonation of any object or article which could cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;
10. Alcoholic beverages. The consumption or possession of alcoholic beverages is not allowed at the College;
11. Drugs. The unlawful possession or use of any drug or controlled substances (including any stimulant, depressant, narcotic, or hallucinogenic drug or substances, or marijuana) or sale or distribution of any such drug or controlled substances;
12. Financial responsibility. Failure to meet financial responsibilities to the College promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the College or to a member of the College community acting in an official capacity;
13. Unacceptable conduct in hearings. Any conduct at a College hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing;
14. Failure to cooperate with College Officials. Failure to comply with directions of College officials acting in the performance of their duties;
15. Attempts and aiding and abetting the commission of offenses. Any attempt to commit any of the foregoing offenses, or the aiding or abetting of the commission of any of the foregoing offenses (an attempt to commit an offense is defined as the intention to commit the offenses coupled with the taking of some action toward its commission);
16. Violations of state or federal laws. Any violation of state or federal laws or regulations prescribing conduct or establishing offenses; which laws and regulations are incorporated herein by reference;
17. Violations of the general rules and regulations of the College as published in an official College publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;

18. Gambling. Gambling in any form is prohibited.

#### IV. DISCIPLINARY SANCTIONS

A. Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in these regulations, disciplinary sanctions may be imposed. In such cases, the Office of Student Activities designee will conduct an investigation of the reported violation of the College rule(s). At that time, the Office of Student Activities designee notifies the student in writing as to what College regulation(s) have been allegedly violated. During an arranged meeting with the student, the designee explains the procedure and the disciplinary sanctions that might apply (restitution, warning, expulsion, etc.). Either an Admission of Violation or Denial of Violation in writing is solicited. In the event of

- Admission of Violation: After a student admits to a violation, the designee notifies the student of the disciplinary sanctions in writing.
- Denial of Violation: If a student denies the violation, he/she may either request
  - The Office of Student Activities designee adjudicate the case with the understanding that the designee's action is final or
  - A formal hearing which is conducted by the Student Disciplinary Committee

The Student Disciplinary Committee is composed of five members: a chairman, two (2) student members, and two (2) faculty members. Two student members will be appointed by the College president from a pool of students recommended by the president of the Student Government Association. In order to be eligible for the pool, a student must have completed a minimum of twenty-four (24) credit hours at the College and have a 2.5 minimum quality point average (QPA) and be in good standing. A majority of the Student Disciplinary Committee must be present in order to hear a case, and the majority of the number present must be in agreement to reach a decision. In a formal hearing, the following procedures are observed:

- The student will be notified in writing by the disciplinary committee of the violation(s) with which the student is charged
- The student will be advised in writing of the time/place of the hearing within ten (10) days of notification.
- The student will be advised in writing of his/her rights to include
  - The right to present his/her case
  - The right to be accompanied by an advisor or counsel whose participation is limited to advising the student
  - The right to call witnesses on the student's behalf
  - The right to confront witnesses against the student
  - The method of appeal

All hearings shall be closed unless the student elects in writing to have an open hearing.



## B. Disciplinary Sanctions

Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singularly or in combination, by the appropriate College official.

(1) Restitution. A student who has committed an offense against property may be required to reimburse the College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.

(2) Warning. The appropriate College official may notify the student that continuation or repetition of specific conduct may be cause for other disciplinary action.

(3) Reprimand. A written reprimand, or censure, may be given to any student whose conduct violates these regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It may signify to the student that he or she is in effect being given another chance to conduct himself or herself as a proper member of the College community, but that any further violation will result in more serious penalties. In addition, a reprimand does remain on file in a student's personnel record for a period of one year.

(4) Restriction. A restriction upon a student's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to be present at the College in any way, denial of use of facilities, parking privileges, or participating in extracurricular activities for a maximum of one year.

(5) Probation. Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of the terms and length of probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.

(6) Suspension. If a student is suspended, he or she is separated from the College for a stated period of time with conditions of readmission stated in the notice of suspension.

(7) Expulsion. Expulsion entails a permanent separation from the College. The imposition of this sanction does become a part of the student's permanent record, and is a permanent bar to his or her readmission to the College.

(8) Interim or summary suspension. Though as a general rule, the status of a student accused of violations of the code should not be altered until a final determination has been made in regard to the charges against him, summary suspension may be imposed upon finding by the Dean of Students or his designated representative that the continued presence of the accused on campus constitutes an immediate threat to the

physical safety and well-being of the accused, or of any other member of the College community or its guest, destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

C. The President of the College is authorized, in his or her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

## V. PROCEDURES

Southwest Tennessee Community College, with the assistance and advice of students, faculty-members, and staff-members, has adopted procedures for dealing with situations that may involve disciplinary action. These procedures are designed to safeguard and assure the substantive and procedural due process rights of any student accused of committing an offense and to insure that any sanction imposed or recommended by the College is commensurate with the offense and its severity. The College recognizes its dual responsibilities to provide members of its campus community with full notice and an opportunity to be heard concerning an alleged violation of this Code. It is felt that these procedures serve well the interest of students in obtaining full and fair hearings with a minimum of complexity and inconvenience. Appeal procedures to assure due process by law will adhere to those established in Southwest Tennessee Community College Policy on Due Process.

Confidentiality of Student Records and Record Retention  
Please see the following link:

<http://www.southwest.tn.edu/admissions/>

## ACADEMIC APPEALS

Students at the College have the right to know and understand the reasons for decisions affecting their academic standing and their progress through the curriculum; however the burden of proof rests with the student.

Students may appeal decisions of faculty or other College personnel affecting the following:

- Course grades
- Academic probation or suspension from the College

### A. Course Grade Appeals

This appeal process recognizes the instructor's right to assign a grade based on any method that is professionally acceptable, submitted in writing as a part of the class syllabus to everyone in the class, and applied equally to all members of the class.

Students have the right to review their examinations and assignments, to know the correct answers to test and examination questions, and to understand how grades were assigned. In matters of interpretation, however, the judgment of the faculty member as the professional in the discipline shall prevail. Should instances arise in which a student has evidence that a mistake has been made in calculating or recording his/her grade or that his/her grade has been assigned based on arbitrary or capricious deviation from the instructors stated grading policy, he/she has the right to appeal the assigned grade. This includes:

1. The assignment of a course grade to a student on some basis other than performance in the course;
2. The assignment of a course grade to a student by resorting to standards different from those which were applied to other students in the class; or
3. The assignment of a course grade by an unannounced departure from the instructors previously articulated standards. (Factual and computational errors are included in this definition).

### B. Academic Probation or Suspension Appeals

Students wishing to appeal a grade may obtain a Grade Appeal form from the offices of Deans or Department Chairs. Students placed on academic probation or suspension may appeal to the Readmission Committee

## DISCRIMINATION

It is the intent of Southwest Tennessee Community College to be free of discrimination on the basis of sex, race, color, religion, ethnic or national origin, age, sexual orientation or gender identity, disability or any other protected status. Southwest will not tolerate harassment of any faculty member, staff or student. Southwest condemns any acts in its academic or work environments that create the potential for illegal harassment, both in terms of individual faculty members, staff or student morale and in violation of applicable federal, state and local laws.

### Harassment

Sexual harassment is illegal discrimination that creates an unpleasant, hostile, disrespectful, unfair work environment. All claims of harassment will be taken seriously in order to maintain a workplace that complies with the law and is free from offensive behavior of a sexual nature. Sexual harassment is behavior based on gender, sexuality, sexual identity or person that prevents or impairs their full realization of educational or occupational opportunities or benefits. Not every act that might be offensive to an individual or a group will be considered harassment. Whether the alleged conduct constitutes sexual harassment depends on the record as a whole and the totality of circumstances, such as the nature of the conduct or the sexual advances in the context within which the alleged incident occurs. Harassment does not include verbal expressions or written materials that are relevant and appropriately related to course subject matter or curriculum.

Racial harassment is defined as any person's conduct which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile or offensive working or educational environment. Harassment on the basis of race, color or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based on prejudiced stereotypes of a group to which that individual may belong.

Consensual relationships are intimate relationships between faculty members and students which are strongly discouraged due to the inherent inequality of power in such situations. These relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity.

### Process for Discrimination and Harassment

Any employee, student or applicant for employment who believes he/she has been the subject of, has been notified about or has observed sexual harassment as defined in this policy should report the alleged conduct immediately to the Human Resources Office. This procedure does not cover academic matters including grades or requirements for acceptance/retention in any academic major or program. To appeal assignment of a course grade the student believes is based on discrimination, the student should file a Grade Appeal form which is available through the offices of Deans and Department Chairs. The College encourages the resolution of all grievances at the lowest level in the most equitable way possible.

## DISABLED STUDENT SERVICES

An office for disabled students is located on each campus and provides information and services for disabled individuals enrolled at Southwest. The office coordinates many campus resources to meet the educational needs of documented disabled individuals through personal and academic guidance and counseling. Southwest is committed to the spirit and the letter of the Americans with Disabilities Act (ADA) and Rehabilitation Act of 1973 and has instituted several policies, procedures and practices to ensure access by disabled individuals to programs, services and activities of the College. Individuals requiring accommodations, modifications or encountering and physical barriers should contact the Office of Disabled Student Services. All students with a disability who would like to receive special services must provide appropriate documentation. When academic modifications are required, it is the student's responsibility to present the updated accommodation form to each of his/her professors at the beginning of the semester. The Coordinator of Disabled Student Services is Sherri Scott. She can be reached at (901) 333-5166 or (901) 333-4223 or at [sscott@southwest.tn.edu](mailto:sscott@southwest.tn.edu). In addition, the locations Offices for Disabled Student Services are

Campus	Phone/Fax	Hours
<a href="#">Macon Cove Campus</a> Farris Building, Room 2194 (Inside Testing Center Suite 2182)	901-333-4223/ 901-333-4788	Monday, Wednesday and Thursday 8 a.m.-4:30 p.m.
<a href="#">Union Avenue Campus</a> M Building, Room 112A (Inside Admissions Suite, M Building, Room 110)	901-333-5116/ 901-333-5200	Tuesday and Friday 8 a.m.-4:30 p.m.

Students with a documented disability are encouraged to register with the Disabled Student Services office at least three weeks before the beginning of the semester in order to obtain accommodations and support services.

All information related to a student's disability is kept confidential and may be accessed only by the Disabled Student Services staff. Students may sign a Release of Information Authorization Form so that the office of Disabled Student Services may work with students by working with faculty, tutors, and any other individuals for the benefit of the student.

## ACADEMIC ADVISING

Academic advising is a requirement. Students must meet with an academic advisor prior to registering for classes. The name of the advisor is shown on the DASHBOARD in my.southwest. It is the student's responsibility to schedule an appointment with his/her advisor prior to registration. The advisor will provide the student with a registration access code that is needed to access the registration site and to register for classes. Students are responsible for notifying the advisor and other appropriate College officials of changes related to name, address, telephone, etc.

### Health Insurance Coverage

In order to participate in clinical assignment, students must show proof of health insurance coverage. Health and accident insurance policies are available through a private insurer authorized and approved by the Tennessee Board of Regents. Transactions are made between the insurance company and the student. The Office of Student Activities can provide specific information regarding the purchase of health care insurance. The full cost of the health insurance premium is paid by the student.

### Criminal Background Checks

Southwest Tennessee Community College now requires background checks and 10-panel drug screens for all students entering programs in the Allied Health Sciences. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of area healthcare facilities. The criminal background check and 10-panel drug screen must be performed by the designated Tennessee Board of Regents vendor within the six week period that precedes the start of clinical assignment. The designated Tennessee Board of Regents provider is Truescreen.

Students who fail to submit to a criminal background check or who receive a "FAIL" result on the criminal background check cannot complete or maintain enrollment in any Southwest Tennessee Community College Allied Health program. Students who fail to submit to a 10-panel drug screen or who receive a "FAIL" result for any one drug or for more than one drug cannot complete or maintain enrollment in any Southwest Tennessee Allied Health program.

### Student Employment/Service Work

Students are not responsible for service work in the clinical laboratory. Any service work is noncompulsory outside of scheduled class or clinical hours.

The use of students as substitutes for licensed medical laboratory personnel is not allowed according to the Tennessee State Medical Laboratory Board's rules and regulations. Students (trainees) must have adequate supervision and shall not be substituted for licensed medical laboratory personnel. Additionally, a licensed medical laboratory scientist/technologist or technician must check all laboratory reports before they can be released to a patient's medical record.

AN Annotated Rule: 12000-06-02-01

Students enrolled in the program may choose to be employed in the medical laboratory offices or clinics. The following guidelines for employment have been established.

The employment is a relationship between the student and the employer. The College will not act as an intermediate between the student and the employer.

## MEDICAL LABORATORY TECHNICIAN STUDENT BACKGROUND CHECK AND DRUG SCREEN INSTRUCTIONS

Student Name (printed): \_\_\_\_\_ Student ID Number: \_\_\_\_\_

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

*By my signature above, I acknowledge that I have received and read the information provided regarding the background check. I am aware that if I have questions about the material herein, it is my responsibility to seek assistance from any Medical Laboratory Technician faculty member.*

A background investigation and drug screen are requirements of the clinical agencies for your program of study. Failure to complete these requirements will prevent you from completing clinical rotations.

### **STEP 1: What to do if you need a Background Investigation?**

Below are step-by-step instructions for accessing Application Station: Student Edition to authorize and pay for a background investigation.

1. Click the link below or paste it into your browser: <http://www.applicationstation.com>
2. Enter the Code: **SWTNMLT-CBC** in the Application Station Code field.
3. Click the "SIGN UP NOW" button to create an account.
4. Follow the instructions on the Application Station web site.

*Note – please store the username and password created for Application Station in a secure location. This information is needed to enter Application Station in the future which includes obtaining a copy of your background investigation report.*

If you encounter issues with the Application Station: Student Edition or have questions regarding the site, please contact Truescreen's Help Desk at 888-276-8518, ext. 2006 or [itsupport@truescreen.com](mailto:itsupport@truescreen.com).

Background Investigations are completed, on average, within 3 to 5 business days. Once completed, you will receive an email from Truescreen, [studentedition@truescreen.com](mailto:studentedition@truescreen.com). Follow the link in the email to access Application Station: Student Edition to view the report. To access the site use the same username and password created at the time you submitted your background check. Application Station includes instructions for disputing information included in the background check should you feel anything is incorrect.

The initial background investigation consists of the search components listed below. All records are searched by primary name and all AKAs, a student's primary address, and all addresses lived within the past seven years.

- Social Security Number Validation and Verification
- Statewide Criminal Records Search
- County Criminal Records Search – all counties of residence lived in the past 7 years (when Statewide is not available)

- Federal Criminal Records Search
- National Criminal Database Search
- OIG/SAM

The cost of the Background Investigation is \$24.00. Truescreen accepts credit cards and PayPal. Payment is collected within ApplicationStation: Student Edition.

### **STEP 2: What to do if you need a Drug Screen?**

Below are step-by-step instructions for accessing Application Station: Student Edition to authorize and pay for a drug screen, as well as locate a specimen collection site. Drug screen collection facilities are listed on the final page of Application Station: Student Edition.

1. Click the link below or paste it into your browser: <http://www.applicationstation.com>
2. Enter the Code: **SWTNMLT-DS** in the Application Station Code field.
3. Click the "SIGN UP NOW" button to create an account.
4. Follow the instructions on the Application Station web site.

*Note – you can use the same username and password created for the background investigation. Please store the username and password created for Application Station in a secure location. This information is needed to enter Application Station in the future which includes obtaining a copy of your drug screen report.*

If you encounter issues with the Application Station: Student Edition or have questions regarding the site, please contact Truescreen's Help Desk at 888-276-8518, ext. 2006 or [itsupport@truescreen.com](mailto:itsupport@truescreen.com).

*If none of the collection sites listed are convenient (within 30 minute drive), please contact Truescreen's Occupational Health Screening Department (i.e. Tri-Track and Scheduling Hotline) for assistance with locating an alternate location; phone number 800-803-7859.*

If the initial drug screen is reported as positive/non-negative, you will receive a call from Truescreen's Medical Review Officer (MRO). The MRO will obtain medical proof as to why you test positive. If you are taking any form of prescription medicine, it is wise to proactively obtain proof from your physician to be provided to the MRO when contacted. This will speed up the process of reporting drug test results.

All drug screens conducted for Southwest Tennessee Community College contains a 10-panel and tests for:

- Amphetamines
- Cocaine Metabolites
- Marijuana Metabolites
- Opiates
- Phencyclidine
- Barbiturates
- Benzodiazepines
- Methadone
- Methaqualone
- Propoxyphene



You will receive an email from Truescreen, [studentedition@truescreen.com](mailto:studentedition@truescreen.com), once drug test results are available. Follow the link in the email to access Application Station: Student Edition to view the report.

The cost of the Drug Screen is \$31.00. Truescreen accepts credit cards and PayPal. Payment is collected within ApplicationStation: Student Edition.

If the student receives a "REVIEW" (red X) or "FAIL" (solid red square) on either the background investigation or drug screen, the Medical Laboratory Technician Program Director will communicate this information to the Clinical Education Director at the respective clinical facility. The Clinical Education Director will then determine if the student can enter clinical rotations. The student is to schedule an appointment with the Clinical Education Director at the appropriate facility. During the scheduled appointment, the student applicant will provide the original background check documentation to the Director of Clinical Education for verification and review. The Director of Clinical Education will review the conviction record and determine "clearing/not clearing" of the student applicant based on approved criteria.

If permitted, an electronic copy of the background investigation can be forwarded to the Director of Clinical Education via Report Deliver Manager.

### **Report Delivery Manager**

Report Delivery Manager (RDM) allows students to distribute an electronic copy of your background check and drug screen results to a third party for clinical rotations. RDM can be found in Application Station: Student Edition. Reports are available to students for 36 months. If reports are needed beyond 36 months, students must print a copy to be distributed as needed.

1. Click the link below or paste it into your browser: <http://www.applicationstation.com>
2. To access the Report Delivery Manager, choose the "If you are returning" option on the left side of the home page and click "Sign back in."
3. Enter the username and password created at the time of submitting your background investigation and/or drug screen.
4. Report Delivery Manager can be found at the bottom of the Welcome Back screen.
5. To authorize a new third party to view a background check, click "Create a New Delivery."
6. Read the "Important Notice", type your name and click "Agree."
7. Supply the third party's contact information: Last Name, First Name and Organization. Report Access Keys are generated, including an ApplicationStation Code and Access PIN.

***Truescreen recommends that the student contact the third party and provide the ApplicationStation website address, code and PIN to their contact verbally. This method provides the highest level of security.*** However, the student can also authorize that an e-mail containing this information be sent to the contact at the clinical facility. If you wish to have an email containing the Access Keys to be sent directly to the clinical facility, follow steps 8 and 9.

8. To authorize an e-mail, locate "Other Delivery Options, Option 2" and click "[here to send an email.](#)"
9. Provide and confirm the recipient's e-mail address, and then select either Option 1 or Option 2, which determines what information is sent to the recipient via e-mail.

The system provides confirmation that an e-mail has been sent, along with the ApplicationStation Code and Access PIN for future reference.

#### Results of Criminal Background Checks

If criminal background checks of students are required by the affiliate, the institution shall notify students of this requirement prior to enrollment in the program or as soon as the requirement is known. Students will be informed by the institution that the check must be completed within the 90 day period prior to the student's initial clinical placement. It is the student's responsibility to make timely arrangements for the background check and to pay associated costs with such checks. It shall be the responsibility of the affiliate to set eligibility standards for participation and to evaluate the results of the background check. If the affiliate determines the student shall not participate at its facility, the affiliate shall notify the institution. The institution shall take steps to ensure this individual does not participate in the clinical program at the affiliate. The institution shall inform students excluded from clinical placement on the basis of a criminal background check of any review or appeal process available pursuant to the Fair Credit Reporting Act or any other law or policy, if any.

## LABORATORY PHLEBOTOMY TECHNICIAN STUDENT BACKGROUND CHECK AND DRUG SCREEN INSTRUCTIONS

Student Name (printed): \_\_\_\_\_ Student ID Number: \_\_\_\_\_

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

*By my signature above, I acknowledge that I have received and read the information provided regarding the background check. I am aware that if I have questions about the material herein, it is my responsibility to seek assistance from any Phlebotomy faculty member.*

A background investigation and drug screen are requirements of the clinical agencies for your program of study. Failure to complete these requirements will prevent you from completing clinical rotations.

### **STEP 1: What to do if you need a Background Investigation?**

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2. Enter the Code: **SWTNPHL-CBC** in the Application Station Code field.
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4. Follow the instructions on the Application Station web site.

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The cost of the Background Investigation is \$24.00. Truescreen accepts credit cards and PayPal. Payment is collected within ApplicationStation: Student Edition.

### **STEP 2: What to do if you need a Drug Screen?**

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- Amphetamines
- Cocaine Metabolites
- Marijuana Metabolites
- Opiates
- Phencyclidine
- Barbiturates
- Benzodiazepines
- Methadone
- Methaqualone
- Propoxyphene

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10. Click the link below or paste it into your browser: <http://www.applicationstation.com>
11. To access the Report Delivery Manager, choose the "If you are returning" option on the left side of the home page and click "Sign back in."
12. Enter the username and password created at the time of submitting your background investigation and/or drug screen.
13. Report Delivery Manager can be found at the bottom of the Welcome Back screen.
14. To authorize a new third party to view a background check, click "Create a New Delivery."
15. Read the "Important Notice", type your name and click "Agree."
16. Supply the third party's contact information: Last Name, First Name and Organization.  
Report Access Keys are generated, including an ApplicationStation Code and Access PIN.

***Truescreen recommends that the student contact the third party and provide the ApplicationStation website address, code and PIN to their contact verbally. This method provides the highest level of security.*** However, the student can also authorize that an e-mail containing this information be sent to the contact at the clinical facility. If you wish to have an email containing the Access Keys to be sent directly to the clinical facility, follow steps 8 and 9.

17. To authorize an e-mail, locate "Other Delivery Options, Option 2" and click "[here to send an email.](#)"
18. Provide and confirm the recipient's e-mail address, and then select either Option 1 or Option 2, which determines what information is sent to the recipient via e-mail.

The system provides confirmation that an e-mail has been sent, along with the ApplicationStation Code and Access PIN for future reference.

#### Results of Criminal Background Checks

If criminal background checks of students are required by the affiliate, the institution shall notify students of this requirement prior to enrollment in the program or as soon as the requirement is known. Students will be informed by the institution that the check must be completed within the 90 day period prior to the student's initial clinical placement. It is the student's responsibility to make timely arrangements for the background check and to pay associated costs with such checks. It shall be the responsibility of the affiliate to set eligibility standards for participation and to evaluate the results of the background check. If the affiliate determines the student shall not participate at its facility, the affiliate shall notify the institution. The institution shall take steps to ensure this individual does not participate in the clinical program at the affiliate. The institution shall inform students excluded from clinical placement on the basis of a criminal background check of any review or appeal process available pursuant to the Fair Credit Reporting Act or any other law or policy, if any.

## LABORATORY SAFETY CHECKLIST

### Universal Precautions for Specimen Handling

- Handle all patient specimens as though they are infectious.
- Wash your hands
  - After removing gloves;
  - Before touching your eyes or mouth;
  - After blood, a specimen or reagent has come into contact with your hands;
  - Before eating, drinking, smoking or applying cosmetics;
  - When leaving the laboratory.

*Handwashing is the single most effective practice for infection control.*
- Wear gloves whenever
  - You work with blood or body fluids;
  - There is risk of exposure through open wounds or mucus membranes;
  - You perform venipuncture or other vascular access procedures;
  - You have cuts, scratches, or other breaks in your skin.
- Replace gloves whenever they become torn, punctured or contaminated.
- Wear protective eyewear, masks and face shields when performing procedures such as centrifugation that are likely to generate blood aerosols or when there is a risk of splashing or spraying of blood and/or body fluids.
- Do not eat, drink, smoke, chew gum or apply cosmetics in the laboratory.
- Use the laboratory refrigerators only for the storage of reagents, controls or specimens. Never store food or drink in the laboratory refrigerator.
- Clean work areas daily and clean spills immediately with 10% bleach solution and flush the sink with 10% bleach when samples are discarded in the sink.
- Pipette reagents and samples with pipette bulbs. Never mouth pipette.
- Never open a centrifuge while it is operating. Disinfectant centrifuges regularly with 10% bleach solution. Always centrifuge blood stoppered. Exercise care to balance the centrifuge so as to prevent tube breakage.
- Know the location of eyewash stations.
- Label all reagents and specimens appropriately.

### Electrical Equipment

- Use grounded outlets and three prong grounded plugs.
- Refrain from using equipment with frayed electrical cords.

- If you suspect an electrical problem with a piece of equipment, immediately turn the equipment off, disconnect it from the outlet and have it repaired.

### **Fire Safety**

- Know the location of fire extinguishers.
- Know the exit procedure in event of fire.
- RACE: Rescue, Activate, Contain, Extinguish
- PASS: Pull, Aim, Squeeze, Sweep

### **Hazardous Waste Disposal**

- Discard all contaminated needles and sharp objects in a special leak-proof, puncture-resistant sharps container labeled with the biohazard symbol.
- Discard other biohazard waste in a biohazard container with orange/red plastic liner.
- All other waste should be discarded in ordinary trash receptacle.

### **In Case of Accident**

- Notify your instructor immediately.
- Provide your instructor the names/telephone numbers for emergency contacts.
- Complete an incident report.
- Seek treatment if necessary.

### **Informed Consent for Blood Collection**

For effective phlebotomy training, it is necessary for students in the Medical Laboratory Technician and Laboratory Phlebotomy Technician programs to voluntarily agree to have blood drawn by other students in class. Enrollment in the MLAB 2360, PLBT 1300 or PLBT 1350 includes informed consent for another student to collect blood samples from you via venipuncture and/or dermal puncture. The instructional programs seek to minimize the risks (e.g. hematoma, fainting, bruising) associated with blood collection. Thus, participation in the programs(s) includes informed consent to have blood collected. In addition, your signature indicates you will agree to hold the College or any affiliated clinical site harmless for complications arising from the blood collection procedure to include accidental needle stick injury.



**Drug Screens**

Southwest is committed to developing and maintaining the health, stability and well-being of the collegiate environment. As a result, the College prohibits the use of alcoholic beverages or controlled substances and requires compliance with Tennessee Board of Regents policy and with state and local laws relating to drugs and alcohol. Students participating in clinical assignment will be required to undergo a 10-panel drug screen collected and analyzed by the Tennessee Board of Regents provider. The drug screen must be negative for all 10 drugs and for alcohol. The drug screen must be performed within the six week period that precedes the start of clinical assignment.

**Proper Attire**

Students are expected to use good taste in considering appropriated dress on campus. Students on clinical assignment are expected to dress in accordance with the hospital dress code policy. Southwest name tags are to be worn when at the clinical site. Hair should be kept neat and clean. Long hair must be pulled back. Nose rings, nose studs, lip rings, ear disks, eyebrow rings and tongue rings are prohibited in clinical rotations. Tattoos must be covered during clinical rotations. Artificial nails and nail polish are prohibited. Beards should be neatly trimmed. Students will wear ceil-blue scrubs. Lab coats and other personal protective equipment will be provided by the clinical rotation site.

**Cell phones and other Electronic Devices**

The use of cell phones and other electronic devices in class, in the student laboratory and in the clinical setting is strictly prohibited. Cells phones and electronic devices interfere with the use of medical equipment. Texting/talking on cell phones is only permitted during designated breaks and is only allowed in areas where medical equipment is not in use.

**Attendance Requirements**

Students are expected to attend class. All absences on clinical assignment are unexcused. Vacation weeks are included in the clinical rotation schedule. If a student is dismissed from clinical assignment due to attendance, the clinical assignment will not be rescheduled. The student will forfeit his/her right to a position at the clinical site and will not be able to complete the requirements for the certificate of credit or for the degree.

### **Transportation/Parking**

Transportation to/from the clinical site is the student's responsibility. Student rotations may be scheduled as early as 5 a.m. Parking is provided at most clinical sites at no cost to the student. If there is a charge for parking, the student is responsible for all associated expenses. Students must report to campus one day per week for Clinical Seminar. In most cases, the clinical instructor will dismiss the student at noon on that day. Students are responsible for getting to/from campus for the Clinical Seminar class on the day class is scheduled.

### **Use of School Computers**

School computers are provided for the student's use and convenience. The Allied Health building student computer lab is located in AH206 and is open from 8:00 a.m. until 4:00 p.m. Monday-Friday. Computers located in classrooms and laboratories are to be used for educational purposes only. Any student using the school computers for other than educational purposes may have his/her access to the student computer lab restricted. Lecture notes and lab worksheets will be provided on a daily basis. It is the student's responsibility check E-mail daily and to print, review and bring to class copies of the lecture notes and lab worksheets.

### **Patient Confidentiality**

The HIPAA regulations were implemented in order to protect the patient's right to privacy. Patient information is strictly confidential. Students must agree to refrain from discussing patient information and/or results. Results are not to be given to patients even at their request. Prior to being scheduled for Clinical Assignment, students must review the HIPAA guidelines provided and sign a statement acknowledging receipt of HIPAA guidelines.

## **MEDICAL LABORATORY TECHNICIAN**

### **ASSOCIATE OF APPLIED SCIENCE DEGREE**

The Medical Laboratory Technician is an essential member of the health care team, providing laboratory tests used in the diagnosis, treatment and prognosis of disease and the maintenance of health.

The program is designed to give students both the theoretical knowledge and practical experience in a variety of laboratory procedures. Students in the program spend the final three months of the second year rotating through clinical laboratories of area hospitals. Students enrolled in the program must complete course requirements in sequence and must remain on schedule for completion of the degree.

The Medical Laboratory Technician program is a full-time, day-time program. The program is licensed by the Tennessee Department of Health Division of Health Related Boards and is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018, (773) 714-8880 or <http://www.naacls.org>. Program graduates are eligible to take national certification examinations and make application for Tennessee licensure as Medical Laboratory Technicians. The awarding of the Associate of Applied Science degree in Medical Laboratory Technician is not contingent on taking/passing a national certification examination.

To be eligible for consideration for admission to the Medical Laboratory Technician Program, the applicant must meet the following minimum requirements:

- 1) Have been granted degree admission status at the College;
- 2) Have completed the following courses with a minimum grade of "C"
  - a. ENGL 1010
  - b. BIOL 1010, BIOL 1110 or BIOL 2010
  - c. MLAB 1301
  - d. CHEM 1010 or CHEM 1110
  - e. BIOL 1230
  - f. MATH 1010 or higher

the above listed sciences courses must include a laboratory component that is not "virtual" or online;

- 3) Have a cumulative GPA of 2.5 or higher;
- 4) Have submitted the following materials to the Admissions Office by the established deadline (July 1 for fall semester admissions and November 1 for spring semester admissions)
  - a. Application for Special Admission Programs
  - b. Official transcript(s) of all college work attempted and/or completed at college(s) or university(ies) other than Southwest Tennessee Community College. Such transcripts must be provided directly by the releasing institution.

### **Advanced Standing Admission**

Students who have completed all of the prescribed first year courses except MLAB 1301 may be considered for advanced standing admission depending on availability of space. Students admitted with advanced standing must meet all other admissions requirements and must complete MLAB 1301 prior to graduation.

### **Selection Criteria**

The Medical Laboratory Technician Admissions Committee ranks applicants according to the following criteria:

1. College-level GPA x 2
2. Required prerequisite course GPA x 2

The required prerequisite courses are ENGL 1010, MLAB 1301, BIOL 1010, 1110 or 2010, CHEM 1010 or 1110 and BIOL 1230.

3. Interview x 1

### **Retention Policy**

In order for a student to retain a position in the program, the student must:

1. Meet the Essential Requirements for the program;
2. Maintain a cumulative grade point average (GPA) of 2.0 or higher;
3. Earn a minimum grade of "C" in all MLT courses required for the degree. If a student makes a "D" grade in a single MLT course, the student may repeat the course one time (at the next offering provided space is available). If the student fails to earn a "C" or better in the repeated course or earns a "D" in a second MLT course, the student will be dismissed with no possibility of readmission. "F" grades may not be repeated. Any student earning a single "D" grade who wishes to repeat the course must also submit a second Special Admission Program Application prior to the published deadline;
4. Remain in sequence and on schedule for enrollment in Clinical Practicum I and Seminar;
5. Prior to clinical assignment, submit the Medical Statement showing freedom from communicable disease and from drug and alcohol addiction. The Medical Statement must also provide evidence of physical fitness for performing duties related to Clinical Assignment I;
6. Prior to clinical assignment, complete the criminal background check/drug screen using the Tennessee Board of Regents provider. A clinical affiliate may elect not to train a student with a criminal background, in which case the student would be unable to complete the course requirements for the degree. A criminal background may also preclude licensure, certification and/or employment. Licensure and/or certification agencies may require that criminal background checks be performed by their designated vendors, which may be different from the vendor recommended by Southwest Tennessee Community College.

**Malpractice Insurance**

Students are required to purchase malpractice insurance when registering for Clinical Assignment I. The cost of the premium is included in the required fees for the term in which the student registers for Clinical Assignment I.

**Readmission Policy**

Students withdrawing from the program or dismissed for academic reasons may be considered for readmission under current admission policy, based on space availability. The student must submit a second Application for Admission to a Special Program by the required deadline. The Admissions Committee will review the student's transcript to identify courses to be retaken. Due to the rapid changes in technology and in the field of clinical laboratory science, no more than two years may elapse between completion of any second year MLT course and the beginning of Clinical Practicum I. Students desiring readmission must submit a written request to the Medical Laboratory Technician Program Director 30 days prior to the first day of registration for that term.

**Assignment of Students for Clinical Practicum I & II**

Dates of applied clinical experience (Clinical Practicum I & II) cannot be guaranteed. In the event the number of students eligible for Clinical Practicum I & II exceeds the number of available sites, students will be assigned according to grade point average in the MLT courses with the students with the highest GPA receiving priority. In addition, students are not guaranteed a clinical assignment in the term that follows completion of the second year MLT classes. Students must agree to accept clinical assignments at any facility within a 150 mile radius of the Southwest Tennessee Union campus. Any student not assigned to a clinical assignment in term that follows the completion of the second year MLT classes will be assigned to a clinical assignment prior to assigning students enrolled in subsequent terms.

## MEDICAL LABORATORY TECHNICIAN, A.A.S.

### Recommended Course Sequence

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#### First Semester: 14 Credits

- BIOL 1010 Introduction to Biology or  
BIOL 1110 General Biology or  
BIOL 2010 Principles of Anatomy and Physiology I
  - ENGL 1010 English Composition I
  - CHEM 1010 Introduction to Chemistry I or  
CHEM 1110 General Chemistry
  - MATH 1010 or higher
- 

#### \*Second Semester: 13 Credits

- Humanities/Fine Arts: 3 credit hour course
  - PSYC 1030 General Psychology
  - BIOL 1230 Microbiology
  - MLAB 1301 Introduction to Medical Laboratory
- 

#### \*Third Semester: 12 Credits

- MLAB 2403 Clinical Microbiology
  - MLAB 2201 Clinical Immunology
  - MLAB 2402 Hematology & Hemostasis
  - MLAB 2202 Urinalysis & Body Fluids
- 

#### \*Fourth Semester: 12 Credits

- MLAB 2360 Laboratory Operations
  - MLAB 2401 Clinical Chemistry
  - MLAB 2301 Immunohematology/Blood Bank
- 

#### \*Fifth Semester: 12 Credits

- MLAB 2510 Clinical Practicum I
  - MLAB 2520 Clinical Practicum II
  - MLAB 2230 Seminar
- 

**Total Program Credits: 63**

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\* Only Students admitted to the Medical Laboratory Technician Program may enroll in the third, fourth and fifth semester courses.

## **LABORATORY PHLEBOTOMY TECHNICIAN**

### **TECHNICAL CERTIFICATE OF CREDIT**

The Laboratory Phlebotomy Technician program is designed to train individuals to properly collect and handle blood specimens for laboratory testing and to interact with health care personnel, patients, and the general public. During the second semester, the program is full-time, day-time program and classes may begin as early as 5:00 a.m. The program is approved by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Rd., Suite 720, Rosemont, IL 60018, (773) 714-8880 or <http://www.naacls.org>. Program graduates are eligible to take national certification examinations in phlebotomy. The awarding of the Technical Certificate in Laboratory Phlebotomy Technician is not contingent on taking/passing a national certification examination.

#### **Admission Requirements**

To be eligible for consideration for admission to the Laboratory Phlebotomy Technician Program, the applicant must meet the following minimum requirements:

1. Have been granted either degree or non-degree admission status at the College;
2. Have completed MLAB 1301 (Introduction to Med Lab) and PLBT 1300 (Phlebotomy Didactic) with a grade of "C" or higher;
3. Have a cumulative grade point average (GPA) of 2.0 or higher;
4. Have submitted the following materials to the Admissions Office by the established deadline [July 1 for fall flex 1 term admissions; Sept. 15 for fall flex 2 term; November 1 spring flex 1 term ; Feb. 15 spring flex 2 term; April 15 summer semester (if needed)]:
  - a. Application for Special Admissions Programs
  - b. Official transcript(s) of all college work attempted and/or completed at college(s) and university(ies) other than Southwest. Such transcripts must be provided directly by the releasing institution;
5. Prior to clinical assignment, complete the clinical background check using the Tennessee Board of Regents provider. A clinical affiliate may elect not to train a student with a criminal background, in which case the student would be unable to complete the course requirements for the technical certificate. A criminal background may also preclude certification and/or other employment. Certification agencies may require that criminal background checks be performed by their designated vendors, which may be different from the vendor recommended by Southwest Tennessee Community College;
6. Prior to clinical assignment, submit the Medical Statement showing freedom for communicable disease and from drug and alcohol addiction. The Medical Statement must also provide evidence of physical fitness for performing duties related to clinical assignment;
7. Prior to the conclusion of clinical assignment, submit evidence of CPR training.

### **Selection Criteria**

The Laboratory Phlebotomy Technician Admissions Committee ranks applicants according to the following criteria:

1. College-level GPA x 2
2. Required prerequisite course GPA x 2  
Required prerequisite courses MLAB 1301 and PLBT 1300. Required prerequisite courses must be current or have been completed during the 12-month period preceding the start of PLBT 1301 and PLBT 1401

### **Retention Policy**

In order for the student to retain a position in the program, the student must

1. Meet the Essential Requirements for the program;
2. Maintain a 2.0 GPA;
3. Prior to enrollment in PLBT 1301 & PLBT 1401, complete a Medical Statement showing freedom from communicable disease and from drug/alcohol addiction. In addition, the Medical Statement must provide evidence of emotional and physical fitness for performing professional duties.
4. Prior to completion of PLBT 1301 & PLBT 1401, complete a CPR course.

### **Readmission**

Students dismissed for academic reasons may be considered for readmission the following year under the current policy, based on space availability.

### **Malpractice Insurance**

Students are required to purchase malpractice insurance when registering for PLBT 1301. The fee for the malpractice insurance premium is included in the course fees assessed in the term the student enrolls in PLBT 1301.

### **CPR Training**

Students enrolled in PLBT 1301 and PLBT 1401 must complete a CPR course prior to the conclusion of the semester in which the student enrolls in Phlebotomy Practicum.



**LABORATORY PHLEBOTOMY TECHNICIAN TECHNICAL CERTIFICATE**

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**First Term: 6 credit hours**

- MLAB 1301 Introduction to Medical Laboratory ( 3 credit hours)
- PLBT 1300 Phlebotomy Didactic (3 credit hours)

**\*Second Term: 12 credit hours**

- PLBT 1350 Phlebotomy Seminar (2 credit hours)
- PLBT 1301 Phlebotomy Clinical Practicum I (5 credit hours)
- PLBT 1401 Phlebotomy Clinical Practicum II (5 credit hours)

\* Only students admitted to the Phlebotomy Program may enroll in second term courses. The second term classes are offered only during day-time hours and may begin as early as 5:00 a.m. Applications for second term classes must be submitted by the deadline dates.

**Total Credit Hours: 18**

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**Criminal Background Check**

Criminal background checks are at the student's expense and may be a requirement at some affiliated clinical rotation sites. Based on the results of these checks, an affiliated clinical site may determine to not allow the student at the training facility. This could result in the student's inability to complete the program requirements. A criminal background check may preclude certification and/or employment. Certification agencies may also require background checks performed by their designated vendor, which may not be the same vendor as the one used by Southwest.

**Malpractice Insurance**

Students are required to purchase malpractice insurance when registering for PLBT 1301.

**Program Costs**

In addition to tuition and fees, students may have additional costs associated with completion of the program (see list of approximate costs included in the handbook).

## ESSENTIAL REQUIREMENTS

### MEDICAL LABORATORY TECHNICIAN AND LABORATORY PHLEBOTOMY TECHNICIAN

Essential requirements are the essential nonacademic requirements of the program that a student must be able to master to participate successfully in the Medical Laboratory Technician or Laboratory Phlebotomy Technician programs and become employable. Applicants for these programs must possess the following list of technical abilities and skills. Students who may not feel sure they will be able to meet these essential requirements should consult with the Program Coordinator for further information and to discuss individual situations.

1. **Speech:** Ability to verbally communicate understandably in English.
2. **Hearing:** Ability to understand English when spoken in person or via the telephone.
3. **Vision:** Natural or corrected to 20/20, ability to distinguish red, yellow, and blue colors, distinguish clear from cloudy, and distinguish objects in the range of 1 micron through the microscope.
4. **Mobility:** Ability to maneuver in the laboratory, around instruments, in confined spaces, and in patient rooms. Movement includes utilizing shoulders, arms, and neck; bending; twisting the body; standing; reaching and grasping overhead, in front of the body, and down.
5. **Fine Motor Control:** Ability to manipulate small objects with fingertips or control adaptive devices.
6. **Coordination:** Eye/hand and eye/hand/foot coordination.
7. **Reasoning:** Ability to deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret instructions furnished in oral, written, diagrammatic, or schedule form. Ability to deal with problems from standard situations. Ability to carry out detailed but uninvolved written or oral instructions. Ability to carry out one- or two-step instructions.
8. **Mathematics:** Ability to add, subtract, multiply and divide whole numbers and fractions, calculate time, use metric system for measurements, calculate percentages, solve for one variable, set-up and solve ratio and proportion problems, interpret simple statistical data.
9. **Reading:** Ability to comprehend simple instructions or notations from a log book, ability to comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings.
10. **Writing:** Ability to compose English sentences containing subject, verb, and object; complete notations in a log book, complete job applications, prepare business letters, write reports using prescribed format and conforming to rules of punctuation, spelling, grammar, diction and style.
11. **Perception:** Ability to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures, and widths and lengths of line; to comprehend forms in space and understand relationships of plane and solid objects; the ability to visualize objects of two or three dimensions.
12. **Clerical:** Ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation.
13. **Data:** Ability to synthesize, coordinate, analyze, compile, compute, copy, and compare data standards for Medical Lab/Phlebotomy Technicians.
14. **Personal Traits:** Ability to comprehend and follow instruction; perform simple and repetitive tasks; maintain a work pace appropriate to a given work load; relate to other people beyond giving and receiving instructions; perform complex or varied tasks; make generalizations, evaluations or decisions without immediate supervision; accept and carry out responsibility for directions, control and planning.
15. **Environmental:** Ability to work indoors, be around moving machinery; factors: fumes, gases, odors, irritating particles, possible exposure to toxic or caustic chemicals, blood and body fluids, noise, radiation or electrical energy, vibration; work in confined spaces, use a computer monitor; work alone, with others, or around others.
16. **Safety Equipment Required to Wear:** Safety glasses, face mask/shield, protective clothing, protective gloves.

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

MEDICAL STATEMENT

MEDICAL LABORATORY TECHNICIAN AND PHLEBOTOMY

Name: \_\_\_\_\_ Banner ID #: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

AUTHORIZATION FOR RELEASE OF INFORMATION:

I authorize the release of medical information by the examiner and MLT Program Director for the determination of eligibility for the admission to the Medical Laboratory Technician and Phlebotomy Program and its clinical affiliates.

\_\_\_\_\_  
*Signature of Applicant*

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

The Department of Allied Health is responsible for the education of individuals wishing to be certified as Medical Laboratory Technicians or Phlebotomist.

A person who wishes to perform the duties of a Medical Laboratory Technician or Phlebotomist must present evidence of a medical examination certifying physical health sufficient to conduct activities associated with patient care, absence of musculoskeletal deformities, absence of communicable disease and suitable emotional fitness to provide for the care of the ill or injured. A negative drug screen is also required.

**Communicable Disease:** Appropriate diagnostic procedures should read no communicable diseases that could harm the patient or co-workers. List provided to student.

**Vision:** 20/20 corrected vision with red/green color discrimination

**Hearing:** Auditory perception of verbal speech, capability of auscultation and vital signs

**Cardiovascular:** Medical evaluation should include heart rate and blood pressure, pulmonary and circulatory deficiencies that may impose undue risks.

**Speech:** No impediments that would interfere with the ability to communicate with patients or co-workers

**Musculoskeletal:** Absence of defects or conditions that would impair performance of special duties of a Medical Laboratory Technician or Phlebotomist

**PHYSICAL EXAMINATION**

**EYES:** Normal      Abnormal      **MOUTH:**      Teeth \_\_\_\_\_ Gums \_\_\_\_\_

**EARS:** Normal      Abnormal      **THROAT:** \_\_\_\_\_

**NOSE:** Normal      Abnormal      **THYROID:** \_\_\_\_\_

**LYMPH NODES:** \_\_\_\_\_ **HEIGHT:** \_\_\_\_\_ **WEIGHT:** \_\_\_\_\_

LUNGS: \_\_\_\_\_ TEMP: \_\_\_\_\_ PULSE: \_\_\_\_\_

RESPIRATION: \_\_\_\_\_ B.P. \_\_\_\_\_

TB SKIN TEST or T-SPOT or PPD TEST or CHEST X-RAY (with result indicating freedom from TB infection): \_\_\_\_\_

BREASTS: \_\_\_\_\_ HEART: \_\_\_\_\_

ABDOMEN: Scars: \_\_\_\_\_

Palpable organs or masses: \_\_\_\_\_

Hernia: \_\_\_\_\_

EXTREMITIES: Pallor: \_\_\_\_\_ Cyanosis: \_\_\_\_\_

Edema: \_\_\_\_\_ Varicose veins: \_\_\_\_\_

Feet: \_\_\_\_\_ Deformities: \_\_\_\_\_

NERVOUS SYSTEM: \_\_\_\_\_

SPINE: (evidence of injury or weakness): \_\_\_\_\_

COMMENT: \_\_\_\_\_

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**PERSONAL HISTORY:**

Allergies: \_\_\_\_\_ Asthma: \_\_\_\_\_ Skin Condition: \_\_\_\_\_

Ear Disease: \_\_\_\_\_ Diabetes: \_\_\_\_\_ Staph Infection: \_\_\_\_\_

Tuberculosis: \_\_\_\_\_ Jaundice: \_\_\_\_\_ Heart Disease: \_\_\_\_\_

Dysmenorrhea: \_\_\_\_\_ Bronchitis: \_\_\_\_\_ Nervous Disorder: \_\_\_\_\_

Kidney Disease: \_\_\_\_\_ Endocrine Imbalance: \_\_\_\_\_ Other: \_\_\_\_\_

COMMENT: \_\_\_\_\_

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**USE OF REGULAR MEDICATIONS FOR:**

Allergies: \_\_\_\_\_ Dysmenorrhea: \_\_\_\_\_ Insomnia: \_\_\_\_\_  
Blood dyscrasia: \_\_\_\_\_ Nervous disorder: \_\_\_\_\_ Colds: \_\_\_\_\_  
Endocrine Imbalance: \_\_\_\_\_ Headache: \_\_\_\_\_ Overweight: \_\_\_\_\_  
Indigestion: \_\_\_\_\_ Heart: \_\_\_\_\_ Underweight: \_\_\_\_\_  
Blood Pressure: \_\_\_\_\_ Diabetes: \_\_\_\_\_ Other: \_\_\_\_\_

**IMMUNIZATION RECORD:**

	DATE	DATE
DPT:	_____	(vaccination within last 10 years or booster at time of application)
MMR:	_____	(documentation of 2 doses of MMR vaccine or positive serology indicating immunity status)
Varicella vaccine:	_____	(documentation of 2 doses or varicella vaccine or positive serology indicating immune status)
Influenza:	_____	(documentation of influenza vaccine)
Hepatitis:	_____	(documentation of 3 doses of hepatitis B vaccine or positive serology indicating immunity status)

**PHYSICAN STATEMENT:**

After completing the above examination, I feel that \_\_\_\_\_ IS / IS NOT physically and emotionally qualified for participation in the educational program of Medical Laboratory Technician and Phlebotomy at Southwest Tennessee Community College.

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Printed Name of Physician or Nurse Practitioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician's Address and Phone Number

(This form will not be accepted without the signature of the physician/nurse practitioner performing the examination)

**Required Immunizations:**

**Varicella (Chicken Pox)**

**Proof of either**

- Documentation of 2 doses of VZV vaccine
- A serum titer confirming immunity

**Hepatitis B**

**Proof of either**

- Completion of Hepatitis B vaccine series (3 immunizations)
- A serum titer confirming immunity

**Note:** The hepatitis B injection series is a 4-6 month process. There must be a minimum of four weeks between the first and second immunization, a minimum of eight weeks between the second and third immunization.

**Measles**

**Proof of either**

- Two doses of MMR vaccine on or after the first birthday or
- A serum titer confirming immunity

**Note:** There must be at least four weeks between the first and second measles vaccination.

**Mumps**

**Proof of either**

- Two doses of MMR vaccine on or after the first birthday or
- A serum titer confirming immunity

**Rubella**

**Proof of either**

- Two doses of MMR vaccine on or after the first birthday or
- A serum titer confirming immunity

**Note:** The combined MMR vaccine is vaccine of choice

**Tetanus-Diphtheria-Pertussis**

**Proof of**

- Tetanus-diphtheria-pertussis (DPT) vaccination within last 10 years or booster at time of application.

**TB skin test**

- A negative TB skin test or, if the TB skin test is positive, a chest x-ray that shows no evidence of active TB infection.

**Influenza**

**Proof of**

- Influenza vaccine

## FACULTY AND STAFF

### ***Dr. Michael F. Bugg, MD, MT (ASCP)***

Medical Director  
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Louisiana State University School of Medicine (1988)

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## TEXTBOOK LIST

**MLAB 1301 INTRODUCTION TO THE MEDICAL LABORATORY**

Basic Clinical Laboratory Techniques, 6<sup>th</sup> Ed., Barbara H. Estridge and Anna P. Reynolds, Thomson Delmar Press, 2012.  
ISBN: 978-1-111-13836-3

**MLAB 2403 CLINICAL MICROBIOLOGY**

Textbook of Diagnostic Microbiology; 5th Edition., Saunders, 2015, Connie R. Mahon and Donald C. Lehman  
ISBN: 978-0323089890

**MLAB 2210 CLINICAL IMMUNOLOGY**

Clinical Immunology and Serology: A Laboratory Perspective, 3<sup>rd</sup> Ed., F.A. Davis, Christine Dorresteyn Stevens, 2010.  
ISBN: 978-0-8036-1814-5

**MLAB 2301 IMMUNOHEMATOLOGY**

Modern Blood Banking and Transfusion Practices, 6<sup>th</sup> Ed., Denise Harmening, F.A. Davis, 2012.  
ISBN: 978-0-8036-2682-9

**MLAB 2401 CLINICAL CHEMISTRY**

Contemporary Practice in Clinical Chemistry, 3<sup>rd</sup> Ed., AACC Press, 2016, William Clarke.  
ISBN: 978-1594251894



**MLAB 2420 HEMATOLOGY & HEMOSTATSIS**

Hematology in Practice, 2<sup>nd</sup> edition, Betty Ciesla, F.A. Davis, 2011.

ISBN: 978-0-8036-1526-7

Heme Notes, Denise Harmening and Kathleen Finnegan, F.A Davis, 2014.

ISBN: 13:978-0-8036-1902-9

**MLAB 2202 URINALYSIS & BODY FLUIDS**

Urinalysis and Body Fluids, 6th Ed., Susan K. Strasinger and Marjorie DiLorenzo, 2014,

ISBN-13: 978-0-8036-3920-1

**PLBT 1300 PHLEBOTOMY DIDACTIC**

Phlebotomy Essentials 6<sup>th</sup> Ed, Ruth McCall and Cathee Tankersley, Lippincott, Williams and Wilkins, 2016

ISBN: 981-1-4511-9542-4.

**PLBT 1350 PHLEBOTOMY SEMINAR**

BOC Phlebotomy Study Guide, Susan E. Phelan, ASCP Press, 2015.

ISBN: 978-089189-6128

**MLAB 2360 LABORATORY OPERATIONS**

Mathematics for the Clinical Laboratory, 3<sup>rd</sup> Ed., Lorraine Doucette, Saunders Elsevier, 2016.

ISBN: 978-1-323-33996-4

**MLAB 2230 CLINICAL SEMINAR**

BOC Study Guide, 6<sup>th</sup> ed Patricia Tanabe and Blair Holladay, ASCP Press, 2018.

ISBN: 978-0891895879

**COURSE DESCRIPTIONS****MEDICAL LABORATORY TECHNICIAN AND LABORATORY PHLEBOTOMY TECHNICIAN****MLAB 1301 Introduction to the Medical Laboratory****3 Credit Hour(s)**

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An introduction to the clinical laboratory sciences which includes care and use of equipment , laboratory safety, basic laboratory math, medical terminology, principles of phlebotomy, quality control, preparation of chemical solutions and an orientation to the major testing areas in the medical laboratory.

**PLBT 1300 Phlebotomy Didactic****3 Credit Hour(s)**

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This course covers the study of skin puncture and venipuncture in collecting blood for laboratory testing including principles of proper phlebotomy techniques, specimen distribution, patient care, preparation and maintenance of equipment, record keeping and basic principles of anatomy and physiology.

**PLBT 1350 Phlebotomy Seminar****2 Credit Hour(s)**

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Interpersonal skills for phlebotomists are discussed, including basic concepts of communication, stress management, professional behavior, legal implications, current issues and a review of laboratory phlebotomy principles and procedures and a comprehensive examination. Emphasis is placed on specimen processing and computer entry data.

**Prerequisite(s):** MLAB 1301 and PLBT 1300 and admission to the Phlebotomy program

**Corequisite(s):** PLBT 1301 & PLBT 1401

**PLBT 1301 Phlebotomy Clinical I & PLBT 1401 Phlebotomy Clinical II****5 Credit Hour(s) each**

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This course includes supervised training at various clinical facilities to provide experience in skin puncture, venipuncture, patient care and specimen handling/distribution. Includes computer skills development.

**Prerequisite(s):** MLAB 1301 & PLBT 1300 and admission to the phlebotomy program

**MLAB 2360 Laboratory Operations****3 Credit Hour(s)**

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This course examines aspects of laboratory operations to include quality assessment, troubleshooting, safety, laboratory mathematics, instrumentation and laboratory information systems. Phlebotomy training on mannequin arms will also be included.

**Prerequisite(s):** MLAB 1301 and admission to the MLT program

**MLAB 2401 Clinical Chemistry****5 Credit Hour(s)**

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An overview of clinical chemistry theory, principles, procedures, and correlations. Tests for glucose, urea, creatinine, uric acid, proteins, bilirubin, enzymes and electrolytes are included. Colorimetric and photometric techniques used in examining normal and abnormal clinical specimens are introduced along with special procedures such as immunoassays and electrophoresis.

**Prerequisite(s):** CHEM 1010 or CHEM 1110, MLAB 2360 and admission to the MLT program.

**MLAB 2403 Clinical Microbiology****4 Credit Hour(s)**

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This course examines the study of microorganisms of medical importance as it relates to man and disease. The course includes discussions of proper collection, handling and examination of specimens, staining and culture techniques, identification methods, drug sensitivity testing, and quality control procedures.

**Prerequisite(s):** MLAB 1301 and admission to the MLT program

**MLAB 2201 Clinical Immunology****2 Credit Hour(s)**

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Basic principles of the immune system structure and function in health and disease. Topics include principles of a natural and acquired immunity, hypersensitivity, autoimmunity, immunodeficiency, transplant and tumor immunology, immunological techniques and flow cytometry.

**MLAB 2301 Immunoematology/Blood Bank****4 Credit Hour(s)**

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The theory and practice of blood group antigens and antibodies, donor selection, and component therapy. Topics include: ABO grouping, Rh typing, cross matching, antibody screening and identification, quality control, donor screening, component preparation, hemolytic disease of the fetus and newborn, autoimmune hemolytic anemias, and adverse effects of transfusion.

**Prerequisite(s):** Admission to the MLT program.

**MLAB 2230 Clinical Seminar****2 Credit Hour(s)**

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

**Corequisite(s):** MLAB 2510 & MLAB 2520

**Prerequisite(s):** Admission to the MLT Program.

**MLAB 2510 & MLAB 2520 Clinical Practicum I & II****5 Credit Hour(s) each**

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Includes laboratory performances by students during progressive rotations through the affiliated clinical laboratory sites in the departments of Hematology, Coagulation, Urinalysis, Immunoematology, Serology, Microbiology, Clinical Chemistry and Phlebotomy.

**Prerequisite(s):** admission to the MLT Program

**Corequisite:** MLAB 2230

**CLINICAL ROTATION AFFILIATES**

**MEDICAL LABORATORY TECHNICIAN**

**Baptist Hospital**

6019 Walnut Grove Rd.  
Memphis, TN 38119  
(901) 226-5600  
Site Coordinator: Mr. James Bolden

**Baptist Women's Hospital**

6225 Humphreys Blvd.  
Memphis, TN 38119  
(901) 227-9140  
Site Coordinator: Ms. Mary Ruth Kriger

**Methodist University Hospital**

1265 Dunlap  
Memphis, TN 38104  
(901) 516-7190  
Site Coordinator: Ms. Sherry Wilson

**Methodist South Hospital**

1300 Wesley Dr.  
Memphis, TN 38116  
(901) 516-3203  
Site Coordinator: Jenny Hunsicker

**LeBonheur Children's Hospital**

50 N. Dunlap  
Memphis, TN 38103  
(901) 287-6064  
Site Coordinator: Ms. Lynda Meyer

**Regional One Health**

877 Jefferson Ave.  
Memphis, TN 38103  
(901) 545-7780  
Site Coordinator: Santosh Joshi

**Methodist North Hospital**

3960 Covington Pike  
Memphis, TN 38128  
(901) 516-5513  
Site Coordinator: Ms. Jane Nichols

**Methodist Germantown Hospital**

7691 Poplar Avenue  
Germantown, TN 38138  
(901) 516-6919  
Site Coordinator: Ms. Pam Holder

**American Esoteric Laboratories**

1701 Century Center Cove  
Bartlett, TN 38134  
(901) 405-8200  
Site Coordinator: Ms. Laurie Thomas

**St. Jude Children's Research Hospital**

332 N. Lauderdale  
Memphis, TN 38105  
(901) 595-3645  
Site Coordinator: Mr. Richard Warren

**CLINICAL ROTATION AFFILIATES**  
**LABORATORY PHLEBOTOMY TECHNICIAN**

**Baptist Hospital**

6019 Walnut Grove Rd.  
Memphis, TN 38119  
(901) 226-5600  
Site Coordinator: Ms. Vivian White

**Methodist South Hospital**

1300 Wesley Dr.  
Memphis, TN 38116  
(901) 516-3203  
Site Coordinator: Jenny Hunsicker

**Methodist University Hospital**

1265 Dunlap  
Memphis, TN 38104  
(901) 516-9095  
Site Coordinator:

**Regional One Healthcare**

877 Jefferson Ave.  
Memphis, TN 38103  
(901) 545-7780  
Site Coordinator: Santosh Joshi

**LeBonheur Children's Hospital**

50 N. Dunlap  
Memphis, TN 38103  
(901) 287-6064  
Site Coordinator: John Bandura

**Methodist North Hospital**

3960 Covington Pike  
Memphis, TN 38128  
(901) 516-5513  
Site Coordinator: Ms. Queen Johnson

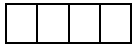
**Methodist Germantown Hospital**

7691 Poplar Avenue  
Germantown, TN 38138  
(901) 516-6919  
Site Coordinator: Ms. Pam Holder

**American Esoteric Labs**

BMG  
2100 Exeter  
Germantown, TN 38138  
(901) 757-3541  
Site Coordinator: Linda Irwin

## EXIT EXAM



All Associate of Arts (A.A.), Associate of Science (A.S.) and Associate of Applied Science (A.A.S.) degree graduating students are *required* to take this test. The ETS® Proficiency Profile test is 40 minutes in length and given onsite as a paper-and-pencil test. You will need to secure a registration code from Testing prior to registering for an exam, by calling 901-333-4170.

The ETS® Proficiency Profile test measures:

- proficiency in critical thinking, reading, writing and mathematics in the context of humanities, social sciences and natural sciences
- academic skills developed, as opposed to subject knowledge taught, in general education courses

Questions on the ETS® Proficiency Profile test are multiple-choice and are arranged in blocks of three to eight.

**Note:** In certain career programs, prospective graduates may also be required to take a [Major Field Examination](#) (departmental exam) in their area of study. You will be informed if a Major Field Examination is required when you contact [Testing](#) for a registration code.

When you take the ETS® Proficiency Profile test, remember that your efforts count. The ETS® Proficiency Profile test helps both Southwest and the state of Tennessee decide how successful the College has been. Your work affects the College's funding and more importantly, the College's reputation.

The better Southwest's reputation is, the more valuable your degree becomes.

You will receive your scores by mail and your performance will be compared to student scores across the country. Please get a good night's sleep before the examination and do your best for your college and yourself!

### ETS® Proficiency Profile Sample Questions

The ETS® Proficiency Profile sample questions illustrate the skills measured, contexts covered and the difficulty of the questions. The [sample questions \(PDF\)](#) (opens new window), requires [Adobe Reader](#) (opens new window), and answers are for reference only. They are not actual questions currently used on the test.

## VERIFICATION OF POLICIES

### MEDICAL LABORATORY TECHNICIAN AND LABORATORY PHLEBOTOMY TECHNICIAN PROGRAM

#### STATEMENT OF UNDERSTANDING

I have read the *Medical Laboratory Technician and Laboratory Phlebotomy Technician Student Handbook* and:

I understand if I make false statements on the application, medical statement or any other pre-admission document, I will be dismissed from the program.

I have read and understand the requirements for admission into the Medical Laboratory Technician and Laboratory Phlebotomy Technician Programs.

I understand that to be considered for admission into the Laboratory Phlebotomy Technician Program, I must have either degree or non-degree admission status at the College, have completed the following prerequisite courses with a minimum grade of "C" during the calendar year preceding Phlebotomy Clinical Assignment: MLAB 1301 (Introduction to the Medical Laboratory) and PLBT 1300 (Phlebotomy Didactic), have a cumulative GPA of 2.0 or higher and have submitted all required materials to the Admissions Office by the required deadline. I also understand the Phlebotomy Admissions Committee ranks applicants according to the following criteria: (college-level GPA x 2) + (required prerequisite course GPA x 2).

I understand that the Medical Laboratory Technician program is a full-time, day-time program and that to be considered for admission, I must have degree admission status at the College, have completed the following prerequisite courses with a minimum grade of "C" or higher: BIOL 1110, BIOL 1010 or BIOL 2010, ENGL 1010, MLAB 1301, CHEM 1010 or CHEM 1110 BIOL 1230, and MATH 1010 or higher., have an overall GPA of 2.5 or higher and have submitted all required materials to the Admissions Office by the required deadline. I also understand the Medical Laboratory Technician Admissions Committee ranks applicants according to the following criteria: (college-level GPA x 2) + (required prerequisite course GPA x 2) + interview.

I understand in order to be eligible to participate in PLBT 1301 (Phlebotomy Clinical ) or MLAB 2510 (Clinical Practicum I), I must submit to a drug screen and have negative results for drugs/alcohol. I also must demonstrate freedom from communicable disease and demonstrate physical/emotional fitness as determined by a medical doctor and in accordance with the requirements described in the Medical Statement.

I understand that students accepted for Phlebotomy Clinical must take a CPR course and must be available to train during the daytime hours and arrive as early as 5 a.m. I also understand that if I am dismissed from Phlebotomy Clinical or failure to attend, my rotation will not be



rescheduled and I will not be able to graduate from the Laboratory Phlebotomy Technician program.

I understand that Medical Laboratory Technician students accepted for Clinical Practicum I may be required to travel to sites as far as 150 miles away and may not be scheduled for a clinical assignment in the term immediately following completion of the second year MLT classes. I understand that priority will be given to students with the highest grade point averages (GPAs) in the MLT courses when insufficient numbers of training sites are available. I also understand that if I am dismissed from Clinical Practicum I for failure to attend, my rotation will not be rescheduled and I will not be able to graduate from the Medical Laboratory Technician program.

I understand in order to be eligible to participate in PLBT 1301 (Phlebotomy Clinical) or MLAB 2510 (Clinical Practicum I), I must submit to a criminal background check and which must show no criminal offense. In some cases, a criminal background may result in my inability to complete the requirements of the program. Additionally, I understand a criminal background may preclude licensure or employment.

I agree to follow all safety rules described in the laboratory safety checklist. I have been informed that biological specimens and blood products may possess the potential of transmitting disease such as hepatitis and HIV. I understand that even though diagnostic products are tested for HIV antibodies and hepatitis surface antigen, no known test can offer 100% assurance that products derived from human blood will not transmit disease. I understand that if a needlestick injury should occur, I will hold harmless the College, the clinical affiliate and any persons involved in training me. I also agree to complete an incident report and seek treatment following a needlestick injury. I understand that in the course of my training, I will be required to collect blood and allow others to collect blood from me.

I grant permission for release of my criminal background check, drug screen, medical information and record of immunizations to the Program Coordinators and clinical affiliates.

I have read and understand policies related to retention, readmission, conduct and discipline and policies related to clinical assignment and work ethic. I agree to abide by these policies.

Any questions that I may have had about the policies in this handbook have been answered by program faculty to my satisfaction.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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