STUDENT HANDBOOK
2018 - 2019

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A Message to the Students

Welcome to the Texas Southmost College (TSC), Medical Laboratory Technology (MLT) Program.

This handbook has been compiled to help familiarize you with the policies utilized by this program as well as the available student services.

The Medical Laboratory Technology Program Student Handbook pertains to students that have been admitted into the program and are a supplement to the TSC Student Handbook.
It is through the spirit of cooperation and communication that students and faculty members share a common goal of learning. In this profession, competence is developed through diligence, determination, and patience in the practicum environment as well as in the classroom.

The degree plan for Medical Laboratory Technology has been designed to provide the student with a well-rounded curriculum that incorporates general laboratory as well as preparing the student academically to continue their education.

Please remember that you, the student, are the most important asset of this program. Your suggestions are welcomed, appreciated, and may be submitted at any time to the Program Faculty or Program Director.

Non-Discrimination Statement

The Texas Southmost College, Medical Laboratory Technology Program, is non-discriminatory in regard to race, creed, color, sex, age, handicap, and national origin. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by Texas Southmost College on the basis of race, color, national origin, religion, sex, sexual orientation, age, veteran status, or disability.

Vision, Mission, and Values of Texas Southmost College

Vision

Texas Southmost College will be a premier community college dedicated to student success.

Mission

Transforming our communities through innovative learning opportunities

Values

- Integrity by respecting the ideals of social responsibility, academic honesty, trustworthiness, personal ethics, and the courage to act.
- Access by reaching out to our diverse communities, expanding linkages with industry, and strengthening our partnerships with area ISDs and universities to create accessible and affordable educational pathways for our students, faculty, and staff.
- Service by encouraging and recognizing collaboration, teamwork, compassion, and service to others.
- Excellence by providing relevant, high-quality educational experiences and a supportive learning environment to advance knowledge, to promote understanding and to achieve the academic and workforce potential of students, faculty, and staff.
- Innovation by embracing emerging technologies to enhance and expand teaching, learning and service opportunities for students, faculty, and staff.
- Success by empowering, engaging and educating students, faculty, and staff to achieve their personal and professional aspirations for graduation, academic transfer, employment, and other educational goals

Essential Functions of the Program

The essential functions established by the Medical Laboratory Technology program must be accomplished by students in the program. Essential functions include requirements that able students to engage in educational and training activities in such a way that they will not be endangered, nor will they endanger other students, hospital staff, patients or the public. To ensure students essential function, a physical exam is required.

Vision

The student must be able to read charts and graphs, read instrument scales, discriminate colors, read microscopic materials and record results.

Clear Communication

The student must be able to communicate effectively and sensitively in order to assess non-verbal communication and be able to adequately transmit information to the patient and to all members of the healthcare team.

Fine Motor Function

The student must have all the skills necessary to safely and accurately perform all the diagnostic procedures, manipulate tools, instruments, and equipment. The student must be able to perform phlebotomy safely and accurately.

Psychological Stability

The student must have the emotional health required for full utilization of his or her intellectual abilities. Must be able to recognize emergency situations and take appropriate action.

The Mission of the Program

The Medical Laboratory Technology program at Texas Southmost College responds to the employability and educational needs of the community by training ethical professionals to perform competently as a medical laboratory technician.

Program Outcomes

GOAL 1. The Medical Laboratory Program (MLT) will strive to respond to the needs of Medical Laboratory Technicians Community.

GOAL 2. The MLT program will have 70% of the students entering the program graduate within 21 months.

GOAL 3. Within twelve months of graduation, 70% of the Medical Laboratory Technology students will be employed.

GOAL 4. The MLT program will have a minimum of 75% of its graduates' pass the National Registry Exam within one year.

GOAL 5. Upon graduation, the Medical Laboratory Technology program will obtain 90% satisfaction from the employer about graduates entry-level skills.

Program Competencies

Resources: Identifies, organizes, plans, and allocates resources	
C1	Time: Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules for all clinical laboratory activities
C3	Materials and Facilities: Acquires stores, allocates, and uses materials or space efficiently in the laboratory area.
C4	Human Resources: Assesses skills and distributes work accordingly, evaluates performance, and provides feedback to the appropriate laboratory personnel.

Information: Acquires and uses information	
C5	Generate and evaluates information for all laboratory procedures
C6	Organizes and maintains information accordingly to procedures
C7	Interprets and Communicates Patient's Information to the appropriate personnel

Interpersonal: Works with Others	
C11	Serves Clients/Customers: Works to satisfy customers' expectations
C14	Works with diversity: Works well with men and women from diverse background

Systems: Understands Complex Interrelationships	
C15	Understands Systems-Knows how social, organizational, and technological systems work and operates effectively with them.

Technology: Works with a variety of technologies	
C18	Selects Technology: Use appropriate procedures, tools, or equipment, including computers and related technologies
C19	Applies Technology and proper procedures for setup and safety operation of equipment
C20	Maintains and Troubleshoots Equipment: Prevents, identifies and solves problems with equipment, including computers and other technologies.

Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks.	
F1	Reading: Locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
F2	Writing- communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flowcharts.
F5	Listening-receives, attends to, interprets, and responds to verbal messages.
F6	Speaking-organizes ideas and communicates orally.

Thinking Skills: Thinks creatively, makes decisions, solves	
F7	Creative Thinking-generates new ideas.
F8	Decision Making: Specifies goals and constraints, generates alternatives, considers

	risks, and evaluates and chooses best alternatives.
F10	Seeing Things in the Mind's Eye: Organizes graphs and other information.

	Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, integrity, and honesty.
F13	Responsibility: Exerts a high level of effort and perseveres towards goal attainment

MLT Program Description

Medical Laboratory Technicians enjoy the prestige, excellent pay, and security of working in the exciting healthcare world. Graduates of the program can expect a very favorable job market and generous benefits packages associated with medical professional employment. Medical Laboratory Technicians are employed in hospitals, clinics, and doctor's office. They can also find employment in medical sales or, with additional training, in the field of education.

The Medical Laboratory Technology program curriculum consists of basic science and mathematics course, on-campus medical laboratory technology lecture and laboratory courses, elective courses, and hospital-based clinical practice. Upon satisfactory completion of all requirements, the student is eligible to receive an Associate Degree in Applied Science from TSC. Graduates are eligible to take the Medical Laboratory Technician certification examination offered by the Board of Registry of the American Society of Clinical Pathologists (MLT ASCP), and the American Medical Technologist (MLT, AMT). The Medical Laboratory Technology Program has a 95% employability rate.

Admission Criteria for Applicants

Space and clinical site availability require the freshman Medical Laboratory technology class to be limited, therefore admission to the program is competitive and based on high school or college grades and test scores. A complete description of the procedure used in selecting students may be obtained from the Medical Laboratory Department. Application and all other criteria are due by 12:00 noon, on the last day of June. Admission is non-discriminatory in regard to race, creed, sex, age, handicap or national origin.

Admission to TSC (acceptance to the college does not necessarily guarantee acceptance to the program).

List of admission requirements

- Submission of completed Application for Admission to the Medical Laboratory Technology Program.
- Submission of testing results that meet TSC testing requirements for admission
- Submission of two character recommendation forms.
- Documentation of any certification currently held.
- Transcripts

Applicants considered for an appointment will be invited for an interview with the program director. The program will schedule this interview.
Note: A criminal background check is required prior to admission to the program. A physical exam, drug screen, and up to date immunization are required of all students prior to clinical assignments and preferably upon admission to the program.

A.A.S. - Medical Laboratory Technology Pre-Program Courses

BIOL 2301 Anatomy and Physiology I (3 credit hours)

General biological principles; cellular biology; emphasis on human integumentary, skeletal, muscular, and nervous systems and related topics.
Prerequisites or concurrent enrollment: BIOL 2101

MATH 1342 Elementary Statistical Methods (3 credit hours)

This course covers the collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. Prerequisite: TSI met in math or "C" or better in MATH 0320, MATH 0322, or "Passing" in MATH 0022. Lec 3, Cr 3

ENGL 1301 Composition I (3 credit hours)

This course is a continuation of ENGL 1301 and emphasizes analytical writing in response to literature. A research essay is required. Prerequisite: Lec 3, Cr 3

Institutional Accreditation

The Texas Southmost College (TSC) is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. TSC course offerings are approved by Texas Higher Education Coordinating Board, Texas College and University System, and Texas Education Agency.

Program Accreditation

The TSC MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

5600 N. River Rd. Suite 720
Rosemont, Il 60018-5119
Phone: 773- 714- 8880
Fax: 773- 714- 8886

Website: http://www.naacls.org

MLT Program Non-Compliance Policy

The Texas Southmost College Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). This agency set the standards for the nation's colleges and universities. This program will promote quality and safety for all patients, quality education, on-going assessment of curricula, student services, student learning outcomes, and qualify its graduates for licensure.
If for some reason you feel that the program is not providing for academic excellence, health care quality or patient safety you may follow the guidelines below:

Guidelines:

1. The student shall provide in writing their complaints to the program director
    a. Clearly state areas of non-compliance
    b. Date and sign the complaint document

2. The program director shall respond in writing within 7 working days to the allegation or complaints

3. If a student is not satisfied, the complaint shall be forwarded to the Dean of the Health Professions Division.

4. Number 3 is the final step prior to submitting a complaint to NAACLS at http://www.naacls.org/

Faculty

Name: Consuelo Villalon, Ph.D, MPH, MT (AMT)

Program Area: Medical Laboratory Technology Program, Director

Office Location: ITECC H3A-209

Phone: 956-295-3517

Email: consuelo.villalon@tsc.edu

Name: Maria Del Carmen Rodriguez, MHA, BS, MT (AMT)

Program Area: Medical Laboratory Technology Program

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Certification Requirements

Upon satisfactory completion of all requirements, the student is eligible to receive an Associate Degree in Applied Science from TSC. The issuing of the degree IS NOT contingent upon the student passing any external certification or licensure. Graduates are eligible to take the Medical Laboratory Technology examination offered by the Board of Registry of the American Society of Clinical Pathologist (MLT ASCP) and the American Medical Technologist (MLT, AMT).

Student Records

The student transcript is maintained permanently by the Office of Registrar. The MLT program maintains two sets of records on the Medical Laboratory Technology student in the program

director's office. One is a personal file which contains admission documents, application, transcripts and counseling or advising documents. Another separate file contains lecture and practicum information such as the record of examinations completed, practicum attendance, and other lecture and practicum education data. These documents are secured and may be reviewed by the student making arrangements with the program director.

Student Work Policy

As in all the Allied health programs at TSC, working full-time while enrolled in a program is difficult and not recommended since work schedules generally conflict with class and/or practicum rotations.
It is a policy of the program that students are not required to perform service work at any clinical affiliate after they have attained entry level competency. Students in this program will not be substituted for regular staff even though they may be competent in certain aspect of laboratory. If a student be employed in any laboratory facility that is an affiliate of the program, they may do so only during times where it does not involve or conflict with program activities. Additionally, should a student be employed by a facility where practicum rotation is normally conducted, they may not use "employer time" to substitute for program practicum requirements.

Behavioral Conduct

TSC Medical Laboratory Technology students will be expected to conduct themselves in such a manner as to reflect favorably upon themselves and the program. Every effort is taken to provide for all students an academic environment that is conducive to academic endeavors, social growth, and individual self-discipline. TSC assumes that students eligible to perform on the community college level are familiar with the ordinary rules governing proper conduct and that they will observe these rules as a matter of training and habit.

Professional Ethics/Confidentiality

Student Code of Ethics

As a student in the Medical Laboratory Technology program, I hereby pledge to:

1. Conduct myself with the highest degree of honesty and integrity and never betray the trust placed in me by my instructors.

2. Accept responsibility for my own work and results.

3. Conduct myself in a professional manner both on and off campus, and thus help reflect a positive image for my school.

4. Assume a professional manner in attire and conduct.

5. Practice good safety habits in the laboratory and when handling biologically hazardous materials.

6. Safeguard the dignity and privacy of patients and confidentiality of patient information. Student will meet the requirements for the Health Insurance Portability and Accountability Act (HIPPAA). Student will not EVER bring ANY protected health information and if needs to provide information to the instructor [off clinical site] about a patient as part of my training I will provide only de-identified information which would not be subject to HIPAA."

7. Treat all body fluids and specimens with great respect; and always remember that they are collected from fellow human beings in order to help improve their quality of life.

8. Establish and maintain a rapport with other health professionals.

9. Establish confidence of the patient through kindness and empathy.

10. Hold colleagues and profession in high esteem.

11. Avoid plagiarism and follow copyright guidelines.

Health Data Form

All incoming students in Medical Laboratory Technology Program must be deemed in good health to perform the essential functions. A physical examination, up-to-date immunization, and drug screen are required upon enrollment. Students should contact the program director for information on health requirements.

Liability Insurance

All students in the Medical Laboratory Technology Program are required to have professional liability insurance. This insurance is provided on a group basis and the cost for the professional liability insurance is included in the fees paid during Semester in which a practicum course is required.

Grievance Procedure

The intention of the student grievance procedure at TSC is to assure the aggrieved student of due process in the disposition of the grievance or complaint. While the procedure will not guarantee the student that the result will be totally satisfactory, the community college intends for the procedure to provide sufficient options for resolution of the matter.
The procedure for filing a grievance can be found in the official TSC student's handbook.

Grievances -Grade Appeals

Course grade grievances must be initiated by contacting the instructor or individual with whom the grievance arose within 30 days of the grade report. An effort to resolve the matter informally should be made. If the student is not satisfied with the decision, the student may appeal in writing within 21 days to the director of the program or and chair of the department from which the grade was issued. Disputes not satisfactorily resolved within 21 days may be appealed in writing to the school of Health Professions Division Dean, who will render the final decision. For more information please refer to TSC student's handbook.

Grievances -Other than Grade Appeals

In attempting to resolve any student grievance, it is the obligation of the student first to make a serious effort to resolve the matter with the individual with whom the grievance originated. Grievances involving matters other than grades are appealed to the Program Director, if appropriate to the Health Professions Division Dean, then to the Vice President. Appeals must be submitted in writing. For more information please refer to TSC student's handbook.

Students Complaints

The Medical Laboratory Technology Program is exercising an open communication with faculty and students. If problem arise students have the freedom to communicate with Program Director and if faculty is involved the program director will meet with both parties to find the best resolution to the complaint.

MLT Program Probation Policy

Probation is a trial period in which the student must improve or be withdrawn from the program.
At the discretion of the Medical Laboratory Technology Program Director, a student may be placed on probation in the Medical Laboratory Technology Program for any of the following reasons.

1. Non in compliance with the TSC Satisfactory Program policy (SAP policy)
2. Unsatisfactory performance in lecture and laboratory procedures (scores below 75)
3. Unsatisfactory Lecture and Laboratory attendance and punctuality
4. Unsatisfactory performance in the practicum
5. Unsatisfactory practicum attendance and punctuality
6. The inability to maintain physical and mental health necessary to function in the program

The time and terms of probation are to be determined by the Health Professions Division Dean and the faculty of the Medical Laboratory Technology program that follow the TSC probation policies and departmental policies.

TSC Academic Probation and Dismissal

Students who begin any semester term in Good Academic Standing but fail to maintain a cumulative GPA of 2.0 or higher are placed on Academic Probation. Notification of probationary status is communicated electronically through students' TSC email address.
Students may re-enroll for one (1) semester term after meeting with an Advising.
Student status is evaluated after each semester term. Students must earn a semester term GPA of 2.0 or higher to remain enrolled while on Academic Probation.
Upon completion of above requirements, any appropriate Academic Hold will be cleared on student records.

Academic Probation status is removed when students earn both cumulative 2.0 GPA

Continued Academic Probation

After the first (1) semester term of Academic Probation Status, students may re-enroll at Texas Southmost College on a Continued Academic Probation status after meeting with an Advisor. Student status is evaluated after each completed semester/session. Students must meet minimum academic (2.0 GPA) standards for each subsequent semester term until the student has a cumulative GPA of 2.0. The Continued Academic Probation status is removed when students earn both a cumulative 2.0 GPA.

Academic Dismissal (First or Second Academic Dismissal)

If students on Academic Probation or Continued Academic Probation fail to earn a semester term GPA of 2.0 or fail to earn a cumulative GPA of 2.0 in the next semester term following the probation status, they will be placed on Academic Dismissal. Students placed on Academic Dismissal will receive an email notification to their TSC email account.

After remaining out for one (1) semester term for each of the First or Second Academic Dismissals, students may re-enter on Academic Probation only after receiving advisement.

Students re-admitted must continually earn a semester term GPA of 2.0 or above until Good Standing is reached to remain enrolled.

Students who wish to remain in school may petition for an exception. Exceptions granted will be re-enrolled under the status of Continued Academic Probation.

Students may re-enroll in Good Standing if minimum academic standards have been met at another accredited college or university during the period of dismissal.

Students placed on Academic Dismissal for the third (3) time will not be allowed to enroll for one (1) calendar year.

Students who were placed on Academic Dismissal or Academic Suspension at their previous institutions and are seeking to transfer to Texas Southmost College must follow the policies outlined above.

Academic Dismissal (Third Academic Dismissal)

A student on Academic Dismissal for a third (3) time or more will not be permitted to enroll at Texas Southmost College for one (1) calendar year after which a petition may be made for re-admission. The Admission and Records office can provide information and deadlines on the petition process. Academic Probation status is removed when students earn a cumulative 2.0 GPA.

MLT Student Classroom

Medical Laboratory Technology Program lecture and lab courses are taught at the ITEC Center. Specific times are published in the TSC course schedules.

Laboratory and Tutoring

Students may utilize the Medical Laboratory Technology laboratory to practice the laboratory procedures. A student can do this by scheduling time with faculty or program director because unit use is ONLY allowed in the presence of a faculty member. Students are allowed to use the labs to study/ read their textbook but need to notify a faculty member. Students may request tutoring services.

MLT Course Requirements

All first year courses must be completed successfully before entering the more advanced course(s) the following year. Due to the structure and chronological order of these classes, if a student should be unsuccessful he/she would be unable to continue in consecutive courses until the failed course is completed the following year. Under these circumstances, the student will be required to submit an additional application. Re-admission to a Medical Laboratory Technology course is not guaranteed but offered only on a space available basis.
It is expected that each student will successfully demonstrate competency in the classroom, laboratory and clinical sites. Since this is a competency-based program, each instructor will give the student a course syllabus and/or unit objectives to be mastered. Grading distribution for all MLT courses will be assigned according to the following scale:

Grading Conversion Table

Letter Grade	Percentage
A	92-100
B	82-91
C	75-81
D	60-74
F	Below 60

For any MLT course, a grade of at least a "C" must be earned. Any MLT course of a "D" or lower is not considered passing and must be repeated. A student will not be allowed to test out

of a course.

MLT Course Description

CHEM 1305 Introduction to Chemistry I (3 credit hours)

A terminal course in chemistry for non-science majors, or Technician students. Major topics covered are atomic and molecular structure, chemical bonding, the states of matter, solution calculations, and acid-base concepts; includes a brief introduction to organic chemistry and biochemistry. Concurrent enrollment. CHEM 1105. Lec. 3, Cr 3

OR

CHEM 1311 General Chemistry I (3 credit hours)

Study of atomic and molecular structure, chemical stoichiometry, chemical bonding, states of matter, solutions and colloids, and acid-base concepts. Prerequisite: Credit for two years of high school algebra OR credit or registration for MATH 1314. Lec 3, Cr 3

MLAB 1201

Course Title: Introduction to Clinical Laboratory Science
Course Level: Introductory

Course Description: This course is an introduction to medical laboratory science, structure, equipment, and philosophy. Prerequisite(s): BIOL 2301, CHEM 1305, MATH 1342, and ENGL 1301. Lec 1, Lab 3, Cr 2.

Learning Outcomes: The students will perform laboratory math; identify laboratory equipment; and describe quality control, safety, accreditation, certification, professionalism, and ethics.

MLAB 1311

Course Title: Urinalysis and Body Fluids
Course Level: Introductory

Course Description: This course is an introduction to the study of urine and body fluid analysis. Includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids as well as quality control, quality assurance and safety. Prerequisite(s): MLAB 1201, PLAB 1323, MLAB 1415, MLAB 1227, and PLAB 1166. Lec 2, Lab 4, Cr 3.

Learning Outcomes: The student will apply principles of safety, quality assurance and quality control; evaluate specimen acceptability; explain principles of each test included in a routine urinalysis; describe the composition, formation and function of selected body fluids; explain the

anatomy and functions of the renal system; and evaluate and correlate laboratory results with patient conditions.

PLAB 1323

Course Title: Phlebotomy
Course Level: Introductory

Course Description: This course is based on the Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. Prerequisite(s): BIOL 2301, CHEM 1305, MATH 1342, and ENGL 1301. Lec 2, Lab 4, Cr 3.

Learning Outcomes: The student will demonstrate infection control and safety practices; describe quality assurance as it relates to specimen collection; explain the role of specimen collection in the overall patient care system; identify collection equipment, various types of additives used special precautions necessary, and substances that can interfere in clinical analysis of blood constituents; demonstrate venipuncture and capillary puncture techniques on adults, children, and infants; and explain requisitioning, transport and processing.

PLAB 1166

Course Title: Clinical Phlebotomy
Course Level: Intermediate

Course Description: This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical 128, Cr 2.

Learning outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

MLAB 1335

Course Title: Immunology/Serology
Course Level: Introductory

Course Description: This course is an introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures as well as quality control, quality assurance, and safety. Prerequisite(s): MLAB 1201, PLAB 1323, MLAB 1415, MLAB 1227, and PLAB 1166. Lec 2, Lab 2, Cr 2.

Learning Outcomes: The student will apply principles of safety, quality assurance and quality control in Immunology/Serology; evaluate specimen acceptability; describe the principals involved in the immune response; identify the structure, function, and characteristics of immunoglobulin; explain the principles of and perform serological tests; and evaluate and correlate test results with associated diseases or conditions.

MLAB 2534

Course Title: Microbiology
Course Level: Advanced

Course Description: This course is an instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, quality control, quality assurance, safety, setup, identification, susceptibility testing, and reporting results. Prerequisite(s): MLAB 1201, PLAB 1323, MLAB 1415, MLAB 1227, and PLAB 1166. Lec 3, Lab 6, Cr 5.

Learning Outcomes: The students will apply principles of safety, quality assurance and quality control in Clinical Microbiology; evaluate specimen acceptability; describe morphology and physiology of microbes; identify and classify microorganisms; demonstrate sterile technique; perform and interpret antimicrobial susceptibility testing; select additional procedures based on preliminary results; and correlate test results with patient conditions.

MLAB 1231

Course Title: Parasitology/Mycology
Course Level: Introductory

Course Description: This course is a study of the taxonomy, morphology, and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures, quality control, quality assurance, and safety. Prerequisite(s): MLAB 1201, PLAB 1323, MLAB 1415, MLAB 1227, and PLAB 1166. Lec 1, Lab 3, Cr 2.

Learning Outcomes: The student will apply principles of safety, quality assurance, and quality control; evaluate specimen acceptability; describe basic morphology and physiology of parasites and fungi; classify parasites and fungi; perform appropriate laboratory techniques used in the processing of specimens and identification of parasites and fungi; and evaluate and correlate test results with patient conditions.

MLAB 1415

Course Title: Hematology
Course Level: Introductory

Course Description: This course covers the study of blood cells in normal and abnormal conditions. Instruction in the theory and practical application of hematology procedures, including quality control, quality assurance, safety, manual and/or automated methods as well as blood cell maturation sequences, and normal and abnormal morphology with associated diseases. Prerequisite(s): BIOL 2301, CHEM 1305, MATH 1342, and ENGL 1301. Lec 2, Lab 6, Cr 4.

Learning Outcomes: The student will apply principles of safety, quality assurance and quality control in Hematology; evaluate specimen acceptability; compare and contrast hematology values under normal and abnormal conditions; perform and explain principles and procedures of tests to include sources of error and clinical significance of results; and evaluate normal and abnormal cell morphology with associated diseases

MLAB 1227

Course Title: Coagulation
Course Level: Introductory

Course Description: This course is based in coagulation theory, procedures, and practical applications. This course includes quality control, quality assurance, safety and laboratory procedures which rely on commonly performed manual and/or semi-automated methods. Prerequisite(s): BIOL 2301, CHEM 1305, MATH 1342, and ENGL 1301. Lec 1, Lab 2, Cr 2.

Learning Outcomes: The student will apply principles of safety, quality assurance and quality control in coagulation; evaluate specimen acceptability; compare and contrast coagulation processes under normal and abnormal human conditions; perform basic laboratory coagulation analysis; and evaluate laboratory test results and correlate with patient conditions.

MLAB 1260, 1263, 2260, 2263

Course Title: Clinical - Clinical/Medical Laboratory Technician
Course Level: Advanced

Course Description: This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Learning Outcomes: The student as outlined in the learning plan will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economical, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

MLAB 2401

Course Title: Clinical Chemistry
Course level: Intermediate

Course Description: This course is an introduction to the principles, procedures, physiological basis, and significance of testing performed in Clinical Chemistry. Includes quality control, reference values, and safety. Prerequisite(s): MLAB 2431 and MLAB 1260. Lec 2, Lab 6, Cr 4.

Learning Outcomes: The student will apply principles of safety, quality assurance and quality control in Clinical Chemistry; evaluate specimen acceptability for chemical analysis; compare and contrast human body chemistry levels under normal and abnormal conditions; explain and perform procedures found in a clinical chemistry laboratory; and evaluate laboratory test outcomes and correlate test results with patient conditions.

MLAB 2431

Course Title: Immunohematology
Course Level: Advanced

Course Description: This course covers the study of blood antigens and antibodies. It presents quality control, basic laboratory technique, and safety. Includes the principles, procedures and clinical significance of test results in genetics, blood group systems, pre-transfusion testing, adverse effects of transfusions, donor selection, and components, and hemolytic disease of the newborn.

Learning Outcomes: The student will apply principles of safety, quality assurance and quality control in Immunohematology; evaluate specimen acceptability; describe blood group genetics, characteristics of the blood group systems, and the principles of immunology as they relate to immunohematology; list the requirements for the donation of blood; and describe the preparation, storage, and use of blood components; evaluate laboratory test results; select additional procedures to be performed; correlate test results with patient conditions; and describe the principles of and perform routine blood bank tests.

MLAB 2132

Course Title: Seminar in Medical Laboratory Technology
Course Level: Advanced

Course Description: This course is designed to reinforce didactic information with laboratory methodologies and to allow exploration of advanced techniques in medical laboratory technology. Prerequisite(s): MLAB 2401 and MLAB 1263. Lec 1, Lab 1, Cr 1.

Learning Outcomes: The student will correlate the patient aspects of disease states; analyze critical data; and explain the integration between the various laboratory disciplines.

Estimated Cost for the Medical Laboratory Technology Program

First Semester (Fall)	Resident (In District)	Resident (Out-District)	Non-Resident
Tuition/Fees	$1,482.00	$2,000.00	$2,582.00
Books and other fees	$400.00	$400.00	$400.00
Uniforms/Shoes	$200.00	$200.00	$200.00
Castle Branch	$100.00	$100.00	$100.00
Total	$2,182.00	$2,700.00	$3,282.00
Second Semester (Spring)			
Tuition/Fees	$1,716.00	$2,366.00	$3,016.00
Books and other fees	$200.00	$200.00	$200.00
Total	$1,916.00	$2,566.00	$3,216.00
Third Semester (Summer III)			
Tuition/Fees	$897.00	$1,197.00	$1,497.00
Books and other fees	$200.00	$200.00	$200.00
Total	$ 1,097.00	$1,397.00	$1,697.00
Fourth Semester (Fall)			
Tuition/Fees	$1,365.00	$1,865.00	$2,365.00
Books and other fees	$200.00	$200.00	$200.00
Total	$1,565.00	$2,065.00	$2,565.00
Fifth Semester (Spring)			
Tuition/Fees	$1,131.00	$1,531.00	$1,931.00
Books and other fees	$200.00	$200.00	$200.00
Total	$1,331.00	$1,731.00	$2,131.00
ESTIMATED TOTAL COST:	$8,091.00	$10,459.00	$12,891.00

Additional costs include certain required immunizations and clinical liability insurance.

For more information, please check the below link
http://tsc.edu/index.php/new-students/tuition-and-fee-schedule.html

Course Substitution

Course substitutions for supportive requirements may be carried out only if the course to be substituted is equal or superior in content to the course that is required by the Medical Laboratory Technology program curriculum.

Transfer Credits from Other Institutions

Previous coursework satisfactorily completed at accredited institutions will be evaluated for transfer and may be applied toward a degree program at The Texas Southmost College.

Upon the student's request, a transcript will be evaluated after a student has registered for The Texas Southmost College credit classes. The request should be made through a counselor or department head. An official transcript is required from each college attended. When the evaluation is complete, the number of transferred hours will be recorded on the TSC transcript.

Graduation candidates are responsible for complying with the section in the catalog stating criteria for graduation: specifically, the grade points average required for graduation.

Transfer Policy

PURPOSE:

To provide a mechanism, in which students from other Medical Laboratory Technology programs may enter the TSC Medical Laboratory Technology program at an appropriate level.

POLICY:

A student from an accredited Medical Laboratory Technology program may receive transfer credit and enter the TSC Medical Laboratory Technology program at the appropriate level. The program must meet the approval of the NAACLS.

GUIDELINES:

1. The transfer student must meet all general requirements for the Associate in Applied Science Degree, as outlined in the TSC catalog.
2. The office of Admissions evaluates all student transcripts and will apply for the appropriate credit.
3. Any previous MLT course will be evaluated by the Medical Laboratory Technology program director to determine the nature, content, and level of the course. A student may receive full or partial credit for a course they have completed; a test(s) to assess laboratory skill competencies and knowledge of content area(s) will be required.

Counseling Services

TSC is staffed with counselors to provide assistance to students. Counselors are available in the

at TSC 80 Fort Brown Campus.
The Counseling Center provides a variety of services to all students pursuing academic or vocational/technical programs of study. The Center offers both group and individualized programs to help students deal with academic, career, and personal concerns. All information relating to the counseling services is discreet and confidential.

Advising

The program director will be the advisor for each student upon admission to provide information about the academic program and to assist in making informed decisions. The program director may be consulted during pre-registration, for adding/dropping a course and withdrawing from the Medical Laboratory Technology Program. All advising sessions will be documented.

Disability Services

Texas Southmost College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 and does not discriminate on the basis of a disability in the areas of admission, accessibility, treatment, and employment. Individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements will be provided with services and resources accordingly. Students and employees must submit the appropriate documentation of the disability by a qualified professional whose license or credentials are appropriate to diagnose. For students with disabilities, reasonable accommodations are made to allow the individual student to be successful at TSC. Accommodations are provided for those students who submit the documentation of the disability by a qualified professional whose license or credentials are appropriate to diagnose the disability. TSC supports efforts in making the campus more accessible and encourages individuals with disabilities to participate in all activities. Students seeking assistance should contact the office of Disability Support Services. Employees should contact the Human Resources Department.

An Adaptive Technician and Testing Service are available for student use. All services are elective and must be requested by the students.

To request services, students must register with the Counselor/Coordinator of Disability Services. It is advisable to make this contact well before or immediately after the semester begins. Proof of disability is required (individual documentation requirements vary depending on the disability). Students bear the responsibility of making their abilities and limitations known to the Coordinator. Together, the student and the Coordinator will decide on the appropriate accommodations and decides on a course of action for informing the instructor, if necessary. Students must request services each semester, as needed.

Student Financial Aid Services

TSC provides financial aid to assist students. The financial assistance for eligible students is available in the form of grants loans, college work-study, veterans' benefits, and scholarships. The college catalog contains the financial aid information made available to all students. Students enrolled in the Medical Laboratory Technology program are encouraged to visit the financial aid department and obtain information on financial resources available.

Library Facility

The UTRGV University Library is located on 1 West University Blvd.
Monday - Thursday 7:30 am - 10:00 pm
Friday 7:30 am - 5:00 pm
Saturday 8:00 am - 5:00 pm
Sunday 12:00 pm - 9:00 pm
Phone: 956-882-8221
Students enrolled in the Medical Laboratory Technology Program have access to library cards. The library has books covering the fields of Hematology, Microbiology, Immunology, Immunohematology, Coagulation, Microbiology, Parasitology, and Urinalysis and other related sciences. The library offers outstanding computerized searching in all subject fields through more than 50 subscription databases, selected Internet sites, newspapers and journals.

The library also has a Circulation Department, a Reference Department with a computer lab, a Technical Service Department, and Interlibrary Loan Department, The Hunter Room for archival and genealogical research, study rooms, study areas and carrels, and copying machines to accommodate students. Please check library schedule at www.tsc.edu.

The Medical Laboratory Technology Program counts with a study room that provides students with MLT field books, computers, printers, scanners, and internet services.

The Learning Assistance Center

TSC has a Learning Assistance Center serves as an academic resource for students. In a proactive manner, it responds to the needs of the population it serves and is committed to helping the general student population succeed in a college environment. Learning specialists and peer tutors assist students in many areas of study with emphasis on Reading, Writing, Mathematics, language acquisition, test-taking and study skills. Students have the Pearson smart thinking program for tutor purpose.

Professional Organization

The American Society for Clinical Laboratory Science is the national organization of the profession. The ASCLS holds an annual meeting each summer in one of the major cities of the United States of America. Student membership is approximately $25.00 a year.

MLT Required Textbooks

Clinical Hematology Atlas
Edition – Latest (3rd edition)
ISBN-10: 0-7216-0395-5
ISBN-13: 978-0-7216-0395-7
Authors: Carr and Rodak
Publisher: Saunders, Elsevier

Basic Clinical Laboratory Techniques, 6th Edition
Barbara H. Estridge Auburn University
Anna P. Reynolds Auburn University
ISBN-10: 1111138362
ISBN-13: 9781111138363
2012 •Cengage Learning

Hematology in Practice
By Betty Ciesla, MS
ISBN-13: 978-0803615267
ISBN-10: 0803615264
2015• F.A. Davis Company

Basic & Applied Concepts of Blood Banking and Transfusion Practices
Edition - Latest
ISBN-10: 0-323-08663-2
ISBN-13: 978-0-323-08663-9
Author(s) Kathy D. Blaney; Paula Howard
Publisher: Mosby

Clinical Laboratory Urinalysis and Body Fluids
I Fundamentals of Urine and Body Fluid Analysis - 4th Edition,
Nancy A. Brunzel
ISBN-13: 978-0323374798
ISBN-10: 0323374794
Elsevier

Phlebotomy Simplified, 2/E
Diana Garza, EdD, MT (ASCP), CLS, The University of Texas M.D. Anderson Cancer Center
Kathleen Becan-McBride, The University of Texas Health Science Center at Houston
ISBN-10: 0132784327 •
ISBN-13: 9780132784320
©2013 • Prentice Hall • Paper, 368 pp

SUCCESS! in Clinical Laboratory Science, 4/E
Anna Ciulla, Califronia State University, Sacramento
Donald Lehman, California State University, Sacramento
ISBN-10: 0135126487
ISBN-13: 9780135126486
Copyright: 2010 • Prentice Hall • Paper, 1176 pp
Published 04/03/2009 •
Suggested retail price: $105.00

Clinical Laboratory Chemistry
Edition Latest
ISBN-10 0131721712
ISBN-13 9780131721715
Authors: Sunheimer and Graves
Publisher: Prentice Hall

Medical Microbiology
Patrick R. Murray, Ph.D., Ken S. Rosenthal, Ph.D., and Michael A. Pfaller, MD
Eight Edition
ISBN: 9780323299565
Copyright: 2016
Imprint: Elsevier

CLS Exam Simulator

Note: No additional books are required at this time but may be subject to change

Dismissal/Withdrawal/Readmission Policy

A student may be dismissed from the program for the following reason:

1. Failure to achieve a grade of a 75 in any MLT course components: Lecture (cognitive), laboratory (psychomotor), and affective (behavior).
2. Failure to complete laboratory and/or practicum competencies during any MLT course.
3. Inability to adhere to the attendance policy.
4. Unprofessional appearance or unprofessional conduct.
5. Failure to comply with safety, infection control, and HIPAA rules.
6. Failure to comply with rules and regulations of the Program, TSC, or any affiliating agency.

The final decision for dismissal will be made by the Program Director after consultation with the faculty, student, and the Dean of Health Professions Division.

Withdrawal

A student who wishes to withdraw from the Program after registration must meet with the Medical Laboratory Technology Program Director, notify the registrar and the office of the Vice President of Student Services, return all borrowed books and equipment, and clear all accounts. An exit interview will be conducted by the Program Director to assure proper advisement, documentation of student records and plans for readmission as appropriate.

Readmission

Students may be readmitted to the Medical Laboratory Technology Program once after withdrawal or failure of a course. Students who have been dismissed for unsafe practicum practice are not eligible for readmission. Readmission is based on SPACE AVAILABILITY and on the student's compliance with conditions/requirements established by the Director. Students applying for readmission must:

1. Apply, in writing to the Medical Laboratory Technology Program at least 90 days prior to the semester they wish to reenter.
2. If re-admission is granted, the student will re-enter on a probationary status for at least one semester. At the end of this probationary period, the student will be required to meet with the MLT program staff to discuss his/her progress. Please note that if the student violates the stipulations of probation, the student will be dismissed again. If a student fails or is dismissed twice during the program, the student will not be re-admitted for a third attempt.
3. Complete all courses in the Medical Laboratory Technology Program curriculum within three years from the date the student registered in the first course identified with MLT prefix.
4. Reestablish competency in Lab Skills by obtaining a minimum score of 75% per Core course practicum exam.
5. Reestablish didactic comprehension by obtaining a minimum score of 75% per Core course final taken.
6. Demonstrate compliance with recommendations made at the time of withdrawal from the program. Examples of recommendations may include a repeat of MLT course(s) previously taken.

Medical Laboratory Technology Practicum Affiliates

Throughout the two years didactic component, the student is expected to complete four practicum classes. The list below identifies the current practicum sites in good standing with TSC Medical Laboratory Technology Program. It is the student's responsibility to commute to and from each site as scheduled. The practicum rotation schedule will be provided to the students by the MLT Faculty at least 2 weeks prior to the beginning of each semester. The schedule will be provided by the MLT Faculty and students are expected to comply. In the event that new sites are acquired, the student is expected to commute to those sites as well.

Harlingen Medical Center
5501 S Expressway 77
Harlingen, Texas 78550
Phone: (956) 365-1035,
Gilbert Guerra, Laboratory Administrative Director
Gguerra@primehealthcare.com

Valley Baptist Medical Center - Brownsville
1040 W. Jefferson St.
Brownsville, TX 78520
Phone: (956) 698-5472
Jean Corbeil, Laboratory Director
Jean.corbeil@valleybaptist.net

Valley Baptist Medical Center - Harlingen
2101 Pease St.
Harlingen, Texas 78550
Phone: (956) 389-1958
Cheryl Cross, Laboratory Director
Cheryl.Cross@valleybaptist.net>

Valley Regional Medical Center
100-A Alton Gloor Blvd.
Brownsville, Texas 78520
Phone: (956) 350-7490
Ramon Leos, Laboratory Director
ramon.leos@hcahealthcare.com

Mission Regional Medical Center
900 S. Bryan
Mission, Texas 78572
Phone: 956-323-1301
Isauro Resendez, Laboratory Director
Iresendez@missionrmc.org

Veterans Clinic Harlingen
2106 Treasure Hills Blvd
Harlingen, Texas 78550
Phone: 956 366-4500
Dr. Hilda Thompson
hilda.thompson@va.gov

Veterans Clinic McAllen
2101 South Colonel Rowe Blvd

McAllen, Texas 78503
Phone: 956 618-7100
Dr. Hilda Thompson
hilda.thompson@va.gov

Brownsville Community Health Center
191 E Price Road
Brownsville TX, 78521-3527
956-548-7400
Claudia Espinosa, Laboratory Director
cespinosa.bchc@tachc.org

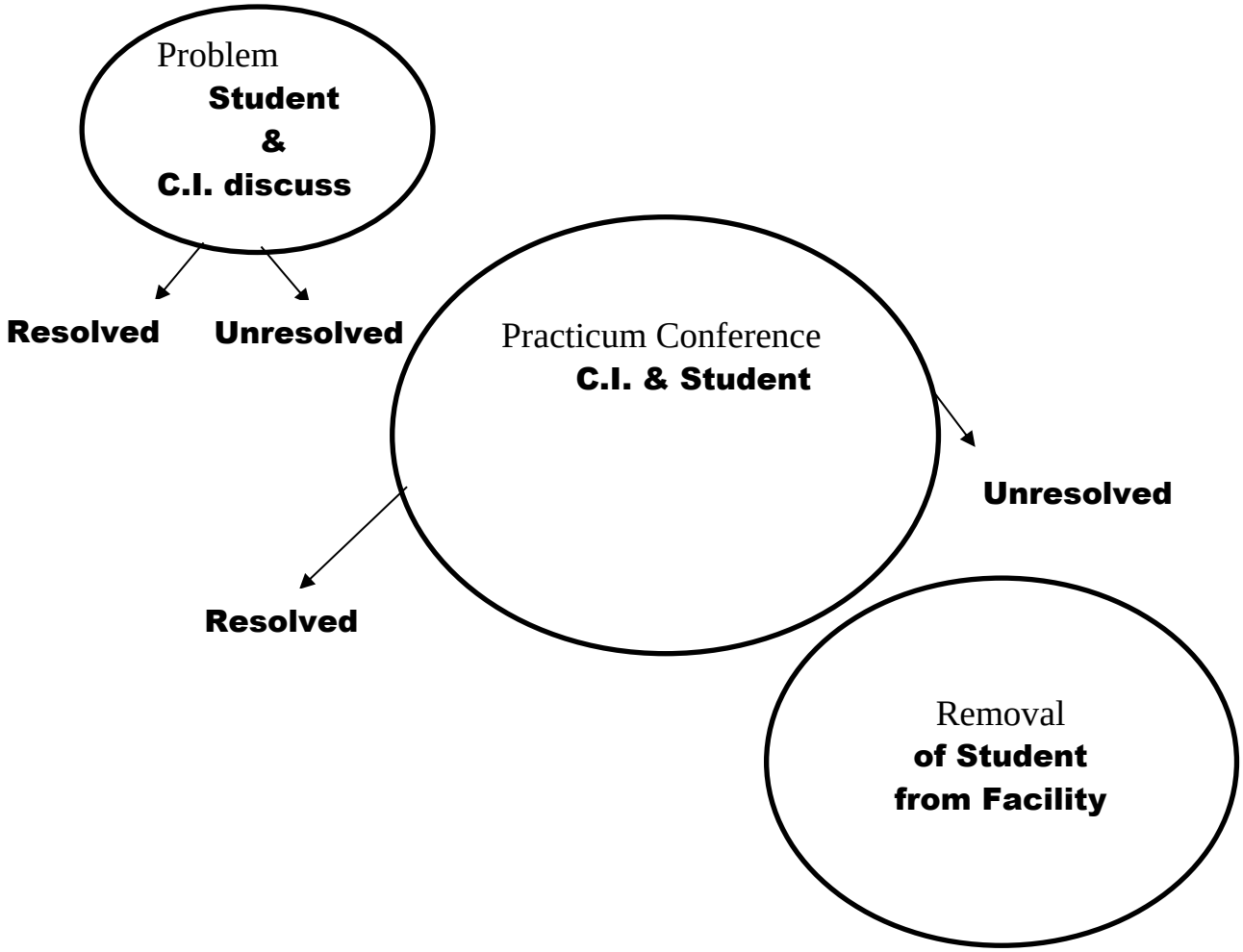
Doctors Hospital at Renaissance, LTD.
5501 S. McColl Road
Edinburg, Texas 78539
956-362-8677
Dennis Davis, Laboratory Director
d.davis@dhr-rgv.com

Valley Cancer Center
1719 Treasure Hill Blvd.
Harlingen, TX 78550
Phone: 956-430-9448
Jose Conde, Lab Director
jconde@valleycancer.com

Rio Grande State Center
1401 Rangerville Road
Harlingen, TX 78551
Phone: 956-364-8700
Mary Valencia, Oupatient Clinic Coordinator
Mary.valencia@hhsc.state.tx.us

Practicum Site Problem Resolution

Chain of Command



Experience-Based Practicum Education

The purpose of this document is to identify the essential criteria for the successful completion of practicum education in the Medical Laboratory Technology Program. The MLT program cannot guarantee the practicum experience in the sequential order described by the program of study. However, the best effort is made to accommodate every single student in the practicum site. The program will work to be fair regarding distance a student may travel to a clinical site. Travel distance is determined by the time from the school, not one's individual home. Preference for clinical rotations will be given by the students' admissions score into the college/program and successful progression in the program. A wait list will be established for additional students on these same bases. Students will be moved from the waitlist as clinical rotation spaces become

available. Due to challenges with procuring clinical rotation sites, adjustments may be made to the academic calendar to ensure clinical rotation time.

If there is a space in the practicum site for the student, the student must register for practicum (clinical) courses before reporting to the practicum sites.
There is a total of five (5) practicum (clinical) courses during which the student is expected to master basic, intermediate, and advanced skills in procedures.

Each practicum (clinical) course will require certain laboratory skills and type of examinations that must be completed and graded before the end of the semester. Please note that if a student does not meet the required categories, points will be deducted (see grading criteria).
Practicum Grade Criteria
A practicum grade will be determined based on the following components:

Psychomotor skills	40%
Affective Skills	25%
Cognitive Skills (Success web site)	25%
Reflections	10%

Students must attain at least 75% on each domain to pass the practicum experience.

Absence Policy for Laboratory and Clinical Practicum

The Laboratory and Clinical Practicum comprises a major portion of the student learning activities, therefore we want to emphasize that an excused absence is only considered to be illness or family emergency. Students are allowed to miss one class day. Notify faculty and practicum site (when appropriate) of your absence by calling at least 15 minutes prior to your normal reporting time. If an emergency arises and the student must leave the community college or the practicum site, the exit time must be documented. If a student is absent more than the allotted hours, the laboratory and/or practicum grade will be affected. For each excused or unexcused absence beyond the maximum allowed, ten points will be deducted from the overall course grade. Any excused time missed will be replaced during the laboratory and/or practicum make-up schedule, and points deducted will be credited back.

Tardy Policy for Laboratory and Clinical Practicum

1. Tardy	One point deducted from overall laboratory and/or practicum grade for each tardy. Three tardiness equals an 8-hour absence.
2. Written Reprimand	Five points deducted from overall laboratory and/or practicum grade for each written reprimand.

Anytime a student is absent or late, he/she must see the clinical faculty for counseling. This is done to ensure maximum laboratory and practicum attendance. Any infraction of this policy will result in a written reprimand.
Note: When we talk about absence it includes excused and unexcused absences.

Professional Qualities

The clinical instructor will assess the student's Affective and psychomotor objectives at the end of the practicum. Cognitive objectives will be evaluated by TSC faculty.

Affective Objectives will include program compliance, professional interaction with patient and co-workers, professional growth and development, self-reliance/confidence, motivation, technical performance, organizational skills, equipment analysis, report management and compliance with safety rules.

Comprehensive Practicum Objectives

The practicum experience is planned to provide the student the opportunity to develop laboratory skills and become proficient in the Medical Laboratory Technology profession. Students are expected to achieve the practicum objectives within the allowed time. Students are expected to attend every practicum session in its entirety.

In order for the Medical Laboratory Technology student to be successful in the practicum, they must demonstrate competency in performing those laboratory procedures that are common in all laboratory settings. The following identifies the laboratory areas in which students are expected to master.

Phlebotomy
Chemistry
Immunohematology and Immunology
Clinical Microbiology, Parasitology, and Mycology
Hematology, Coagulation, and Urinalysis and Body Fluids
If the student is unable to meet the required comprehensive practicum competencies satisfactorily, the faculty and program director will consult with the student and begin a remediation plan. Due to the structure and chronological order of the competencies, if a student does not meet the required comprehensive practicum competencies satisfactory, he/she would be unable to continue in the program.

Anytime a student earns a grade less than a "C" on a professional competency, he/she must see the faculty for counseling. The letter "C" is the minimum passing grade for the MLT program courses.

Student's Name:
Clinical Site:
Period of Evaluation:

This evaluation form is to be filled out by the clinical instructor responsible for the student during the period of evaluation. This appraisal form is used to evaluate the student's performance at the end of the clinical rotation and will become part of the student's permanent record.

Instructions to the Evaluator:
The attached checklist is to be used as a guide to clinical experience and as an evaluation tool. The student's grade will be derived, in part, from this evaluation.

- Please be honest in rating the following characteristics of the student.
- Base your judgment on the behavior you feel is *characteristic* of the student *during* the period of evaluation rather than on an isolated incident.
- Place a checkmark in the box that corresponds to the level of achievement attained for each behavior procedure listed.
- *If a student falls within a rating which you feel is fair, but part of the descriptor does not apply, mark out the phrase which does not apply.*
- Under the COMMENTS section, please write a brief overview of the student's performance. Any problems which you encountered with the student, as well as praise, should be notated here. This is very helpful to the students so they will learn their strengths and weaknesses.

Definitions of Performance Levels

1. Discussed
   Procedure and/or principle explained and discussed and student demonstrates understanding.

2. Demonstrated
   The test has been demonstrated to student and questions answered.

3. Practiced
   The student has practiced test under the direction of the instructor.

4. Moderate Supervision
   Student can perform test under direct supervision.
5. Minimum Supervision
   A student can perform the test with minimum supervision.

6. Mastery
   A student can perform the test with no supervision

7. N/A – Not applicable

IMPORTANT: If you suspect or know of any student acting unprofessionaly or if you have any other concerns please contact the clinical instructor, Consuelo Villalon by calling 956-295-3517 or via email at consuelo.villalon@tsc.edu or the clinical coordinator, Maria D Rodriguez by calling 956-295-3520 or via email at maria.rodriguez@tsc.edu.

TEXAS SOUTHMOST COLLEGE

CLINICAL CHEMISTRY PSYCHOMOTOR OBJECTIVES

Student Name: _____

PROCEDURE	Minimum Pass Level	1-Discussed	2-Demons.	3-Practiced	4-Mod. Sup.	5-Min. Sup.	6-Mastery	Date	*CI Initials
Perform accurately laboratory clerical work including data entry & recording & reporting of laboratory results	5								
Identifies patient specimen request by using two identifiers.	5								
Prepares specimens for use in chemistry procedures	4								
Prepares specimens for shipment to reference laboratories	4								
Performs laboratory calculations including dilutions, creat. cl. etc.	5								
Performs daily set up, calibration & routine maintenance on chemistry instruments.	3								
Perform the complete instrument troubleshooting (solve problem and documentation)	3								
Operates automated chemistry analyzers obtaining reportable results, including standardization & QC Instrument List:	5								
Perform complete Q.C.	4								

troubleshooting (solve problem and documentation)									
Recognizes panic values by taking appropriate actions	4								
Recognizes emergency lab requests by taking appropriate actions	4								
Performa Therapeutic drug assays	4								
Performs lipid panel	5								
Performs Electrolytes to include Na, K, and Cl	4								
Prepares control sera and reagents for use	5								
Performs isoenzyme determinations	3								
Performs representative Immunoassay procedures EIA, RIA flour, etc.	3								
Performs electrophoresis	1								
Handles expected workload entry-level technician	4								

*CI – Clinical Instructor

1. This student has satisfactorily completed this clinical practice: yes ( ) no ( )
2. If no, please indicate specific deficiencies which need to be corrected:
3. Any special commendations?

Comments:

Prepared by: _____ Date_____

TEXAS SOUTHMOST COLLEGE

HEMATOLOGY PSYCHOMOTOR OBJECTIVES FOR CLINICAL PRACTICUM

Student Name:_____

PROCEDURE	Minimum Pass Level	1-Discussed	2-Demons.	3-Practiced	4-Mod. Sup.	5-Min. Sup.	6-Mastery	Date	C.I. Initials
Performs data entry work, recording, and reporting functions.	5								
Operates automated hematology cell counters by performing Start-ups, maintenance, and calibrations.	4								
Perform the complete instrument troubleshooting (solve problem and documentation)	3								
Performs quality control procedures on automated cell counters.	3								
Perform complete Q.C. troubleshooting (solve problem and documentation)	4								
Recognizes panic values by taking appropriate actions	4								
Recognizes emergency lab requests by taking appropriate actions	4								
Performs differential white blood cell count for normal cells	4								
Prepares acceptable blood films	5								
Stains acceptable blood films	5								
Identifies abnormal cells in blood differentials	4								
Performs manual/automated	5								

platelet count									
Manual procedures for hematocrit	1								
Recognizes abnormal hematology results(other than panic values) by taking appropriate action	4								
Performs ESR determinations	5								
Performs reticulocyte count	5								
Performs Sickle cell Screening	1								
Accurately performs and obtains reportable results using special hematology stains	1								
Performs spinal fluid counts and differentials	4								
*C.I. Clinical Instructor									

*CI – Clinical Instructor

1. This student has satisfactorily completed this clinical practice: yes ( ) no ( )

2. If no, please indicate specific deficiencies which need to be corrected:

3. Any special commendations?

Comments:

Prepared by: _____ Date_____

COAGULATION PSYCHOMOTOR OBJECTIVES FOR CLINICAL PRACTICUM

COAGULATION	Minimum Pass Level	1-Discussed	2-Demons.	3-Practiced	4-Mod. Sup.	5-Min. Sup.	6-Mastery	Date	*C.I. Initials
Type of Automated Coagulation Analyzer:_____ _____									
Performs the required daily startup procedures.	5								
Performs required calibration procedures.	1								
Perform the complete instrument troubleshooting (solve problem and documentation)	3								
Performs quality control procedures as established by the laboratory. Repeats QC at intervals established by the laboratory.	4								
Interpret quality control procedures as established by the laboratory.	4								
Perform complete Q.C. troubleshooting (solve problem and documentation)									
Identifies specimens unacceptable for testing	4								
Processes coagulation specimens received according to the laboratory's	4								

protocol.									
Re-test, if appropriate, those specimens that exceed the upper or lower range established by the laboratory.	4								
Evaluate test results with the potential diagnosis.	4								
Recognizes panic values by taking appropriate actions									
Performs shutdown procedure, if appropriate.	5								
Handles expected workload for entry-level technique.	5								
Operates the coagulation analyzer with minimal supervision for 75% of this time period.	5								

*CI – Clinical Instructor

1. This student has satisfactorily completed this clinical practice: yes ( ) no ( )

2. If no, please indicate specific deficiencies which need to be corrected:

3. Any special commendations?

Comments:

Prepared by: _____ Date_____

URINALYSIS PSYCHOMOTOR OBJECTIVE

Student Name_____

PROCEDURE	Minimum Pass Level	1- Discussed	2- Demons	3- Practiced	4- Mod. Sup.	5- Min. Sup.	6- Mastery	Date	*C.I Initials
Accurately performs data entry	5								
Identifies patient specimen and test request by using two identifiers.	5								
Recognize STAT laboratory request taking appropriate actions.	5								
Recognize acceptability of specimen.	5								
Performs and documents QC procedures as established by the laboratory.	5								
Performs physical examination of urine.	5								
Performs routine urinalysis according to laboratory protocol.	5								
Performs appropriate confirmatory tests as indicated.	5								

Prepares urine samples for microscope examination.	5								
Read urine samples under microscope examination.	5								
Correlates macroscopic and microscopic results.	4								
Act on test results according to laboratory's interpretation guidelines.	5								
Performs required periodic maintenance and calibration of centrifuge and instrument.	3								
Document troubleshooting actions.	4								
Handle expected workload of entry-level technician.	5								

*C.I. Clinical Instructor

1. This student has satisfactorily completed this clinical practice: yes ( ) no ( )

2. If no, please indicate specific deficiencies which need to be corrected:

3. Any special commendations?

Comments:

Prepared by: _____ Date_____

TEXAS SOUTHMOST COLLEGE

IMMUNOLOGY PSYCHOMOTOR OBJECTIVES FOR CLINICAL PRACTICUM

Student Name_____

PROCEDURE	Minimum Pass Level	1- Discussed	2- Demons	3- Practiced	4- Mod. Sup.	5- Min. Sup.	6- Mastery	Date	*C.I Initials
Performs data entry work, recording, and reporting functions.	5								
Identifies patient specimen request by using two identifiers.	5								
Recognizes panic values by taking appropriate actions	4								
Performs standard screening test for Syphilis	5								
Prepares specimens for shipment to reference laboratories	4								
Performs slide agglutination tests according to manufacturer's instructions	5								
Recognizes emergency lab requests by taking appropriate actions	4								
Performs daily quality control	4								
Perform complete Q.C. troubleshooting (solve problem and documentation)	4								
Performs Serial Dilution Procedures according to instructions	5								
Perform needle calibration as needed	4								

Handles normal daily workload of entry-level technician	4								

*CI Clinical Instructor

1. This student has satisfactorily completed this clinical practice: yes ( ) no ( )
2. If no, please indicate specific deficiencies which need to be corrected.
3. Any special commendations?

Comments:

Prepared by: _____ Date_____

TEXAS SOUTHMOST COLLEGE

IMMUNOHEMATOLOGY PSYCHOMOTOR OBJECTIVES FOR CLINICAL PRACTICUM

Student Name_____

PROCEDURE	Minimum Pass Level	1-Discussed	2-Demons	3-Practiced	4-Mod. Sup.	5-Min. Sup.	6-Mastery	Date	*CI Initials
Accurately perform laboratory clerical work, including data entry and patients reports.	5								
Identifies patient specimen and test request by using two identifiers.	5								
Maintains inventory and an adequate supply of blood.	4								
Performs and obtains accurate results using appropriate reagents for ABO and Rh testing.	4								
Performs pre-transfusion testing procedures with accuracy.	4								
Performs and obtains accurate results using appropriate reagents for direct antiglobulin test correct.	4								
Performs and obtains accurate results using appropriate reagents for indirect antiglobulin test correct.	4								
Performs and obtains accurate results using appropriate reagents for antibody screening test.	4								

Performs and obtains accurate results using appropriate reagents for antibody identification procedures.	4								
Follows established protocol for uncross-matched donor blood release.	3								
Performs cord blood studies for the investigation of HDN.	4								
Performs quality control procedures on instruments and reagents	3								
Performs complete Q.C. troubleshooting (solve problem and documentation)	4								
Performs correctly simple antibody identification procedures.	3								
Interprets correctly simple antibody identification procedures.	3								
Performs correctly complex antibody identification procedures.	3								
Interprets correctly complex antibody identification procedures.	3								
Using the proper protocol resolves incompatible and/or problem cross –matches.	2								
Issues blood and blood products.	1								
Performs pre-administration testing	1								

for Rh Immune Globulin									
Handles and process components for administration.									
1- Packed cells	2								
2- Platelets Cryoprecipitate	2								
3- Fresh frozen plasma	2								
4- Leukocyte reduced blood.	2								
5- Investigate suspected transfusion reactions.	1								
6- Screen donor candidates.	1								
7- Observe donor phlebotomy	1								
8- Handles. Expected workload for entry level technique.	4								

*CI Clinical Instructor

1. This student has satisfactorily completed this clinical practice. Yes ____ No ____
2. If no, please indicate specific deficiencies which need to be corrected:
3. Any special commendations?

Comments:

Prepared by: _____ Date_____

MICROBIOLOGY PSYCHOMOTOR OBJECTIVES FOR CLINICAL PRACTICUM

Student Name_____

PROCEDURE	Minimum Pass Level	1-Discussed	2-Demons.	3-Practiced	4-Mod. Sup.	5-Min Sup	6-Mastery	Date	*CI Initials
Accurately perform laboratory clerical work, including data entry and patient reports.	5								
Properly handles specimens using two identifiers.	5								
Uses appropriate safety precautions method when handling biological hazards	5								
Properly performs media and instrument quality control procedures	4								
Properly interprets media and instrument quality control procedures	4								
Selects appropriate media based on departmental protocols	5								
Properly plates cultures using acceptable technique	5								
Incubates media in appropriate environment	5								
Evaluates routine cultures differentiating normal flora from possible pathogens	5								
Prepare, smears for pathogen differentiation	4								
Stain smears for pathogen differentiation	4								
Read smears correlating with colonial morphology	4								
Properly select, use and	4								

interpret biochemical or differential tests for the identification or microorganisms									
Use rapid test or automated systems for organism identification	4								
Interpret rapid test or automated systems for organism identification	4								
Properly performs antimicrobial susceptibility testing procedures	4								
Properly handles cultures for anaerobic specimens	3								
Properly handles identification procedures for anaerobic specimens	3								
Identifies positive blood cultures and takes appropriate action	3								
Properly handles mycological cultures	3								
Prepares wet preparations of stool, for ova and larva	4								
Scans wet preparations of stool, for ova and larva	4								
Uses appropriate concentrations & staining techniques, ID Protozoa, OVA & larva	5								
Perform India Ink Prep	3								
Read India Ink Prep	3								
Handles expected workload for entry-level technician.	5								

1. This student has satisfactorily completed this clinical practice. Yes ____ No ____
2. If no, please indicate specific deficiencies which need to be corrected:
3. Any special commendations?

Comments:

Prepared by: _____ Date: _____

PHLEBOTOMY PSYCHOMOTOR OBJECTIVES FOR CLINICAL PRACTICUM

Student Name: _____

PROCEDURE	Minimum Pass Level	1-Discussed	2-Demons.	3-Practiced	4-Mod Sup.	5-Min. Sup.	6-Mastery	Date	*CI Initials
Clinical Objectives must be met at the practicum site.									
Demonstrates proper organization of supplies and equipment for collection procedures	5								
Courteous and professional manners with patients	6								
Demonstrates proper procedures for patient identification using two identifiers. Students verify name and patient number by checking ID band and another form (s) of ID. (This is the most important step in the collection procedure).	6								
Performs all blood collection procedures by using correct techniques with 80% accuracy.	6								
Demonstrates proper sample labeling procedures with correct and appropriate information.	6								
Utilizes proper Safety procedure for discarding used equipment and supplies after the procedure.	6								
Thanks patient and discards gloves in the appropriate dispenser and demonstrates	6								

good hand washing technique.									

*CI Clinical Instructor

4. This student has satisfactorily completed this clinical practice: yes ( ) no ( )

5. If no, please indicate specific deficiencies which need to be corrected:
6. Any special commendations?

Comments:

Prepared by: _____ Date: _____

Clinical Practicum Affective Objectives Outline

This document outlines the affective objectives for the MLT program that are the essence of quality health care and professional behavior. The affective objectives, which are listed in this document, are evaluated during the student's clinical practicum rotation using the evaluation "Rating Scale for Evaluation of Affective Objectives."

Objectives:
During the clinical practicum and upon competitions of the program of study in Medical Laboratory Technology, the student will be able to demonstrate appropriate professional behavior, reliability and attitude skills by:

1. Appearance
   a) Dressing appropriately for laboratory work.
   b) Demonstrating concern for the image of the college MLT program and clinical affiliate.

2. Professional interactions
   a) Working cooperatively in groups.
   b) Offering to assist various groups, or laboratory personnel, working as part of a team.
   c) Showing respect and concern when communicating with patients and healthcare workers.
   d) Respecting the confidentiality of all privileged information and patient rights.

3. Professional growth
   a) Accepting responsibility for work produced including critical values and nonsense values.
   b) Demonstrating ability and interest in solving the problems that arise as part of daily laboratory work.
   c) Making decisions relates to laboratory work in a manner consistent with his or her level of education and ability.
   d) Accepting responsibility for errors made, including corrective action where necessary.
   e) Participating in continuing education opportunities that may be provided by the MLT program or clinical affiliated.
   f) Accepting constructive criticism as a learning tool

4. Self-Reliance confidence.
   a) Demonstrating confidence to perform the procedures in a reasonable period of time.

5. Attendance
    a) Appearing for clinical rotation on time.
    b) Arriving prepared to begin work as soon as instructed.
    c) Completing all outside reading and other assignments on time and before arriving at clinical.
    d) Planning work so that regular breaks can be part of the working day schedule.
    e) Returning from breaks promptly and resuming work
    f) Appearing when scheduled.
    g) Using an assigned method to report absences in advance.

6. Technical Performance
    a) Demonstrating attention to the details of work assigned.
    b) Demonstrating some ability to perform more than one task at a time.
    c) Completing work in the time expected.
    d) Documenting work performed neatly and accurately.
    e) Evaluating data before reporting results, including correlating results from laboratory sections.

7. Organizational skills
    a) Planning work so that assignments are completed by the end of the assigned time, without sacrificing the quality of results.
    b) Remaining until work is completed, or arranging to complete work during later scheduled.

8. Equipment analysis
    a) Taking care not to waste reagents and supplies, either through careless use or improper storage.
    b) Maintaining a clean workstation.
    c) Operating equipment according to laboratory protocols, including routine maintenance, calibration, and other assigned steps.

9. Patient's sample management.
    a) Checking for proper specimen identification before performing tests.
    b) Checking for proper specimen type and quality before performing tests.

10. Compliance.
    a) Adhering to safety policies.

Medical Laboratory Technician Program

Rating Scale for Evaluation of Affective Objectives

This evaluation sheet gives the clinical instructor the opportunity to express their feelings about the student's value system, emotions, and attitude towards this profession. Therefore, as you rate the student. please mark your ratings as fairly and honestly as possible.
NOTICE TO INSTRUCTOR: Any rating of less than two will require comments.

BACKGROUND INFORMATION

- NAME OF STUDENT BEING EVALUATED: Date:
- Name of hospital or clinic:
- The evaluator name and signature:

☐ Clinical Instructor ☐ Lab Director ☐ Lab Supervisor ☐ Faculty

RATING RANGES: Please evaluate the student in the following categories by circling one number per item. The rating ranges from 1 through 5, with 5 being the excellent rating.

A.) Appearance 1 2 3 4 5

c) Dressing appropriately for laboratory work.
d) Demonstrating concern for the image of the college MLT program and clinical affiliate.

Comments:

B.) Professional Interaction 1 2 3 4 5

e) Working cooperatively in groups.
f) Offering to assist various groups, or laboratory personnel, working as part of a team.
g) Showing respect and concern when communicating with patients and health care workers.
h) Respecting the confidentiality of all privileged information and patient rights.

Comments:

C.) Professional Growth 1 2 3 4 5

g) Accepting responsibility for work produced including critical values and nonsense values.
h) Demonstrating ability and interest in solving the problems that arise as part of daily laboratory work.
i) Making decisions relates to laboratory work in a manner consistent with his or her level of education and ability.
j) Accepting responsibility for errors made, including corrective action where necessary.
k) Participating in continuing education opportunities that may be provided by the MLT program or clinical affiliated.
l) Accepting constructive criticism as a learning tool

Comments:

D.) Self-Reliance/Confidence 1 2 3 4 5

b) Demonstrating confidence to perform the procedures in a reasonable period of time.

Comments:

E.) Attendance 1 2 3 4 5

h) Appearing for clinical rotation on time.
i) Arriving prepared to begin work as soon as instructed.
j) Completing all outside reading and other assignments on time and before arriving at clinical.
k) Planning work so that regular breaks can be part of the working day schedule.
l) Returning from breaks promptly and resuming work
m) Appearing when scheduled.
n) Using an assigned method to report absences in advance.

Comments:

F.) Technical Performance 1 2 3 4 5

f) Demonstrating attention to the details of work assigned.
g) Demonstrating some ability to perform more than one task at a time.
h) Completing work in the time expected.
i) Documenting work performed neatly and accurately.
j) Evaluating data before reporting results, including correlating results from laboratory sections.

Comments:

G.) Organizational Skills 1 2 3 4 5

c) Planning work so that assignments are completed by the end of the assigned time, without sacrificing the quality of results.
d) Remaining until work is completed, or arranging to complete work during later scheduled.

Comments:

H.) Equipment Analysis 1 2 3 4 5

d) Taking care not to waste reagents and supplies, either through careless use or improper storage.
e) Maintaining a clean workstation.
f) Operating equipment according to laboratory protocols, including routine maintenance, calibration, and other assigned steps.

Comments:

I.)Patient's sample Management1 2 3 4 5

c) Checking for proper specimen identification before performing tests.
d) Checking for proper specimen type and quality before performing tests.

Comments:

J.) Compliance: 1 2 3 4 5
Follows Safety Rules/Regulations/Instruction

Comments:

NOTICE TO STUDENT: Any rating of less than two will require counseling by the clinical coordinator.

Grading Scale (point range): TOTAL NUMBER OF POINTS:

42 - 50 points = A FINAL GRADE BASED ON PTS.:
34 - 41 points = B
26 - 33 points = C
Less than 26 points is a "D". "D" is not a passing grade for the MLT program.

Please Add Comments: -

PRACTICUM EXPERIENCE EVALUATION FORM

PRACTICUM SITE: DATE:

DIRECTIONS: Circle the number which corresponds to the statement that reveals your OVERALL impression.

Site Evaluation Form SUMMARY

5= Strongly agree, 4= Agree, 3= Disagree, 2= Strongly Disagree, and N/A

AREA I: Hospital/Clinic Staff. I feel that the Medical Technologist was:

1. patient/willing to teach.....	5	4	3	2	1	NA
2. willing to help/assist with student needs.....	5	4	3	2	1	NA
3. positive about students.....	5	4	3	2	1	NA

AREA II: Assignments. I feel that my patient assignments in this practicum area was:

1. appropriate to my knowledge level.....	5	4	3	2	1	NA
2. varied to allow different experiences.....	5	4	3	2	1	NA
3. enough to keep me busy, but not overworked.....	5	4	3	2	1	NA

AREA III: Facility. I feel the facilities for this practicum experience was:

1. well equipped.....	5	4	3	2	1	NA
2. clean.....	5	4	3	2	1	NA
3. organized……..	5	4	3	2	1	NA

AREA IV: Evaluations. I feel the evaluations given to me for this practicum experience was:

1. provided by the medical technologist who knew what I had accomplished ……	5	4	3	2	1	NA
2. done ASAP after my rotation.....	5	4	3	2	1	NA
3. fair ……..	5	4	3	2	1	NA
4. provided constructive criticism……..	5	4	3	2	1	NA

AREA V: Other Student. During this practicum experience, I feel that my classmate(s) in the area:

1. had a positive attitude.....	5	4	3	2	1	NA
2. helped me when I needed assistance.....	5	4	3	2	1	NA
3. tried to make the buddy system work.....	5	4	3	2	1	NA

AREA VI: Myself. During this practicum experience, I feel that I:

1. started out with a positive attitude.....	5	4	3	2	1	N A
2. ended with a positive attitude.....	5	4	3	2	1	N A
3. was allowed to function as a part of the team.....	5	4	3	2	1	N A

NOTE: If you rated an area with a 2 or 1, please provide further explanation. Comments will be helpful in assessing your practicum experiences.

Explanation: (For any rating less than 3, please give a brief explanation)

_____
_____
_____
_____
_____
_____
_____

Comments: (Give some constructive criticism)

_____
_____
_____

TEXAS SOUTHMOST COLLEGE

MLAB Laboratory Performance Rubric

Student Name: _____ Date: _____ Procedure:_____

	Category / Criteria	Strength	Not Attempted/ Poor Skills	Did Not Meet Expectations	Met Expectations	Exceeded Expectations	Comments
		0 - 3	0	1	2	3	
Psychomotor Eval	Bench Set-Up	3	Work area is disorganized.	Prepares work area adequately before starting the lab, with direction.	Prepares work area completely before starting the lab, with some direction and goes somewhat beyond.	Prepares work area completely before starting the lab, without direction. (Disinfects bench, gathers all necessary materials, and goes beyond by restocking workstation.	
	Technical Skills	3	Does not perform technical skills adequately.	Performs technical skills using an inadequate technique, not following direction.	Performs all technical skills using a very good technique, with some direction.	Performs all technical skills, such as pipetting, using an exemplary technique, without direction.	
	Procedures	3	The student does not read or follow procedure.	The student reads but does not follow procedures and direction.	The student reads and follows procedures, very well, with some direction.	The student reads and follows procedures, exactly, without direction.	
	Equipment	3	The student does not care, maintain or has poor equipment knowledge.	The student somewhat cares, maintains and demonstrates equipment knowledge.	The student cares, maintains, and demonstrate good equipment knowledge.	The student cares, maintains, and demonstrates outstanding equipment knowledge.	
	Interpretation of Results	3	Results are difficult to interpret, and/or inaccurate do not include all necessary/relevant data.	Results are somewhat easy to interpret, but do not include all necessary/relevant data.	Results are interpreted in a somewhat easy-to-comprehend manner and include all necessary/relevant data.	Results are interpreted in an easy-to-comprehend manner, and include all necessary/ relevant data.	
Affective Eval	Overall Effort	3	The student does not show any effort.	The student shows good effort, but needs direction.	The student shows a very good effort, but needs some direction.	The student shows exemplary effort and needs very little direction.	

	Confidence	3	The student does not demonstrate confidence and/or knowledge in performing procedures.	The student demonstrates confidence but no knowledge in performing procedures.	The student demonstrates good confidence and knowledge in performing procedures.	The student demonstrates outstanding confidence and knowledge in performing procedures.	
	On-Time Attendance	3	The student has missed more than one lab, and /or has been tardy, but does not call in. Lab Report late more than 2 days.	The student has missed more than one lab, and/or has been tardy, but not always called in. Lab Report late 2 days	The student has missed only one lab, and/or has been tardy, but has called in. Lab Report late 1 day.	The student has attended every lab, and always on time. Lab Report on time.	
Cognitive Eval	Questionnaire/ Lab Report	26	Psychomotor 15 points Affective 9 points Cognitive 26 points		Earned Points	50	

Form revised 1/15/2017 Instructor Initials:_____ Student Initials:_____

MLT PROGRAM PRESENTATION

Student Name: **Topic:** **Date:**

DIMENSIONS	GRADING CRITERIA	POSIBLE POINTS	COMMENTS	EARNED POINTS
Presentation Topic	Need a pathological case on a given topic (on time).	5 Pts.		
Use of Visual Aids	The presentation includes appropriate and easily understood visual aids which the presenter refers to and explains at appropriate moments in the presentation. Need to upload presentation to the drop box in Pearson Learning Studio.	10 Pts.		
Thinking/ Inquiry	The presentation is centered on the topic.	10 Pts.		
	Provide etiology of the pathology	5 Pts.		
	Provide signs and symptoms of the pathology.	5 Pts.		
Presentation Skills	The presenter speaks clearly and loudly enough to be heard, using eye contact, a lively tone, gestures, and body language to engage the audience. The presenter responds effectively to audience reactions and questions.	15 Pts.		
Knowledge/Understanding	The presentation demonstrates a depth of historical understanding; research is thorough and goes beyond what was presented in class or in the assigned texts.	10 Pts.		
Communication	The presentation is imaginative an effective in conveying ideas to the audience.	10 Pts.		
Time management	Presentation was done in the given time.	10 Pts.		
	Student did not use any notes, note cards, or read sentences while presenting.	15 Pts.		
Documentation	Student used and cited appropriate resources.	5 Pts.		
Total Points:		100 Pts.		

Practicum Education Requirements Before Graduation

The student must be able to demonstrate competency in all of the procedures identified in the psychomotor objectives. It should be noted that proficiency in laboratory procedures is a continuous process.

Practicum Grading Distribution

The following distribution is in effect for each practicum course:

PLAB 1261: Clinical	
Professional Competencies (psychomotor skills)	40%
Affective skills	25%
Cognitive skills	25%
Reflections	10%
MLAB 1260: Clinical	
Professional Competencies (psychomotor skills)	40%
Affective skills	25%
Cognitive skills	25%
Reflections	10%
MLAB 1263: Clinical	
Professional Competencies (psychomotor skills)	40%
Affective skills	25%
Cognitive skills	25%
Reflections	10%
MLAB 2260: Clinical	
Professional Competencies (psychomotor skills)	40%
Affective skills	25%
Cognitive skills	25%
Reflections	10%
MLAB 2263: Clinical	
Professional Competencies (psychomotor skills)	40%
Affective skills	25%
Cognitive skills	25%
Reflections	10%

Time Sheet Policy

Each student will fill out his or her time sheet accordingly:

1. ONLY the student whose name appears on the time sheet should write on that time sheet.
2. Sign in immediately before beginning practicum duties; take care of personal items BEFORE you clock in
3. Sign out for lunch and sign in upon returning from lunch

4. Sign out at the end of your practicum shift with a DAILY clinical instructor signature

5. Timesheets are to remain in the practicum settings at all times

6. Make sure the clinical instructor signs the bottom of the timesheet (on both sides) upon semester completion

**Please arrive at the practicum site at least ten minutes before designated practicum time.

Infection Control\Standard Policy

Precautions\Safety Policy

Each student will have an in-service on universal precautions, infection control, communicable diseases, and safety held during the program's pre-orientation session and as provided by the practicum affiliations and or TSC.

Communicable Diseases Policy

Students in the Medical Laboratory Technology Program will be given an orientation on communicable diseases. The students will follow the guidelines set forth by TSC, the practicum sites, the Centers for Disease Control, Occupational Safety and Health Administration (OSHA), and any other regulatory agency affiliated with both TSC and the practicum affiliates.

Guidelines

1. Students are required to have current immunization records on file. These records must be submitted prior to the first practicum rotation.
2. If a student is unable to meet practicum objectives due to the presence of a communicable disease, a passing practicum grade cannot be obtained.

Standard Precautions Policy

Students in the Medical Laboratory Technology Program will receive orientation on Standard Precautions as set forth by the Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and any other regulatory agency affiliated with both TSC and the practicum affiliates.

Guidelines

1. Students will be required to receive the following training:
   a. Aids Precautions /Universal Precautions
   b. Using Protective barriers
   c. Washing hands
   d. Current infection control guidelines for healthcare professional
2. Students will be evaluated on the following skills:
   a. hand washing
   b. proper disposal of needles/sharps
   c. proper disposal of contaminated linens or objects
   d. appropriate wear of mask, gown, gloves, etc.

Safety Policy

Students will receive orientation on safety prior to their first day of practicum. Students are advised that as part of the standard routine of performing practicum examinations on patients in medical facilities, exposure to contagious and pathogenic organisms may occur. Students will be required to abide by the safety/regulations that govern the practicum facilities. Safety requirements may include the following:

LAB SAFETY SYLLABUS RULES

1. All hazardous materials and specimens should be handled as though of transmitting infectious diseases.
2. Wear disposable gloves when processing specimens. Change gloves when contaminated. Remove gloves when handling uncontaminated objects.
3. No mouth pipetting should be performed. Safety pipetting devices shall be used.
4. Disposable laboratory coats or other protective clothing will be worn in the laboratory and should be completely buttoned to reduce the transfer of microorganism.
5. No eating, smoking or drinking should occur in the laboratory area. Food or drink items should not be placed in refrigerators used for laboratory items.
6. Nothing should be placed in one's mouth including pencils, pens, fingers, etc.
7. No application of cosmetics is allowed in the laboratory.
8. No open-toed shoes should be worn.
9. Long hair should be tied back to avoid contact with the contaminated material or moving instrument parts.
10. Centrifuges should not be operated without covers and the covers should remain closed until the equipment has stopped.
11. Face shields, eyewear, masks, and splash guards should be used as appropriate.
12. Glassware that is broken or chipped must be discarded properly.
13. Asbestos gloves and/or tongs must be used to handle hot glass.
14. Use special precautions when handling needles. No bending, breaking or recapping of needles by hands. Needles should not be improperly removed from disposable syringes. Needles should be placed in appropriate, puncture-resistant containers.

15. Disposable glassware and tubes contaminated with biological material should be disposed of in biohazard bags for autoclaving.
16. Cultures and clinical specimens, other than urine, should be disposed of in biohazard bags for autoclaving.
17. The following materials are not to be autoclaved: a) Pressurized cans, b) Carcinogenic chemicals, c) Flammable solvents, d) Explosive materials, e) specimens in vacuum/suction bottles
18. Do not put white trash in the biohazard containers.
19. Sharp objects should be disposed of in designated puncture resistant containers.
20. Small urine containers may be emptied into the sink. The entire sink and surrounding area should be decontaminated with disinfection solution.
21. Decontaminated work surfaces with a disinfecting solution at the beginning and end of each lab period if biohazard material is spilled.
22. Label all chemicals clearly with name, concentration, date of preparation, initials of prepared and biohazard information.
23. When acids are diluted, the acid should be added to the water, in the sink.
24. Wear safety goggles when working with acids or alkali solution.
25. Wash hands and remove protective clothing before leaving the laboratory.
26. Students are responsible for cleaning and maintaining their own work area. All equipment and reagents should be returned to their proper storage area.
27. Report any accidents to the instructor or teaching supervisor.
28. During the clinical practicum, students must follow exposure protection plans at all times.
29. Personal protective equipment such as splash guards, face shields, goggles, disposable lab coats, plastic aprons and latex gloves are available and must be used when appropriate.

For more information, you must read and follow the rules of the Safety and Infection Control Manual from each clinical site.

Student Immunization Policy

Students are required to maintain current immunizations. This includes yearly TB testing, Hep. B vaccine series, tetanus (every 10 yrs.), and other routine childhood immunizations. Students must be current on appropriate immunizations to be allowed in the practicum sites. Students are financially responsible for their personal health care/hospitalization costs incurred while participating in the Medical Laboratory Technology Program.

Dress Code (Uniform Policy)

General Information

1. The appearance of all students must generate confidence and respect from patients, families, and other visitors from the community in all practicum agencies.

2. Students' grooming practices shall make up ample provision for sanitation, safety, class, and comfort. The student must wear the uniform at all times while at the practicum site and class.
3. TSC uniforms are NOT to be worn when the student is working as an EMPLOYEE OR VOLUNTEER.
4. All students shall be required to present a clean and neat appearance for a professional healthcare environment and class.

What is appropriate?

1. Uniform must be designated color scrub pants and top; neat, clean, well-fitting and without tears. Uniform must be properly hemmed; not pegged or rolled-up.
2. TSC-MLT logos will be embroidered to uniform, lab coat, and polo-shirt.
3. No sweaters are to be worn as uniform tops.
4. A student's name must be embroidered to the scrub top any time the student is in a practicum area or class.
5. Uniform shoes must be according to uniform guidelines
6. Students must wear student uniform in class and on practicum days.
7. Hair must be neat, clean, and up off collar or secured in a ponytail, bun, or braid. Hair ornaments must be small and neutral in color. Beards and mustaches must be kept trimmed and clean.
8. Nails, whether natural or applied, must be clean, neat, and not excessively long (fingertip length only). Clear, polish may be worn (no reds, hot pinks, blues, blacks, greens or purples allowed).
9. A student may wear a wedding band, simple necklace inside uniform, and stud-type earrings which are ½ inch or smaller in size. No more than two pair of stud-type earrings on the lobes is acceptable. Loop earrings are not acceptable. No other jewelry is allowed.
10. Ear piercing is the only body piercing that is allowed in the practicum area. If one has other obvious piercing (e.g. eyebrow, lip, nose, tongue, etc.); the ring, bar or another ornament must be removed or the area must be covered with a clean bandage.
11. Black Socks will be worn with uniform shoes.
12. A black thermal undershirt may be worn underneath the scrub top during winter or in departmental areas where temperature is very low.
13. Students may wear a wrist watch.

What is NOT appropriate?

1. Oversized uniform which may make you look sloppy.
2. Pant legs stuck into socks.
3. Uniform without appropriate logos and nametag.
4. Lab coat without appropriate patch and nametag.
5. Hair hanging in front of face or below collar.
6. Untrimmed beards or mustaches.

7. Long fingernails that exceed the required length (fingertip length).
8. Inappropriate jewelry: dangling or earrings too large, heavy and long chains with large pendants or medallions.
9. Canvas shoes, sandals, colored tennis shoes, no street tennis shoes.
10. Wearing any other badges, belts, bows, etc. other than the prescribed accessories.
11. Colored socks (other than black) worn with uniforms.
12. No beepers or cellular telephones are allowed at the practicum site (not even on vibrate or off mode).
13. Chewing gum, eating food, or drinking beverages while on duty at the practicum site or at class.
14. Reading ANY material NOT related to MLT school studies; i.e., magazines, internet computer sites, etc.
15. Napping while on duty at the clinical site or at class.
16. Communication or gossip among students between different practicum sites or college.

Caution: If the practicum site has specific regulations concerning the lab coats, the students shall adhere to the specified regulations.

Pregnancy Policy

A student can participate in all program activities contingent upon the student's clinician approval. Disclosure of pregnancy status to Program Director or Faculty is strictly voluntary.

GUIDELINES:

1. Disclosure of pregnancy status to Program Director or Faculty is strictly voluntary.

2. If pregnancy is documented and student elects to remain in the program, the following options must be exercised by the student:

    a. The student must receive medical clearance by physician that she will be physically able to participate in normal educational /practicum activities conducted by the Laboratory Technician Program (see Physician's Awareness of Pregnancy Form).

    b. The student will be asked to sign a pregnancy release form which states that TSC and its educational practicum sites will not be liable for injuries incurred.

3. The following options are available to students who decline acceptance or continuation in the program:

    a. student may ask to be reinstated for the subsequent class within one year.

The following activities are performed (but not limited to) on a daily basis by all Medical Laboratory Technology students:

1. Work in a clinic or hospital environment where there is potential risk of exposure to blood borne pathogens / communicable diseases
2. Stand for prolonged periods (maximum of 8 hrs.)
3. Operate laboratory equipment
4. Lift, carry, and push materials or objects (5-30 lbs.)
5. Reach for items above head level
6. Bend extensively throughout daily activities
7. Handle needles and sharp instruments

Clinical Site Telephone Calls Policy

NO PERSONAL TELEPHONE calls will be MADE or RECEIVED unless:

1. it is a verifiable emergency (family emergency)

2. it is a verifiable call from the Program Director/ TSC Faculty
3. if student is in break or lunch time.

Incident Report /Counseling Policy

The intent of this incident form is to provide reporting of a student's personal, professional, or behavioral conduct occurrences within the practicum setting. (See incident report/counseling form)

GUIDELINES:
1. Faculty, clinical instructor(s) will fill out an incident report form.
2. When filling out the form, the following information must be included in the description of the incident:
    a. date/time of incident
    b. names of individual(s) involved
    c. short summary describing the incident

3. The appropriate channels of reporting are:
    a. Clinical Instructor $\rightarrow$ Faculty $\rightarrow$ Program Director

4. This form will be filed in the student's practicum file.

5. The student will be asked to provide comments concerning the incident.

Note: The following are a few examples of the types of offenses documented:

a. malicious treatment/harassment
b. threatening or intimidating another individual
c. assault/sexual assault
d. unauthorized use of drugs, alcoholic beverages, weapons, or explosives
e. theft or falsification of records or information
f. disruptive activities
g. negligence in regard to the patient's safety and welfare
h. negligence in regard to the use and operation of laboratory equipment
i. breaching of confidentiality (patients records, diagnosis, etc...)
j. not following practicum policies/guidelines
k. napping while on practicum duty

* Depending on the severity of the offense, the college will take the necessary disciplinary action against a student for an offense with a minimum penalty of suspension to a more serious penalty of dismissal from the Medical Laboratory Technology Program.

Student Employment Policy

It is not the policy or the intent of the Medical Laboratory Technology Program to act as an employment agency or to participate in any facet of employment. The program will remain a separate entity from the employment status of the MLT student.

Criminal Background Check / CPR Policies

BG check: A criminal background check for MLT students and faculty is a requirement requirements of clinical facilities. At the time of application, all students are provided information that, if selected, they will be admitted only upon completion of a criminal background check through a TSC approved vendor. The applicant is responsible for the fee for the criminal background check, which is currently approximately $60.00.

Positive criminal histories will be reviewed anonymously by the Consortium for Health Professional Education (CHPE). CHPE is made up of high-ranking personnel from TSC and area hospitals. The CHPE reviews each case individually and determines whether that applicant will be allowed to attend clinical practicum. Students may not complete the program without attending clinical practicum.

Students should be advised that application for state licensure will again involve a review of criminal history by the state licensure board, which may or may not be approved independently of the CHPE finding.

CPR: A valid American Heart Association BLS course C CPR card is required to register for Clinical Practicum. The Student has the option of taking the American Heart Association BLS Course C, through TSC for continuing education or from another source of the student’s choice. Red Cross CPR will not be honored.

Medical Laboratory Technology Program
Physician's Awareness of Pregnancy

Student Name	Date of Birth	Social Security #

The student named above is presently enrolled in Texas Southmost College Medical Laboratory Technology Program. Due to the nature of the Program, this student may be exposed to particular hazards (i.e. lifting, possible exposure to contagious disease, etc.). In order to determine the appropriate precautions, we need the following information:

1. Approximate date of conception _____

2. Approximate date of delivery _____

3. Present health status _____

4. Will the student be under your care during her pregnancy?

☐ Yes ☐ No

5. Do you recommend her continuation with Practicum Education?

☐ Yes ☐ No

6. Do you recommend that she continue in the Program?

☐ Yes ☐ No

7. Recommended date maternity leave to begin: _____

8. Recommended date Practicum Education may resume after delivery.

_____

NOTE: A written release is required before this student may return to practicum.

Physician's Printed Name	Date
Physician's Signature	Date

Medical Laboratory Technology Program
Consent and Release to Have Invasive Procedures Performed

In consideration of receiving live "hands-on" skills practice in (check all that apply):
__X__ venipuncture,
_____ other invasive procedures associated with my student level
(*please specify:* _____*)*,
I agree to allow the invasive procedures specified above to be performed upon my person by other Texas Southmost College MLT students and/or faculty who shall practice "standard precautions" (CDC, 1994) during said procedures. I assume full responsibility for any and all consequences of such procedures. I understand that I may at any time withdraw my consent without any penalty to my grade or clinical evaluation. If I decide to withdraw my consent, I will promptly notify a TSC paramedic faculty of my decision. I have been advised and I am aware that risks are associated with venipuncture or the other invasive procedures noted above. For example, risks related to venipuncture include, but are not limited to, bleeding, bruising, or infection at the venipuncture site. There is also a risk of allergic response to the solution used for cleansing the site.

I, my successors, assignees, and personal representatives shall be bound by this release. I further jointly,
and severally, hereby agree to hold harmless, release, and indemnify any and all agents, and students of TSC and employees including, but not limited to, faculty, from any and all injury, causes of actions, claims, demands, or liability incurred during the performance of venipuncture and other specified invasive procedures upon my body by other TSC students and/or MLT faculty.

By signing this release I affirm that I have read and understand the preceding. I also understand that MLT STUDENTS CAN ONLY PRACTICE INVASIVE PROCEDURES (e.g., venipuncture, etc.) in a TSC-approved clinical/laboratory setting UNDER THE DIRECT SUPERVISION OF A TSC MLT FACULTY INSTRUCTOR or other approved Health Care worker certified to perform these skills. This release and consent is hereby fully, freely, and voluntarily executed by me.

PERTINENT HEALTH HISTORY CIRCLE ONE

1. Has there been any change in your general state of health in the last year?	Yes	No
2. Have you ever had any excessive bleeding requiring special treatment? If yes, describe:	Yes	No
3. Do you have any known allergies to alcohol, Betadine, or tape?	Yes	No
4. Are you currently taking medications that may prolong clotting time?	Yes	No

_____ _____

TSC MLT Student/ Date TSC MLT Faculty/ Date

Medical Laboratory Technology Program
Incident Report Form

Name: _____ Location: _____

Date: _____ Type of Record: Verbal or Written: _____

DESCRIPTION OF INCIDENT:

_____

_____

_____

_____

RECOMMENDATIONS:

1._____

2._____

3._____

STUDENT COMMENTS:

_____

_____

_____

_____ _____

Student Signature Clinical Coordinator

Medical Laboratory Technology Program
Advisement /Counseling Form

Name: _____ ID Number: _____

Date: _____ Instructor: _____

_____

Type of Advisement:

☐ Academic ☐ Financial

☐ Behavioral ☐ Practicum

Identify type of referral if necessary:

☐ Academic, referral to _____

☐ Behavioral, referral to _____

☐ Practicum, referral to _____

DESCRIPTION OF ADVISEMENT/REFERRAL:

_____

_____

_____

RECOMMENDATIONS:

1. _____

2. _____

STUDENT COMMENTS: