



STUDENT HANDBOOK 2026-2027

Table of Contents

A Message to the Students.....	4
Non-Discrimination Statement	4
TSC Vision, Mission, and Values of Texas Southmost College	5
The Mission and Goals of the MLT Program	5
MLT Program Mission.....	5
Aligned MLT Program Goals	5
1 Academic and Professional Preparation.....	5
2 Professional Engagement and Lifelong Learning.....	5
3 Entry-Level Competency and Ethical Practice	5
4 Clinical Laboratory Skills and Communication	5
Alignment Summary.....	6
Essential Functions of the Program	6
MLT Program Description	7
Admission Criteria for Applicants	7
A.A.S. - Medical Laboratory Technology Pre-Program Courses	9
Institutional Accreditation	9
Program Accreditation	10
MLT Program Non-Compliance Policy.....	10
Faculty.....	11
Certification Requirements.....	12
Student Records	12
Behavioral Conduct	12
Professional Ethics/Confidentiality	12
MLT Program Probation Policy.....	14
TSC Academic Probation and Dismissal.....	14
MLT Course Requirements	16
MLT Course Description	16
Estimated Cost for the Medical Laboratory Technology Program	22
Resident.....	22
Course Substitution	22
Transfer Credits from Other Institutions.....	23
Transfer Policy	23
Counseling Services	23
Advising	24
Disability Services	24
Student Financial Aid Services	24
Library Facility	24
The Learning Assistance Center.....	25

Professional Organization	25
MLT Required Textbooks.....	25
Dismissal/Withdrawal/Readmission Policy	28
Medical Laboratory Technology Clinical Practicum Affiliates.....	29
Program Closure Plan/ Policy.....	31
Temporary Program Closure	31
Permanent Program Closure	32
NAACLS Notification	32
Responsibility	32
Clinical Practicum Site Problem Resolution	33
.....	33
Experience-Based Clinical Practicum Education	33
Absence Policy for Laboratory and Clinical Practicum	34
Tardy Policy for Laboratory and Clinical Practicum	35
Clinical Preceptor	35
Student Employment Policy	36
Comprehensive Clinical Practicum Objectives.....	36
Laboratory Procedures Under Qualified Supervision	37
Clinical Chemistry Psychomotor Objectives.....	39
Hematology Psychomotor Objectives For Clinical Practicum	41
Immunology Psychomotor Objectives For Clinical Practicum	45
Immunohematology Psychomotor Objectives For Clinical Practicum	47
Microbiology Psychomotor Objectives For Clinical Practicum	50
Phlebotomy Psychomotor Objectives For Clinical Practicum	52
Affective Evaluation Outline.....	54
Medical Laboratory Technician Program.....	56
Rating Scale for Evaluation of Affective Objectives.....	56
BACKGROUND INFORMATION	56
.....	59
TSC Student Externship Exit Survey	59
Laboratory Performance Rubric.....	61
.....	63
Oral Presentation Outline	63
Oral Presentation	64
Clinical Practicum Education Requirements Before Graduation.....	65
The following distribution is in effect for each clinical practicum course:	65
Time Sheet Policy	66
Infection Control\Standard Policy	66
Guidelines	67
Safety Policy	67
Student Immunization Policy.....	68
Dress Code (Uniform Policy)	69
Pregnancy Policy	71

Clinical Site Telephone Calls Policy	72
Criminal Background Check / CPR Policies	73
Physician’s Awareness of Pregnancy	74
Consent and Release to Have Invasive Procedures Performed	75
Incident Report Form	76
Drug Testing Procedures	

A Message to the Students

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

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

The Medical Laboratory Technology Program Student Handbook applies to students admitted to the program and supplements the TSC Student Handbook.

MLT students and faculty share a common learning goal through cooperation and communication. In this profession, competence is developed through diligence, determination, and patience in the clinical practicum environment and the classroom.

The Medical Laboratory Technology degree plan provides students with a well-rounded curriculum that incorporates general laboratory skills and prepares them academically to continue their education.

Please remember that you, the student, are the most important asset of this program. We appreciate your suggestions, and you may submit them to the MLT Program Faculty or Program Director at any time.

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 otherwise qualified handicapped individual in the United States as defined shall, solely by reason of his handicap, be excluded from participating in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

TSC Vision, Mission, and Values of Texas Southmost College

Vision. Texas Southmost College is driven to be a nationally leading, community-rooted, student-centered institution that transforms lives and uplifts families.

Mission. Texas Southmost College empowers students, families, and industry through practical, affordable, high-quality education that drives personal success and elevates regional economic growth.

Values. Integrity, Access, Service, Excellence, Innovation, and Success.

The Mission and Goals of the MLT Program

MLT Program Mission

Consistent with Texas Southmost College's mission, the Medical Laboratory Technology Program faculty is committed to serving the educational and workforce needs of the Lower Rio Grande Valley. The program provides accessible, high-quality didactic and clinical instruction; prepares graduates for national certification; and develops competent, ethical, entry-level medical laboratory technicians.

Aligned MLT Program Goals

1 Academic and Professional Preparation

Provide accessible, high-quality academic instruction and professional training in laboratory medicine that prepares students for national certification, employment, and continued professional growth.

2 Professional Engagement and Lifelong Learning

Foster a student-centered learning environment that stimulates interest in the profession, encourages participation in professional organizations, and develops awareness of emerging trends and technologies in medical laboratory science.

3 Entry-Level Competency and Ethical Practice

Prepare students to demonstrate entry-level competency, ethical conduct, academic honesty, patient confidentiality, and professional responsibility in accordance with established standards of practice.

4 Clinical Laboratory Skills and Communication

Equip students with tools to safely and accurately perform routine clinical laboratory testing; collect, label, identify, and document specimens; apply testing principles; maintain accurate records; communicate results clearly; and correlate findings to verify accuracy.

Alignment Summary

MLT Program Goal	Alignment with TSC Vision and Mission	TSC Values
Academic and Professional Preparation	Supports a student-centered institution that transforms lives and responds to regional workforce needs.	Access, Excellence, Success
Professional Engagement and Lifelong Learning	Promotes student engagement, professional growth, and responsiveness to advances in laboratory practice.	Innovation, Service, Success
Entry-Level Competency and Ethical Practice	Advances high-quality education and produces trustworthy laboratory professionals who serve patients and the community.	Integrity, Excellence, Service
Clinical Laboratory Skills and Communication	Provides practical education that equips graduates with employable skills and supports safe, reliable patient care.	Integrity, Excellence, Success
Continuous Program Improvement and Community Responsiveness	Strengthens a community-rooted program that collaborates with students, clinical affiliates, employers, and industry to advance regional economic growth.	Innovation, Access, Service, Excellence

Essential Functions of the Program

Students in the program must accomplish the essential functions established by the Medical Laboratory Technology program. Essential functions include requirements that enable students to engage in educational and training activities without endangering themselves or others, including students, hospital staff, patients, or the public. To ensure students can perform essential functions, 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 to assess non-verbal communication and adequately transmit information to the patient and 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 and 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 to fully use his or her intellectual abilities. Must be able to recognize emergency situations and take appropriate action.

MLT Program Description

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

The Medical Laboratory Technology program curriculum consists of basic science and mathematics courses, on-campus medical laboratory technology lectures and laboratory courses, elective courses, and hospital-based clinical practice. Upon satisfactory completion of all requirements, the student can receive an Associate Degree in Applied Science from TSC. Graduates can 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 Technologists (MLT, AMT). The Medical Laboratory Technology Program has a 95% employability rate.

Admission Criteria for Applicants

- Admission to TSC: Contact the enrollment office for college admission requirements at (956) 295-3600.
- Submission of a complete application for admission to the MLT Program located at office H3A
- Submission of two letters of recommendation.
- Documentation of any certification currently held.
- Unofficial TSC transcript showing all accepted transferred courses

Essential Functions required

- Vision accuracy- 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 to assess non-verbal communication and adequately transmit information to the patient and healthcare team members.
 - Fine Motor Function- The student must have all the skills necessary to safely and accurately perform all the diagnostic procedures and 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 to utilize their intellectual abilities fully. Must be able to recognize emergencies and take appropriate action.
- Applications will be accepted from September 1 to the 2nd Friday in July at noon. We will review and rank applications based on prerequisite grades, preferred courses, healthcare experience, ACT exam, and previous degrees.

Selection Criteria: 28 Points Possible

Applicant pool ranking will be based on points received for prerequisite course grades, chemistry and microbiology courses, healthcare experience as a volunteer or work, and

academic accomplishments (See the list below):

Points for Prerequisites BIOL 2301, Math 1342 or higher, and ENGL 1301:

A = 4, B = 3, C = 2

2. Points for preferred course CHEM 1305 or CHEM 1311: A = 4, B = 3, C = 2

3. Points for preferred course Biol 2321 Microbiology A = 4, B = 3, C = 2

4. Documentation of healthcare work experience

(minimum six months): 4 points

5. Completion of Bachelor's degree: 4 points

6. ACT exam scores

Program Requirements after acceptance into the TSC MLT program are:

1. Uniform

2. Mandatory attendance at the MLT Program orientation on the scheduled day and time. (You will receive this information in your acceptance letter).

3. Students are admitted to the TSC MLT program on provisional status pending completion of the criminal background check, physical exam, CPR certification, drug screen, and up-to-date immunizations.

4. Computer

Admission is non-discriminatory regarding race, creed, sex, age, handicap, or national origin.

For more information, please contact me at consuelo.villalon@tsc.edu. You can also access information at www.tsc.edu/mlt

Sincerely,

Consuelo Villalon, Ph.D., M.P.H., M.T. (AMT)

MLT Program Director

Effective September 1, 2017, HB 1508, 85th Leg., R.S. (2017), amended Chapter 53 of the Texas Occupations Code to add Subchapter E relating to notice to applicants and enrollees in certain educational programs regarding the consequences of a criminal conviction on eligibility for an occupational license.

According to Chapter 53, Subchapter E, of the Texas Occupations Code, please be advised that Texas Southmost College offers programs that lead to an occupational license as defined under Texas Occupations Code 58.001. Licensing authorities may have guidelines concerning prior criminal convictions that would make an individual ineligible for issuance of a given license. If you are enrolled in a program that may prepare an individual for an occupational license and/or if you later decide to change to a program that prepares you for an occupational license as defined under Texas Occupations Code 58.001, following state law, please be advised of the following:

1. An individual who has been convicted of an offense may be ineligible for issuance of an occupational license upon completion of the educational program;
2. Each licensing authority that may issue an occupational license to an individual who completes an educational program must establish guidelines that state the reasons a particular crime is considered to relate to a specific license and any other criterion that affects the decisions of the licensing authority.
3. Local or county licensing authorities may issue additional guidelines related to criminal

history. Applicants should contact their respective local or county licensing authority for more details.

4. A person may request a criminal history evaluation letter regarding the personal eligibility for a license issued by a licensing authority under Texas Occupations Code 53.102.

Note that the provisions of Chapter 53 of the Texas Occupations Code relating to the consequences of criminal conviction do not apply to licenses granted by the Supreme Court of Texas, law enforcement officers (Texas Occupations Code Chapter 1701), emergency medical services personnel (Texas Health and Safety Code Chapter 773), or persons licensed by the Texas Medical Board, the Texas State Board of Pharmacy, the State Board of Dental Examiners, or the State Board of Veterinary Medical Examiners that have been convicted of a felony under Chapter 481 or 483 or Section 485.003 of the Texas Health and Safety Code. If you are seeking one of these licenses, please be aware that other provisions of the law may be applicable relating to the consequences of a criminal conviction.

All applicants to and enrollees of Texas Southmost College are encouraged to review all applicable eligibility requirements related to the respective occupational license. Direct questions about eligibility requirements to the applicable licensing authority.

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 continues 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 the 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 promotes quality and safety for all patients, quality education, ongoing assessment of curricula, student services, student learning outcomes, and qualifies 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. State areas of non-compliance
 - b. Date and sign the complaint document
2. The program director shall respond in writing within seven 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 before submitting a complaint to NAACLS at

<http://www.naacls.org/>

Faculty

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

Program Medical Laboratory
Area: 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 Medical Laboratory Technology
Area: Program

Office
Location: ITECC H3A- 223

Phone: 956-295-3520

Email: maria.rodriguez@tsc.edu



Certification Requirements

Upon satisfactory completion of all requirements, the student can 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 can take the Medical Laboratory Technology examination offered by the Board of Registry of the American Society of Clinical Pathologists (MLT ASCP) and the American Medical Technologists (MLT, AMT).

Student Records

The Office of the Registrar permanently maintains the student transcript. In addition, the MLT program maintains two sets of records for each Medical Laboratory Technology student in the program director's office. One is a personal file **that** contains admission documents, applications, transcripts, and counseling or advising documents. Another separate file contains lecture and clinical practicum information, such as records of completed examinations, clinical practicum attendance, and other lecture and clinical practicum education data. These documents are secured and may be reviewed by the student in planning with the program director.

Behavioral Conduct

TSC Medical Laboratory Technology students are expected to conduct themselves in a manner that reflects favorably on themselves and the program. TSC makes every effort to provide students with an academic environment 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. 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 professionally both on and off-campus, and thus help reflect a positive image for my school.
4. Maintain 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 the confidentiality of patient information. Students will meet the requirements for the Health Insurance Portability and Accountability Act (HIPAA). The student will never bring any protected health information. Suppose the student needs to provide information to the instructor [off clinical site] about a patient as part of my training. In that case, I will give only de-identified information, which would not be subject to HIPAA.”
7. Treat all body fluids and specimens with great respect; always remember that they are collected from fellow human beings to help improve their quality of life.
8. Establish and maintain a rapport with other health professionals.
9. Establish the confidence of the patient through kindness and empathy.
10. Hold colleagues and the profession in high esteem.
11. Avoid plagiarism and follow copyright guidelines.

Health Data Form

All incoming students in the 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 must have professional liability insurance. This insurance is provided on a group basis. The cost for the professional liability insurance is included in the fees paid during the semester in which a clinical practicum course is required.

Grievance Procedure

The student grievance procedure at TSC intends to assure the aggrieved student of due process in resolving the grievance or complaint. While the procedure will not guarantee a satisfactory result, the community college intends to provide good options for resolving the matter. The grievance filing procedure is in the official TSC student handbook.

Grievances -Grade Appeals

Course grade grievances must be initiated by contacting the instructor or individual within 30 days of the grade report. The student should first try to resolve the matter informally. If the

student is not satisfied with the decision, the student may appeal in writing within 21 days to the program director and the chair of the department that issued the grade. 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 the TSC student's handbook.

Grievances -Other than Grade Appeals

To resolve any student grievance, the student must first make a serious effort to resolve the matter with the individual with whom the grievance originated. Grievances involving issues 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 the TSC student handbook.

Students Complaints

The Medical Laboratory Technology Program encourages open communication between faculty and students. If problems arise, students may communicate with the Program Director. If MLT faculty are 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. Unsatisfactory lecture and laboratory attendance and punctuality
2. Unsatisfactory clinical practicum attendance and punctuality
3. Inability to maintain physical and mental health necessary to function in the program

The Health Professions Division Dean, the Medical Laboratory Technology Program Director, and the Clinical Coordinator will determine the time and terms of probation, following 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. The institution communicates probationary status electronically through students' TSC email addresses.

Students may re-enroll for one (1) semester term after meeting with an advisor.

The institution evaluates student status 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 the above requirements, any appropriate Academic Hold will be cleared from the student record.

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

Continued Academic Probation

After the first (1) semester of Academic Probation Status, students may re-enroll at Texas Southmost College on a Continued Academic Probation status after meeting with an Advisor. The college evaluates student status after each completed semester/session. Students must meet minimum academic standards (2.0 GPA) each subsequent semester until they have 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.

To remain enrolled, students re-admitted must continue to earn a semester term GPA of 2.0 or above until they reach Good Standing.

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 they meet minimum academic standards at another accredited college or university during the dismissal period.

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

Students placed on Academic Dismissal or Academic Suspension at their previous institutions and 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 lectures 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 the clinical coordinator or program director because unit use is ONLY allowed in the presence of an MLT faculty member. Students can use the labs to study/read their textbook but must notify an MLT 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. Because of the structure and chronological order of these classes, if a student is unsuccessful, he/she will be unable to continue in consecutive courses until the failed course is completed the following year. In these circumstances, the student must submit an additional application. Re-admission to a Medical Laboratory Technology course is not guaranteed but offered only on a space-available basis.

Each student is expected to demonstrate competency in the classroom, laboratory, and clinical sites. Because this is a competency-based program, each instructor will give the student a course syllabus and objectives to master. MLT courses will use 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.

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 include atomic and molecular structure, chemical bonding, the states of matter, solution calculations, and acid-base concepts; it also 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 introduces 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 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, 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. The clinical professional provides direct supervision. 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 principles 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 on coagulation theory, procedures, and practical applications. This course includes quality control, quality assurance, safety, and laboratory procedures that 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. The clinical professional provides direct supervision.

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, 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 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 techniques, and safety. It includes the principles, procedures, and clinical significance of test results in genetics, blood group systems, pre-transfusion testing, transfusion adverse effects, 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 reinforces didactic information with laboratory methodologies and allows 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

	<u>Resident</u>	Resident	
	(In District)	(Out-District)	Non-Resident
First Semester (Fall)			
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.

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 required by the Medical Laboratory Technology program curriculum.

Transfer Credits from Other Institutions

We will evaluate previously completed coursework at accredited institutions for transfer and apply it to the Texas Southmost College degree program.

Upon the student's request, we will evaluate a transcript after the student registers for Texas Southmost College credit classes. The request should be made through a counselor or department head. Each college attended must provide an official transcript. 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 catalog section stating graduation criteria, specifically the grade point average required for graduation.

Transfer Policy

PURPOSE:

To provide a mechanism for students from other Medical Laboratory Technology programs to enter the TSC Medical Laboratory Technology program appropriately.

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 be NAACLS-approved.

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 the appropriate credit.
3. The Medical Laboratory Technology program director will evaluate any previous MLT course to determine the nature, content, and level. 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 the content area(s) will be required.

Counseling Services

TSC counselors assist students. Counselors are also available at TSC's 80 Fort Brown Campus.

The Counseling Center provides various services to all students pursuing academic or vocational/technical programs. The Center also offers group and individual programs to help students address academic, career, and personal concerns. All information relating to the counseling services is discreet and confidential.

Advising

The program director will advise each student upon admission by providing information about the academic program and helping them make informed decisions. In addition, during pre-registration, students may consult the program director about 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 the Americans with Disabilities Act of 1990. It does not discriminate on the basis of disability in admission, accessibility, treatment, or employment. Individuals with disabilities, as defined by law, who are otherwise qualified to meet the institution's academic requirements will receive services and resources accordingly. Students and employees must submit appropriate disability documentation from a qualified professional whose license or credentials allow them to diagnose. For students with disabilities, TSC provides reasonable accommodations to help the student succeed. TSC provides accommodations for students who submit documentation of the disability from a qualified professional whose license or credentials allow them 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.

Student Financial Aid Services

TSC provides financial aid to assist students. Eligible students may receive financial assistance through grants, loans, college work-study, veterans' benefits, and scholarships. The college catalog contains information on financial aid made available to all students. Students enrolled in the Medical Laboratory Technology program are encouraged to visit the Financial Assistance Department to learn about available financial resources.

Library Facility

The Digital Library's website, your gateway to library resources and services, is <https://www.tsc.edu/library/>. The TSC community is welcome to use library resources at our physical locations in SET.B. 1.536 and ITEC, where computers, printing, study rooms, and reference assistance are available. You can also explore digital library resources, including a wide variety of databases with thousands of scholarly journals and e-books, available through the Digital Library Search discovery system below.

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

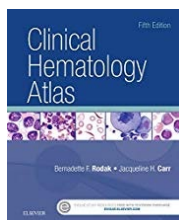
The Learning Assistance Center

TSC has a Learning Assistance Center that serves as an academic resource for students. Proactively, 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, emphasizing reading, writing, mathematics, language acquisition, test-taking, and study skills. Students use Brain Fuse for tutoring.

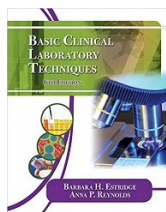
Professional Organization

The American Society for Clinical Laboratory Science is the profession's national organization. The ASCLS holds an annual meeting each summer in one of the major cities of the United States of America. Student membership may change over time.

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-13: 978-1111138363
ISBN-10: 9781111138363

2012 •Cengage Learning



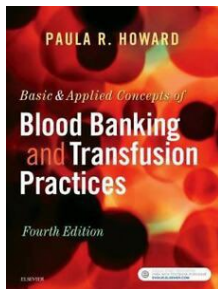
Hematology in Practice

Edition: 3rd

By Betty Ciesla, MS

ISBN-13: 978-0-8036-6824-9

2015• F.A. Davis Company



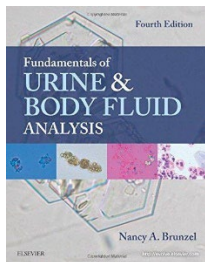
Basic & Applied Concepts of Blood Banking and Transfusion Practices

Edition – fourth edition

ISBN: 978-0-323-37478-1

Author(s) Kathy D. Blaney; Paula Howard

Publisher: Mosby

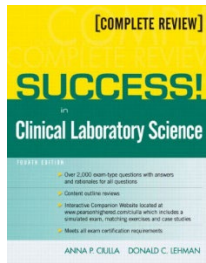


Fundamentals of Urine and Body Fluid Analysis - 4th Edition

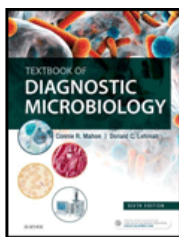
Nancy A. Brunzel

ISBN-13: 978-0323374798

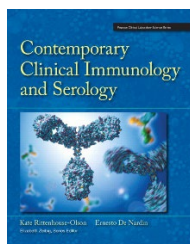
ISBN-10: 0323374794, Elsevier



SUCCESS! in Clinical Laboratory Science, 4/E
 Anna Ciulla, California 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



Textbook of Diagnostic Microbiology, 6th Edition
 By: Connie R. Mahon, MS, MT(ASCP), CLS and Donald C. Lehman, EdD, MT(ASCP), SM(NRM)
 ISBN-13: 978-0323613171
 ISBN-10: 0323613180



Contemporary Clinical Immunology and Serology 1st Edition
 By: Kate Rittenhouse-Olson and Ernesto DeNardin
 ISBN-13: 978-0135104248
 ISBN-10: 0135104246



Quick Compendium of Medical Laboratory Sciences

ISBN: 978-0-89189-6616

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 any of the following reasons:

1. Failure to achieve a grade of 75 in any MLT course components: Lecture (cognitive), laboratory (psychomotor), and affective (behavior).
2. Failure to complete laboratory and/or clinical 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 affiliating agency.

The Program Director will make the final dismissal decision after consulting with the MLT faculty, students, and the Dean of the 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 Vice President of Student Services office, return all borrowed books and equipment, and clear all accounts. In addition, the Program Director will conduct an exit interview to ensure proper advisement, student record documentation, and readmission plans as appropriate.

Readmission

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

1. Be in good standing with the college and meet all TSC and MLT admission requirements.
2. Apply, in writing, to the Medical Laboratory Technology Program at least 90 days before the program starts.
3. 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 must meet with the MLT program staff to discuss his or her progress.

Please note that if the student violates the probation stipulations, 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.

4. Complete all courses in the Medical Laboratory Technology Program curriculum within three years from the student's registration in the first course identified with the MLT prefix.
5. Reestablish competency in Lab Skills by obtaining a minimum score of 75% per Core course clinical practicum exam.
6. Reestablish didactic comprehension by obtaining a minimum score of 75% per Core course final taken.
7. Demonstrate compliance with recommendations made at the time of withdrawal from the program. Examples of recommendations may include repeating MLT course(s) previously taken.

Medical Laboratory Technology Clinical Practicum Affiliates

The student is expected to complete four clinical practicum classes throughout the two-year didactic component. The list below identifies the current clinical practicum sites in good standing with the TSC Medical Laboratory Technology Program. Students are responsible for commuting to and from each site as scheduled. The MLT Faculty will provide the clinical practicum rotation schedule to students at least 2 weeks before the beginning of each semester. The MLT Faculty will provide the schedule, and students are expected to comply. If new sites are acquired, students are also expected to commute to those sites.

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
Jesus Barrera, Laboratory Director
Jbarrera3@primehealthcare.com

Veterans Clinic McAllen
2101 South Colonel Rowe Blvd
McAllen, Texas 78503
Phone: 956 291-9000 x 69282
Acting Laboratory Manager
Dalila Aguirre, MT (ASCP)

Veterans Clinic Harlingen
2601 Veterans Dr.
Harlingen, Texas 78550
Phone: 956 291-9000 x 69282
Acting Laboratory Manager
Dalila Aguirre, MT (ASCP)

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 Edinburg.
5501 S. McColl Road
Edinburg, Texas 78539
956-362-8677

Kalantar Saeed
Lab Director
o. 956-342-0549

Valley Cancer Center
1719 Treasure Hill Blvd.
Harlingen, TX 78550
Phone: 956-430-9448
Isabel Ruiz, Lab Director
iruiz@valleycancer.com

Doctors Hospital at Renaissance Brownsville
4750 N Expressway 77
Brownsville, Texas 78526
956-362-1100
Grace Zarate
Lab Director

Su Clinica Brownsville
105 East Alton Gloor
Brownsville, TX 78526
Nora Gutierrez
956-831-8338

Su Clinica Harlingen
1706 Treasure Hills Blvd
Harlingen, TX 78550
Mary Alonzo
956-365-6016

Program Closure Plan/ Policy

The Medical Laboratory Technology (MLT) Program maintains a plan to protect enrolled students and provide for continuity or completion of their education in the event of a temporary or permanent program closure.

Temporary Program Closure

If the Program temporarily closes due to an emergency, institutional disruption, loss of resources, or other unforeseen circumstances, the MLT Program will make reasonable efforts to continue instruction through alternative delivery methods, modified schedules, alternate laboratory arrangements, and/or approved clinical affiliates. Students will be informed promptly

of the closure, anticipated duration, changes to instruction or clinical education, and available support services. The Program Director, in collaboration with institutional administration, will monitor the situation and coordinate the safe and timely resumption of normal program operations.

Permanent Program Closure

If a permanent closure of the MLT Program is necessary, Texas Southmost College will implement an orderly teach-out plan designed to allow currently enrolled students to complete the program whenever feasible. The plan may include completion of remaining courses and clinical rotations at TSC, arrangements with clinical affiliates, or transfer/teach-out agreements with other appropriately accredited institutions or programs. Students will receive timely written communication regarding the closure, completion options, academic records, financial considerations, advising, and other available resources.

NAACLS Notification

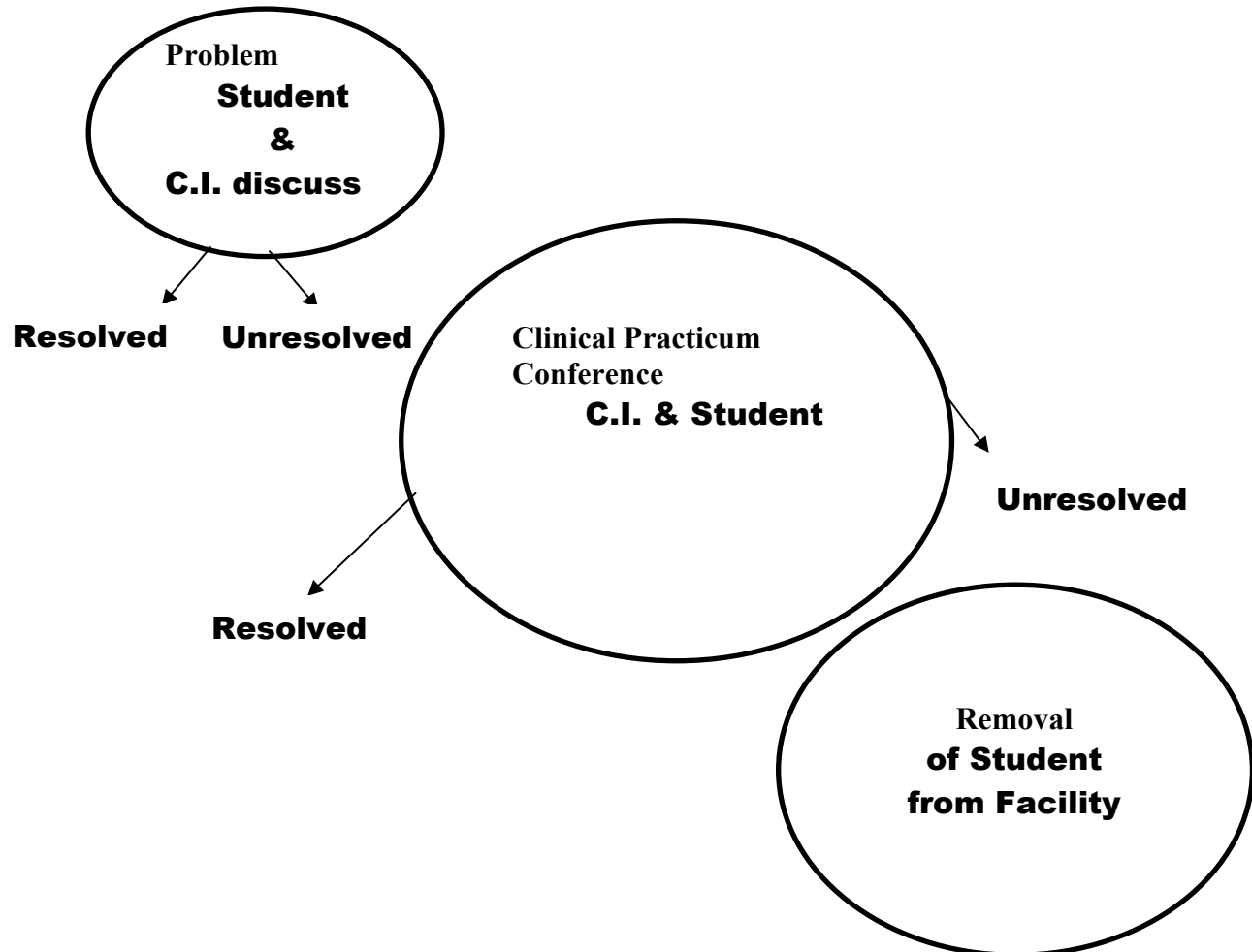
In the event of a temporary or permanent program closure, the MLT Program will notify the **National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) within 30 days of the official closure announcement** and will provide any required documentation, teach-out information, or additional reports requested by NAACLS.

Responsibility

The MLT Program Director, in coordination with the appropriate College administration, is responsible for implementing this policy, communicating with affected students and clinical affiliates, maintaining appropriate documentation, and ensuring timely notification to NAACLS.

Clinical Practicum Site Problem Resolution

Chain of Command



Experience-Based Clinical Practicum Education

The purpose of this document is to identify the essential criteria for the successful completion of clinical practicum education in the Medical Laboratory Technology Program. The MLT program cannot guarantee the clinical practicum experience in the sequence described in the program of study. However, we make every effort to accommodate every student at the clinical

practicum site. The program will work to be fair regarding the distance a student may travel to a clinical site. Travel distance is determined by the time from the school, not one's home. Students' admissions score into the college/program and successful progression in the program will determine preference for clinical rotations. Because of challenges in securing clinical rotation sites, the academic calendar may be adjusted to ensure clinical rotation time. However, the student will obtain a clinical assignment when clinical rotation cannot be immediately guaranteed

If a space is available at the clinical practicum site, the student must register for clinical practicum courses before reporting to the clinical practicum sites.

The student is expected to master basic, intermediate, and advanced procedural skills during five (5) clinical practicum courses.

Each clinical practicum course requires specific laboratory skills and examinations that must be completed and graded before the end of the semester.

Clinical practicum Grade Criteria

A clinical practicum grade will be determined based on the following components:

Psychomotor skills

Affective Skills

Cognitive Skills (Success website)

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

Insurance

TSC provides Medical Malpractice Liability insurance for all students but does not cover accidents or injuries at the clinical site. Students injured at clinical sites should be treated according to the clinical site policy. Students will be responsible for any charges incurred at facilities. If a student is treated for an injury sustained during a clinical experience, the treating facility must understand that the injury is related to an instructional experience and is not employment-related. Per contract, student injuries occurring during clinical experiences are not covered by Workers' Compensation.

Students are responsible for arranging personal medical care and/or treatment, if necessary, including transportation in case of illness or injury while participating in clinical experiences.

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 an illness or family emergency. Students may miss one class day. Notify MLT faculty and the clinical practicum site (when appropriate) of your absence by calling at least 15 minutes before your standard reporting time.

If an emergency arises and the student must leave the community college or clinical practicum site, document the exit time. If a student is absent more than the allotted hours, the laboratory and/or clinical practicum grade will be affected. Ten points will be deducted from the overall course grade for each excused or unexcused absence beyond the maximum allowed. Any excused time missed will be replaced during the laboratory and/or clinical 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 clinical practicum grade for each tardy.
Three tardies equal an 8-hour absence. |
| 2. Written Reprimand | Five points deducted from overall laboratory and/or clinical practicum grade for each written reprimand. |

Anytime a student is absent or late, he/she must see the clinical MLT faculty for counseling to ensure maximum laboratory and clinical 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.

Clinical Preceptor

Clinical Preceptor Assignment Process

The Medical Laboratory Technology (MLT) Program ensures that each student participating in clinical education is assigned to a qualified preceptor who provides appropriate supervision, instruction, and competency assessment.

Clinical Site Coordination: Before each clinical rotation, the MLT Program Director/Clinical Coordinator communicates with the clinical affiliate to confirm student placement, rotation dates, assigned laboratory departments, and the availability of qualified personnel to supervise the student.

Preceptor Qualification: Clinical affiliates identify qualified laboratory professionals to serve as student preceptors. Preceptors must possess the education, training, experience, and competency appropriate to the laboratory area in which they supervise students.

Preceptor Assignment: Before or at the beginning of the clinical rotation, each student is assigned a designated preceptor or qualified group of preceptors for the applicable laboratory department or shift. Students are informed of whom they should report to for supervision and instruction.

Documentation: Preceptor assignments are documented through clinical rotation schedules, orientation records, competency forms, evaluation forms, or other clinical documentation maintained by the program and/or clinical affiliate.

Supervision and Competency: The assigned preceptor provides direct and/or appropriate

supervision according to the student's level of training, verifies performance of required procedures and competencies, provides feedback, and completes required student evaluations. Monitoring: The MLT Program Director/Clinical Coordinator maintains communication with students and clinical affiliates throughout the rotation to verify that appropriate supervision is consistently available.

Corrective Action: If an assigned preceptor becomes unavailable or appropriate supervision cannot be maintained, the clinical affiliate and MLT Program Director/Clinical Coordinator will arrange an alternate qualified preceptor. A student will not be expected to perform clinical activities without appropriate qualified supervision.

Program Assurance: The MLT Program ensures that students are not used as substitutes for regular laboratory personnel and that qualified supervision is available throughout the clinical educational experience.

Student Employment Policy

Employment of MLT students outside of scheduled clinical education hours is non-compulsory and voluntary. Students are not required to accept employment at a clinical affiliate or any other healthcare facility as a condition of enrollment, progression, or completion of the MLT Program.

Any employment a student undertakes is separate from the educational clinical experience and must occur outside scheduled clinical hours. Employment hours cannot be substituted for required clinical education hours, experiences, or competencies.

Students who choose to work while enrolled in the program are considered employees during their employment hours and are subject to the employer's policies and procedures. Student employment must not interfere with required classroom, laboratory, or clinical education activities.

Comprehensive Clinical Practicum Objectives

The clinical practicum experience is designed to help the student develop laboratory skills and become proficient in the Medical Laboratory Technology profession.

Students are expected to achieve the clinical practicum objectives within the allowed time.

Students are expected to attend every clinical practicum session in its entirety.

To succeed in the clinical practicum, Medical Laboratory Technology students must demonstrate competency in laboratory procedures commonly performed in all laboratory settings. The following identifies the laboratory areas in which students are expected to master.

Phlebotomy, Chemistry, Immunohematology, Immunology, Clinical Microbiology, Parasitology, Mycology, Hematology, Coagulation, and Urinalysis and Body Fluids

Due to the structure and chronological order of the competencies, if a student does not meet the required comprehensive clinical practicum competencies satisfactorily, he/she will be unable to continue in the program.

If a student earns a grade below a “C” on a professional competency, he/she must see the MLT faculty for counseling. A “C” is the minimum passing grade for MLT program courses.

Laboratory Procedures Under Qualified Supervision

Students enrolled in the Medical Laboratory Technology (MLT) Program shall perform laboratory procedures and competency-based activities only under the supervision of qualified faculty, clinical instructors, or designated preceptors who possess the appropriate education, training, experience, and/or credentials for the assigned laboratory area.

Students may perform procedures after receiving appropriate instruction and demonstration. The qualified supervisor is responsible for providing direct or appropriate oversight based on the student's demonstrated level of competency, verifying results as required, providing feedback, and intervening whenever patient safety, specimen integrity, or the accuracy of laboratory results may be compromised.

Students shall not independently perform or report patient testing until they have appropriately demonstrated and documented competency in accordance with program and clinical affiliate requirements. Student competency is evaluated through established methods such as direct observation, practical examinations, competency checklists, written assessments, and review of laboratory results.

The MLT Program and its clinical affiliates are responsible for ensuring that adequate, qualified supervision is available whenever students participate in laboratory procedures.



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

The clinical instructor responsible for the student during the evaluation period must complete this evaluation form. This appraisal form evaluates the student's performance at the end of the clinical rotation and becomes part of the student's permanent record.

Instructions to the Evaluator:

Use the attached checklist as a guide to the 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 that does not apply.
- Under the COMMENTS section, please write a brief overview of the student's performance. Also, use the comments to document problems that you encountered with the student, as well as praise. This is very helpful to the students so they will learn their strengths and weaknesses.

Definitions of Performance Levels

0. Not applicable
0. Not evident
1. Basic: Procedure and/or principle explained and discussed, and student demonstrates understanding.
2. Intermediate: Student can perform the test under direct supervision.
3. Advanced: A student can perform the test with minimum supervision.
4. Expert: A student can perform the test with no supervision

IMPORTANT: If you suspect or know of any student acting unprofessionally, or if you have any other concerns, please contact the program director, 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.

The clinical instructor responsible for the student during the evaluation period must complete this evaluation form. This appraisal form evaluates the student's performance at the end of the clinical

rotation and will become part of the student's permanent record.



Clinical Chemistry Psychomotor Objectives

Student Name: _____

Date: _____

PROCEDURE	Minimum Pass Level	4 Expert	3 Advanced	2 Interme- diate	1 Basic	0 Not evident	N/A Not appli- cable	*CI Initials
Perform accurately laboratory clerical work including data entry & recording & reporting of laboratory results	4							
Identifies patient specimen request by using two identifiers.	4							
Prepares specimens, using safety guidelines, for use in chemistry procedures	3							
Prepares specimens for shipment to reference laboratories	3							
Performs laboratory calculations including dilutions, creat. cl. etc.	4							
Performs daily setup, calibration & routine maintenance on chemistry instruments.	2							
Performs complete instrument troubleshooting (solves problems and documentation)	2							
Operates automated chemistry analyzers, obtaining reportable	4							

results, including standardization & QC. Instrument List:								
Performs complete Q.C. troubleshooting (solves problems and documentation)	3							
Recognizes panic values by taking appropriate actions	3							
Recognizes emergency lab requests by taking appropriate actions	3							
Performs therapeutic drug assays	3							
Performs lipid panel	4							
Performs electrolytes, including Na, K, and Cl	3							
Prepares control sera and reagents for use	4							
Performs isoenzyme determinations	2							
Performs representative Immunoassay procedures EIA, RIA, etc.	2							
Performs electrophoresis	1							
Handles expected workload for an entry-level technician	3							

*CI – Clinical Instructor

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

Comments:

Prepared by: _____

Date _____



TEXAS SOUTHMOST
COLLEGE

Hematology Psychomotor Objectives For Clinical Practicum

Student Name: _____ Date: _____

PROCEDURE	Minimum Pass Level	4 Expert	3 Advanced	2 Intermediate	1 Basic	0 Not Evident	N/A Not Applicable	C.I. Initials
Operates an automated hematology instrument with minimal supervision and produces results within acceptable ranges.	3							
Implements standard safety precautions and cleans and disinfects the work area.	4							
Recognizes common instrument malfunctions and can perform or discuss corrective procedures.	3							
Performs quality control procedures on hematology instruments, including labeling, dating, re-initialing, checking expiration dates, and performs data entry work, recording, and reporting functions.	4							
Recognizes out-of-control results and can suggest how to correct the value that is outside the limits.	4							
Prepares and stains peripheral blood smears for differential, to the instructor's satisfaction.	4							
Recognizes peripheral blood smears with unacceptable cellular distribution and staining.	4							
Performs normal WBC differential, obtaining results that concur with the laboratory with	3							

95% accuracy.								
Performs abnormal WBC differentials, obtaining results that concur with the laboratory with 90% accuracy.	3							
Estimates platelets and WBC's, agreeing with instrument counts within 20%.	4							
Identifies and grades abnormal RBC morphology, including WBC inclusions, according to laboratory guidelines.	4							
Prepares and reads ESR with minimal supervision, with results agreeing with the technologists within 5% accuracy.	4							
Performs automated reticulocyte counts and is able to manually verify results if necessary, according to laboratory guidelines.	4							
Performs manual cell counts on body fluids, agreeing with the technologist's count within 20%.	3							
Recognizes critical values and takes appropriate action.	4							
COAGULATION	Minimum Pass Level	4 Expert	3 Advanced	2 Intermediate	1 Basic	0 Not Evident	N/A Not Applicable	*C.I. Initials
Operates automated coagulation instrument with minimal supervision and produces results within acceptable ranges.	3							
Recognizes common instrument malfunctions and can perform or discuss corrective procedures.	3							
Performs quality control procedures on coagulation instruments, including	4							

labeling, dating, re-initialing, checking expiration dates, and performs data entry work, recording, and reporting functions.								
Performs and interprets PT, PTT, D-dimer, and Fibrinogen times with 100 % accuracy and according to instrument standards.	4							
Recognizes critical values and takes appropriate action; associates abnormal results with possible pathology.	4							
Operates the coagulation instrument with minimal supervision for 75 % of the time and handles expected workload for an entry-level technologist.	3							
URINALYSIS		4 Expert	3 Advanced	2 Intermediate	1 Basic	0 Not Evident	N/A Not Applicable	C.I. Initials
Operates an automated Urinalysis instrument with minimal supervision and produces results within acceptable ranges.	3							
Implements standard safety precautions and cleans and disinfects the work area.	4							
Performs quality control procedures on the urinalysis instrument, including labeling, dating, re-initialing, checking expiration dates, and performs data entry work, recording, and reporting functions.	4							
Recognizes out-of-control results and can suggest how to correct the value that is outside the limits.	4							
Prepares and reads samples for microscopic examination, correlating macroscopic, chemical, and microscopic results.	3							

Recognizes critical values and takes appropriate action; associates abnormal results with possible pathology.	4							
Operates the urinalysis instrument with minimal supervision for 75 % of the time and handles expected workload for entry level technologist.	3							
Recognizes STAT laboratory request taking appropriate action and verifies patient's information with test requisition.	4							

*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_____

Student's Name: _____

Date: _____



Immunology Psychomotor Objectives For Clinical Practicum

Student Name _____ Date: _____

PROCEDURE	Minimum Pass Level	4 Expert	3 Advanced	2 Interme- diate	1 Basic	0 Not evident	N/A Not appli- cable	*C.I Initials
<i>Performs data entry work, recording, and reporting functions.</i>	4							
Identifies patient specimen request by using two identifiers.	4							
Recognizes panic values by taking appropriate actions	3							
Performs standard screening test for Syphilis	4							
Prepares specimens for shipment to reference laboratories	3							
Performs slide agglutination tests according to manufacturer's instructions	4							
Recognizes emergency lab requests by taking appropriate actions	3							
Performs daily quality control	3							
Performs complete Q.C. troubleshooting (solves problems and documentation)	3							

Performs Serial Dilution Procedures according to instructions	4							
Performs needle calibration as needed	3							
Handles normal daily workload of entry-level technician	3							

*CI Clinical Instructor

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

Comments:

Prepared by: _____

Date _____



Immunohematology Psychomotor Objectives For Clinical Practicum

Student Name _____ Date: _____

PROCEDURE	Minimum Pass Level	4 Expert	3 Advanced	2 Intermediate	1 Basic	0 Not evident	N/A Not appli- cable	*CI Initials
Accurately perform laboratory clerical work, including data entry and patient reports.	4							
Identifies patient specimens and test requests using two identifiers.	4							
Maintains inventory and an adequate blood supply.	3							
Performs and obtains accurate results using appropriate reagents for ABO and Rh testing.	3							
Performs pre-transfusion testing procedures with accuracy.	3							
Performs the direct antiglobulin test correctly and obtains accurate results using appropriate reagents.	3							
Performs the indirect antiglobulin test correctly and obtains accurate results using appropriate reagents.	3							

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

administration testing 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.	3							

*CI Clinical Instructor

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

Comments:

Prepared by: _____

Date _____

TEXAS SOUTHMOST
COLLEGE
Microbiology Psychomotor Objectives For Clinical Practicum

Student Name _____ Date: _____

PROCEDURE	Minimum Pass Level	4 Expert	3 Advanced	2 Intermediate	1 Basic	0 Not evident	N/A Not applicable	*CI Initials
Section 1 (Microbiology) Accurately performs laboratory clerical work, including data entry and patient reports.	4							
Properly handles specimens using two identifiers.	4							
Uses appropriate safety precautions when handling biological hazards	4							
Properly performs media and instrument quality control procedures	3							
Properly interprets media and instrument quality control procedures	3							
Selects appropriate media based on departmental protocols	4							
Properly plates cultures using acceptable technique	4							
Incubates media in appropriate environment	4							
Evaluates routine cultures, differentiating normal flora from possible pathogens	4							
Prepare smears for	3							

pathogen differentiation								
Stain smears for pathogen differentiation	3							
Read smears correlating with colonial morphology	3							
Properly select, use, and interpret biochemical or differential tests for the id. of microorganisms	3							
Use rapid tests or automated systems for organism identification	3							
Interpret rapid tests or automated systems for organism identification	3							
Properly performs antimicrobial susceptibility testing procedures	3							
Properly handles cultures for anaerobic specimens	2							
Properly handles identification procedures for anaerobic specimens	2							
Identifies positive blood cultures and takes appropriate action	2							
Properly handles mycological cultures	2							
Section 2 (Parasitology) Prepares wet preparations of stool for ova and larvae	3							
Scans wet preparations of stool for ova and larvae	3							
Uses appropriate concentrations & staining techniques, ID Protozoa, OVA & larvae	4							
Perform India Ink Prep	2							
Read India Ink Prep	2							
Handles expected work-load for entry-level tech.	4							

1. This student has satisfactorily completed this clinical practice. Yes ____ No ____

2. If no, please indicate specific deficiencies that need to be corrected:
3. Any special commendations?
4. Comments:
5. Prepared by: _____ Date: _____



TEXAS SOUTHMOST
COLLEGE

Phlebotomy Psychomotor Objectives For Clinical Practicum

Student Name: _____ Date: _____

PROCEDURE	Minimum Pass Level	4 Expert	3 Advanced	2 Interme- diate	1 Basic	0 Not evident	N/A Not Applicable	*CI Initials
Clinical Objectives must be met at the clinical practicum site.								
The student implements the standard safety precautions	4							
Demonstrates proper organization of supplies and equipment for collection procedures	3							
Courteous and professional manners with patients	4							
Demonstrates proper procedures for patient identification using two identifiers. Students verify the name and patient number by checking the ID band and another form(s) of ID. (This is the most important step in the collection procedure).	4							
Performs all blood collection procedures using correct techniques with 80% accuracy.	3							
Demonstrates proper sample labeling procedures with	4							

correct and appropriate information.								
Utilizes proper safety procedures for discarding used equipment and supplies after the procedure.	4							
<u>Thanks</u> the patient, discards gloves in the appropriate dispenser, and demonstrates good handwashing technique.	4							

*CI Clinical Instructor

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

Comments:

Prepared by: _____

Date: _____

Affective Evaluation 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 listed in this document are evaluated during the student's clinical practicum rotation using the evaluation Likert scale: Not applicable (0), Not evident (0), Basic (1), Intermediate (2), Advanced (3), and Expert.

Objectives:

During the clinical practicum and upon completion of the Medical Laboratory Technology program of study, the student will be able to demonstrate appropriate professional behavior, reliability, and positive attitude skills.

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 related 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 affiliation.
 - 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 a later scheduled time.
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 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 if applicable:

- The evaluator's name and signature:

☐ Clinical Instructor

☐ Lab Director

☐ Lab Supervisor

☐ MLT Faculty

RATING RANGES: Please evaluate the student in the following categories by circling one number per item. Ratings range from one through four. The Likert scale is Expert (4), Advanced (3), Intermediate (2), Basic (1), and Not Evident (0).

A.) Appearance N/A 0 1 2 3 4

- c) Dressing appropriately for laboratory work.

- d) Demonstrating concern for the image of the college MLT program and clinical affiliate.

Comments:

B.) Professional Interaction N/A 0 1 2 3 4

- 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 N/A 0 1 2 3 4

- 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 related 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 affiliation.
- l) Accepting constructive criticism as a learning tool

Comments:

D.) Self-Reliance/Confidence N/A 0 1 2 3 4

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

Comments:

E.) Attendance N/A 0 1 2 3 4

- 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 N/A 0 1 2 3 4

- 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 N/A 0 1 2 3 4

- 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 N/A 0 1 2 3 4

- 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 Management N/A 0 1 2 3 4

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

Comments:

J.) Compliance: N/A 0 1 2 3 4

Follows Safety Rules/Regulations/Instruction

Comments:

Grading Scale (point range):

TOTAL NUMBER OF POINTS:

FINAL GRADE BASED ON PTS.:

Less than 30 points is a "D". "D" is not a passing grade for the MLT program.

Please Add Comments: -



TSC Student Externship Exit Survey

Name: _____

Program: _____

Externship Site: _____

Please use the scale to rate your externship experience:

4 = exceeds expectations; 3 = meets expectations; 2 = meets most expectations; 1 = below expectation; 0= not evident; N/A = not applicable

1. The Medical Technologist was helpful, patient, and willing to teach	4	3	2	1	0	N/A
2. The Medical Technologist was positive about students	4	3	2	1	0	N/A
3. The patient testing in this area was appropriate to my knowledge level	4	3	2	1	0	N/A
4. The patient testing in this area was varied to allow different experiences	4	3	2	1	0	N/A
5. The patient testing in this practicum area was enough to keep me busy but not overworked	4	3	2	1	0	N/A
6. Site personnel had a positive attitude toward students	4	3	2	1	0	N/A
7. The facilities for this practicum experience was well equipped, clean and organized	4	3	2	1	0	N/A
8. My program courses prepared me well for the externship	4	3	2	1	0	N/A
9. During this practicum experience, I feel that I was allowed to function as part of the team	4	3	2	1	0	N/A
10. The evaluation given to me for this practicum experience provided constructive criticism	4	3	2	1	0	N/A
11. During my practicum experience, I feel that I started out with a positive attitude and ended with a positive attitude	4	3	2	1	0	N/A

1. My overall evaluation of my externship experience was:	4	3	2	1	0	N/A
--	----------	----------	----------	----------	----------	------------

Which duties would you have liked more time to practice?

--

Was the training you received applicable to activities and tasks you were asked to perform at the externship site? Yes ___ No ___. Explain.

--

Would you recommend this site for future externs? Yes ___ No ___. Explain.

Other comments and suggestions: _____

STUDENT SIGNATURE: _____ DATE _____



Laboratory Performance Rubric
Assessment Scoring Range 0-4

Date: _____

Criteria	4 Expert	3 Advanced	2 Intermediate	1 Basic	0 Not evident	0 Not applica ble
Table Set-Up	Prepares work area completely before starting the lab, without direction.	Prepares work area completely before starting the lab, with some direction.	Prepares work area adequately before starting the lab, with direction.	Lab area is disorganized.	Not evident bench set up	Not applicable (N/A)
Lab Technical Skills	Performs all technical skills using an exemplary technique, without direction.	Performs all technical skills using a very good technique, with some direction.	Performs all technical skills using a good technique, with direct instruction.	Performs technical skills using an inadequate technique, not following direction.	Not evident technical skills	Not applicable (N/A)
Follow Procedures	The student reads and follows procedures, exactly, without direction.	The student reads and follows procedures, very well, with some direction.	The student reads but does not follow procedures and direction.	The student does not read or follow procedure.	Not evident procedure	Not applicable (N/A)
Use of Equipment	The student cares, maintains, and demonstrates outstanding	Advance The student cares, maintains, and demonstrate good	Intermediate The student somewhat cares, maintains and demonstrates equipment	Basic The student does not care, maintain or has poor equipment knowledge.	Not evident Not evident use of equipment	Not applicable (N/A)

	equipment knowledge.	equipment knowledge.	knowledge.			
Interpretation of the results	Results are interpreted in an easy-to-comprehend manner, and include all necessary/relevant data.	Results are interpreted in a somewhat easy-to-comprehend manner and include all necessary/relevant data.	Results are somewhat easy to interpret, but do not include all necessary/relevant data.	Results are difficult to interpret, and/or inaccurate; do not include all necessary/relevant data.	Not evident interpretation of results	Not applicable (N/A)
Overall Effort	The student shows exemplary effort and needs very little direction.	The student shows a very good effort, but needs some direction.	The student shows good effort, but needs direction.	The student shows no effort.	Not evident effort	Not applicable (N/A)
Confidence	The student demonstrates outstanding confidence and knowledge in performing procedures.	The student demonstrates good confidence and knowledge in performing procedures.	The student demonstrates confidence but no knowledge in performing procedures.	The student does not demonstrate confidence and/or knowledge in performing procedures.	Not evident confidence	Not applicable (N/A)
Attendance	The student has attended every lab and is always on time. Lab Report on time.	Advance The student has missed only one lab and/or has been tardy, but has called in. Lab Report late 1 day.	Intermediate The student has missed more than one lab and/or has been tardy, but has not always called in. Lab Report late 2 days	Basic 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.	Not evident attendance	Not applicable (N/A)
Questionnaire/Lab Report	Pristine lab report	Advance Lab report with one error.	Intermediate Lab report with two errors	Basic Lab report with three errors	Not an evident lab report	Not applicable (N/A report



Oral Presentation Outline

This document outlines the oral presentation for the MLT program.

Objectives:

The presentation **MUST** be 5-10 minutes and use PowerPoint.

- The student describes the different pathologies for the selected topic.
- The student explains the pathologic mechanisms involved.
- The student discusses the appropriate laboratory methods for the diagnosis.
- The student lists appropriate treatments to use for the pathologic conditions.

Evaluation

The student will be evaluated using a Rubric that will have been previously discussed. In addition, this document includes a model rubric. The rubric uses the Likert scale of Not applicable (N/A), Not evident (0), Basic (1), Intermediate (2), Advanced (3), and Expert. Feedback for the presentation will be given individually and only during office hours.



Oral Presentation

Student Name: _____

Date: _____

GRADING CRITERIA	4.0 Expert	3.0 Advanced	2.0 Intermediate	1.0 Basic	0.0 Not Evident
Presentation Topic: Student selects topic relevant to course material.	Excellent topic	Good topic	Moderate relevant	Some relevance	No relevance
The use of visual aids: The presentation includes appropriate visual aids which the student refers at appropriate times during the presentation.	Excellent visual aids	Good visual aids	Moderate visual aids	Some visual aids	No visual aids
Demonstrate Understanding of the Topic: The student demonstrates knowledge of the topic by giving accurate explanations and answering questions.	Excellent knowledge or understanding of topic	Good knowledge or understanding of topic	Moderate knowledge or understanding of topic	Some Knowledge or understanding of the topic	No knowledge or understanding of topic
Convey Ideas to the audience: The Student speaks clearly and loudly, using eye contact, a lively tone, and body language to engage the audience.	Excellent audience engagement	Good audience engagement	Moderate audience engagement	Some audience engagement	No audience engagement
Follow time guidelines: The presentation was done within the given time.	Excellent timing	Good timing	Moderate timing	Sometimes guidelines followed	No time guidelines followed

Documentation: Student used and cited appropriate resources.	Excellent documentation	Good documentation	Moderate relevant documentation	Some documentation use	No citations used

Clinical Practicum Education Requirements Before Graduation

The student must demonstrate competency in all procedures identified in the psychomotor objectives. Proficiency in laboratory procedures is a continuous process.

Clinical Practicum Grading Distribution

The following distribution is in effect for each clinical practicum course:

PLAB 1261: Clinical

Professional Competencies (psychomotor skills)

Affective skills

Cognitive skills

MLAB 1260: Clinical

Professional Competencies (psychomotor skills)

Affective skills

Cognitive skills

MLAB 1263: Clinical

Professional Competencies (psychomotor skills)

Affective skills

Cognitive skills

MLAB 2260: Clinical

Professional Competencies (psychomotor skills)

Affective skills

Cognitive skills

MLAB 2263: Clinical

Professional Competencies (psychomotor skills)

Affective skills

Cognitive skills

Time Sheet Policy

Each student will fill out his or her timesheet accordingly:

1. ONLY the student whose name appears on the timesheet should write on that timesheet.
2. Sign in immediately before beginning clinical 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 clinical practicum shift with a DAILY clinical instructor signature
5. Timesheets are to remain in the clinical 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 clinical practicum site at least ten minutes before the designated clinical 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 during the program's pre-orientation session and as provided by the clinical practicum affiliations and/or TSC.

Communicable Diseases Policy

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

Guidelines

1. Students are required to have current immunization records on file. Submit these records before the first clinical practicum rotation.

2. If a student cannot meet clinical practicum objectives due to a communicable disease, a Cannot obtain a passing clinical practicum grade.

Standard Precautions Policy

Students in the Medical Laboratory Technology Program will receive orientation on Standard Precautions as outlined by the Centers for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA), and any other regulatory agency affiliated with TSC and the clinical practicum affiliates. Any unprotected exposure to blood or body fluids, or any needle stick (clean or dirty), must immediately be reported to clinical faculty. The clinical exposure procedure will be followed, and an incident report will be placed in the student's record at TSC in the MLT office. The student may be responsible for any expenses.

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 professionals
2. Students will be evaluated on the following skills:
 - a. handwashing
 - b. proper disposal of needles/sharps
 - c. adequate disposal for contaminated linens or objects
 - d. appropriate wear of mask, gown, gloves, etc.

Safety Policy

Students will receive safety orientation before their first day of clinical practicum. Students are advised that exposure to contagious and pathogenic organisms may occur as part of the standard routine of performing clinical practicum examinations on patients in medical facilities. Therefore, students must abide by the safety regulations governing the clinical practicum facilities. Safety requirements may include the following:

LAB SAFETY SYLLABUS RULES

1. All hazardous materials and specimens should be handled as though 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 fully buttoned to reduce microorganism transfer.
5. No eating, smoking, or drinking should occur in the laboratory area. Do not place food or drink items 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 appropriately discarded.
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 hand. Do not improperly remove needles from disposable syringes. Instead, place needles 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. Decontaminate the entire sink and surrounding area with a disinfection solution.
21. Decontaminate 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 who prepared it, 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 solutions.
25. Wash hands and remove protective clothing before leaving the laboratory.
26. Students are responsible for cleaning and maintaining their work area. Return all equipment and reagents 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.

You must read and follow the Safety and Infection Control Manual rules from each clinical site for more information.

Student Immunization Policy

After admission and before classes start, each student must submit the record of the following immunizations to comply with clinical agency requirements.

- a) TB test- negative PPD, TST, or QuantiFERON test within the last 12 months AND does not expire during the current semester. TB tests are completed annually for compliance and cannot expire during an academic semester.
 - a. If there is a history of positive TB results, the student will submit a negative chest X-ray within the last five years.
- b) Measles, Mumps, Rubella- Two (2) doses of the MMR vaccine or positive serology (titer) indicating immunity. The student will receive a booster if the titer does not show immunity to Measles, Mumps, or Rubella.
- c) Varicella – Two (2) doses of Varicella vaccine or positive serology indicating immunity.
- d) Hepatitis B—Three (3) dose series (note this takes six months to complete) or serology confirmation of immunity. If serology does not show immunity, the student will repeat the series. If the student has completed the Hepatitis B series twice (6 doses) and still doesn't show immunity, the student is considered a non-converter, and no further action is required.
- e) Tdap—One (1) dose every ten years
- f) COVID – Two Vaccines (booster vaccine may be required by clinical sites)
- g) All immunizations will be uploaded into a documentation tracker designated by the TSC MLT Program Director before the start of classes. The student is responsible for the fee to set up the document tracking system.
- h) CPR—current CPR course completion card from American Heart Association Health Care Provider. The CPR cannot expire during the academic semester.

The student is responsible for maintaining current immunizations. Students are financially responsible for their 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 clinical practicum agencies.

2. Students' grooming practices shall make ample provision for sanitation, safety, class, and comfort. In addition, students must wear the uniform at all times while at the clinical practicum site and in 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. Uniforms must be appropriately hemmed, not pegged or rolled up.
2. TSC-MLT logos will be embroidered on the uniform, lab coat, and polo shirt.
3. No sweaters are to be worn as uniform tops.
4. A student's name must be embroidered on the scrub top any time the student is in a clinical practicum area or class.
5. Uniform shoes must be according to uniform guidelines
6. Students must wear student uniforms in class and on clinical practicum days.
7. Hair must be neat, clean, and up in a 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. Whether natural or applied, nails must be clean, neat, and not excessively long (fingertip length only). So clear, polish may be worn (no reds, hot pinks, blues, blacks, greens, or purples allowed).
9. A student may wear a wedding band, a simple necklace inside the uniform, and stud-type earrings which are ½ inch or smaller in size. No more than two pairs of stud-type earrings on the lobes are acceptable. Loop earrings are not acceptable. No other jewelry is allowed.
10. Ear piercing is the only body piercing that is allowed in the clinical practicum area. If one has other noticeable piercings (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 the temperature is very low.
13. Students may wear a wristwatch.

What is NOT appropriate?

1. An oversized uniform that may make you look sloppy.
2. Pant legs stuck into socks.
3. Uniform without appropriate logos and nametag.
4. Lab coat without an appropriate patch and nametag.

5. Hair hanging in front of the face or below the collar.
6. Untrimmed beards or mustaches.
7. Long fingernails that exceed the required length (fingertip length).
8. Inappropriate jewelry: dangling earrings, 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 clinical practicum site (not even on vibrate or off mode).
13. Chewing gum, eating food, or drinking beverages while on duty at the clinical practicum site or 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 class.
16. Communication or gossip among students between different clinical practicum sites or colleges.

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

Pregnancy Policy

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

GUIDELINES:

1. Disclosure of pregnancy status to the Program Director or MLT Faculty is strictly voluntary.
2. If pregnancy is documented and the student elects to remain in the program, the following options must be exercised by the student:
 - a. The student must receive medical clearance by the physician that she will be physically able to participate in normal educational /clinical 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 that states that TSC and its educational, clinical 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. Students may ask to be reinstated for the subsequent class within one year.

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

1. Work in a clinic or hospital environment where there is a potential risk of exposure to bloodborne 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 MLT Faculty
3. If the student is on break or at lunchtime.

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 clinical practicum setting. (See incident report/counseling form)

GUIDELINES:

1. MLT 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 the incident
 - b. names of individual(s) involved
 - c. summary describing the incident
3. The appropriate channels of reporting are:
 - a. Clinical Instructor, MLT Faculty, Program Director
4. This form will be filed in the student's clinical 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 regarding the patient's safety and welfare
- h. negligence regarding the use and operation of laboratory equipment
- i. breaching of confidentiality (patients' records, diagnosis, etc.)
- j. not following clinical practicum policies/guidelines
- k. napping while on clinical 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.

Criminal Background Check / CPR Policies

BG Check: A criminal background check for MLT students and faculty is required for clinical facilities. At the time of application, all students are informed that, if selected, they will be admitted only after completing a criminal background check through a TSC-approved vendor. The applicant is responsible for the criminal background check fee.

The Consortium for Health Professional Education (CHPE) will review positive criminal histories anonymously. CHPE includes high-ranking personnel from TSC and area hospitals. CHPE reviews each case individually and determines whether the applicant may attend clinical practicum. Therefore, students may not complete the program without attending clinical training.

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 can take the American Heart Association BLS Course C through TSC for continuing education or from another source of the student's choice.



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 Clinical 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 Clinical Practicum Education may resume after delivery.

NOTE: A written release is required before this student may return to clinical 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 consequences of such procedures. I understand that I may withdraw my consent at any time without any penalty to my grade or clinical evaluation. If I decide to withdraw my consent, I will promptly notify a TSC paramedic faculty member. I have been advised and am aware that risks are associated with venipuncture and 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 an allergic response to the solution used for cleansing the area.

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 action, 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 understood 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. Therefore, I hereby execute this release and consent entirely, freely, and voluntarily.

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? Yes No
- If yes, describe:

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



TEXAS SOUTHMOST
COLLEGE

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

Drug Testing Procedure

Following the TSC student handbook and the profession of Medical Laboratory Technician, the MLT program upholds a drug-free environment. This applies to all college campuses and any extension of the college (college-sponsored events, clinical sites). All costs associated with testing are the responsibility of the student. Clinical affiliates require written documentation that students have been screened for and are drug-free. A non-negative (positive) drug screen for a student is defined under the drug testing company's procedure. It indicates the student tested outside the acceptable range set by the testing company for that substance, and the Medical Review Officer did not determine the test should be negative.

1. Students are required to complete a drug test at the designated time by the MLT Program Director:
 - a. No more than 30 days before the first clinical day in level 1
 - b. A student suspected of being under the influence of drugs or alcohol will be required to submit to an immediate substance screening.
2. Any student found violating this procedure will be subject to penalties described in the TSC Student Handbook and dismissed from the MLT program.
3. The student will sign a Consent to Drug Testing and Authorization for Release of test results before admission into the Program.
4. Once a drug screen is announced, whether it is routine, random, or for-cause drug screen, if a student leaves the immediate presence of the faculty, staff, or administration escorting students to the drug screen environment, your results will be treated as non-negative (positive).
5. A medical review officer specializing in interpreting questionable results will review all results of the non-negative drug screen. Students will bear any additional costs in this process, if needed. The Medical Review Officer's results are final.
6. Strict confidentiality is maintained regarding the outcome of the test. The Program will notify students immediately of any non-negative results.

7. Non-negative results will deem the student immediately ineligible for continuation in the Program. Students will be reported to the Student Conduct Administration at TSC for substance use while on campus for further action.
8. Students with a non-negative drug screen are ineligible for re-admission to the MLT program for 12 months and will need to follow the re-admission procedure.
9. A student who wishes to return to the Program after 12 months must meet all application requirements, provide documentation of successful treatment, and consent to and undergo a retest through a testing company selected by TSC, at the student's expense. This does not guarantee re-admission, and decisions will be made on a case-by-case basis.

For Cause Drug Testing Procedure

The term "for cause" indicates the student is demonstrating behaviors that place the student under suspicion for the use of a substance, impairing student behaviors (illegal drugs, alcohol, inhalants, or any other substance). If an MLT faculty member suspects substance use by a student, the following procedure will be followed:

2. The faculty member suspecting a student of substance abuse behavior will immediately get a witness to the student's behavior and document the student's behavior in writing.
3. The student will be immediately removed from the current environment, and the student will be advised that he/she will be immediately drug tested.
4. The incident will be reported to the MLT Program Director or designee to assist in facilitating the process of obtaining the specimen for drug testing.
5. Any transportation to a drug testing facility will be at the expense of the student. Students suspected of impairment due to substance abuse will not be allowed to drive themselves.
6. The student is suspended from all classes pending drug screen results. After the Student Affairs Committee reviews the drug screen results, the student will report to the Student Affairs Committee regarding the student's ongoing participation in the TSC MLT program.

7. If the results are non-negative, the student is reported to the TSC Student Conduct Administration and dismissed from the MLT program.

Progression and Graduation

The curriculum for the TSC MLT program is designed so the student must satisfactorily complete all MLT courses and all pre- and co-requisite courses prior to advancing to the next level. To progress to the next semester, a student must make a "C" or above in any MLT course. See individual course syllabi for that course's grading structure and criteria. A student who fails to maintain a "C" or above in any MLT course may not proceed to the subsequent MLT courses and must follow the exit process and re-admission procedure. In addition to academic success in MLT courses, students must demonstrate adherence to standards of personal and professional behavior and follow the Student Code of Conduct outlined in the TSC Student Handbook. Any concerns about students not meeting these standards will be addressed by the Student Affairs Committee. This committee will communicate any student recommendations to the student. Upon satisfactory completion of the MLT program, the student is a candidate for the Associate of Applied Science (AAS) degree. The student must complete all graduation requirements set by TSC for the AAS degree.