



2024-2025

**MLT Clinical Handbook
MLT 251/252/253/254
Clinical Experience**

I have received, read and have had the Clinical Policies and Procedures explained to me by the MLT Program Director. I have been provided the opportunity to ask questions and have had my questions answered to my satisfaction. I understand the content of the Clinical Policies and Procedures. It is my responsibility as a student to abide by these policies and procedures within this Program while enrolled at Horry Georgetown Technical College.

Date: _____

Printed Name: _____

Signature: _____

**MLT PROGRAM CLINICAL POLICIES AND PROCEDURES
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FACULTY AND ADMINISTRATION

Sandra Wetter, MBA, MLS(ASCP)

MLT Program Director

Office: GS 1000/1131

Phone: 843-477-2144

Email: sandra.wetter@hgtc.edu

Toni Ann Harmon, BS, MT(ASCP)

Adjunct MLT Faculty

Office: GS 1000/1282

Phone: 843-477-2144

Email: Toni.Harmon@ hgtc.edu

Samantha Oldroyd, DPT

Department Chair

Office: GS1000/1282B

Office Phone: 843-477-2075

Email: samantha.martel@hgtc.edu

Ann Daniels, MSN/Ed, CNE, IBCLC, RN

Dean Nursing and Health Sciences

Office: GS1000/1282J

Phone: 843-477-2168

Email: ann.daniels@hgtc.edu

Mission Statement, Goals & Learning Outcomes

HGTC MLT Mission Statement

To provide a student - centered environment for the development of professional attributes, technical abilities, and critical thinking skills expected of entry-level Medical Laboratory Technicians. The graduate will have acquired the knowledge, skills, and professional experiences for success in achieving their career and educational goals and will work as effective MLT's in their local communities. Upon completion of the program, the graduate earns an Associate Degree in Applied Science – Medical Laboratory Technology and is eligible to take the ASCP National Certification Examination.

HGTC MLT Program Goals

1. Students will be technically competent in laboratory settings.
2. Students will be able to think critically as demonstrated by correctly analyzing results of lab tests.
3. Students will be job ready as demonstrated through passing the Board of Certification (BOC) exam.
4. Students will achieve academic success by completing the program curriculum.
5. Students will participate in Community service/ professional activities.

PROGRAM ACCREDITATION

The MLT program is in the accreditation process by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

5600 N. River Road Suite 720
Rosemont, Illinois 60018-5119
Phone (773) 714-8880
Website: www.naacls.org.

A copy of the Standards of Accredited Educational Program for the Clinical Laboratory Technicians/Medical Laboratory Technicians is available to students for review at www.naacls.org.

The program is in the accreditation process with NAACLS.

Upon completion of all Medical Laboratory Technology Program requirements students receive an Associate in Applied Science Degree – Medical Laboratory Technology. They are then eligible to apply to take the national certification examination administered by the American Society of Clinical Pathologists (ASCP). A passing grade on this exam entitles the graduate to use the abbreviations MLT, ASCP following his/her last name.

Graduation from the MLT Program is not contingent on passing the Board of Certification Exam offered by the ASCP.

ADMISSION TO THE CLINICAL EDUCATION COURSES

Admission to all clinical education courses is limited to those individuals who have successfully met and/or submitted the following criteria:

1. Satisfactory documentation on the Required Tests/Immunizations Documentation form.
2. Satisfactory documentation on the required Criminal Background Check and Drug Screening.
3. Satisfactory documentation of the Technical Standards Requirements of the Program.
4. Payment of liability insurance designated by the College.
5. Completion of appropriate clinical site orientations.
6. Completion of all prerequisite MLT courses with a minimum grade of a "C".
7. Permission of the Medical Laboratory Technology faculty and clinical affiliates.

The clinical education experience is divided into four (4) clinical courses.

MLT students are responsible for following the established policies and procedures. This includes the policies and procedures stated in the College's Catalog, and this Program Handbook. In addition, the student is responsible for observing all policies and procedures listed in each clinical affiliate's employee handbook. Failure to follow these procedures will result in disciplinary action from the Program. Clinical affiliates, while separately located, are considered an integral component of the Program for the student's clinical assignments.

CLINICAL PRACTICUM AFFILIATES

The MLT Program is affiliated with, but not limited to, the following area hospitals:

- Conway Medical Center, 300 Singleton Ridge Road, Conway, SC 29526
- HCA-Grand Strand Medical Center, 809 82nd Parkway, Myrtle Beach, SC 29572
- HCA- South Strand Medical Center, 5050 Hwy 17 Bypass, Myrtle Beach, SC 29588
- McLeod Seacoast Hospital, 4000 Highway 9E, Little River, SC 29566
- McLeod Loris Hospital, 3655 Mitchell St, Loris, SC 29569
- Tidelands Health-Georgetown, 606 Black River Rd., Georgetown, SC 29440
- Tidelands Health-Waccamaw, 4040 Hwy 17, Murrells Inlet, SC 29576
- Carolina Health Specialists, 4591 Socastee Blvd, Myrtle Beach, SC 29588
- Atlantic Urology Clinics, 3600 Sea Mountain Highway, Suite D, Little River, SC 29566
- Atlantic Urology Clinics, 135 Professional Park Dr, Conway, SC 29526
- Atlantic Urology Clinics, 1255 Tadlock Dr, Murrells Inlet, SC 29576

Students may be assigned to any of these hospitals for complete or partial clinical training. Students will be responsible for their own transportation to their clinical rotations. Assignments will be made by the MLT Program Director and are distributed as equitably as possible in order to give each student a positive learning experience.

The MLT student will be scheduled to spend a portion of the clinical rotation in a combination of physician's offices and diagnostic labs.

The MLT student will also be scheduled to spend one (1) week in Phlebotomy Services at the hospital. The student will perform early morning collections until minimum performance requirements are met or until the student can competently perform collection procedures. The student can be scheduled with the Phlebotomy Services after the one (1) week rotation if the student is performing competently. If, however, the student does not meet the minimum performance requirements due to lack of competence, additional time will not be permitted, and this will be reflected in the evaluation and on the department tally sheets.

CLINICAL AFFILIATE'S RIGHTS IN STUDENT EVALUATIONS

In compliance with the written agreement between Horry Georgetown Technical College and affiliated hospitals (or other health facilities), the clinical affiliate reserves the privilege of referring to Horry Georgetown Technical College any student found to be lacking in ability to develop qualities essential for the MLT Program in which he/she is enrolled, or for failure or unwillingness to conform to the regulations of the clinical affiliate and has the right to recommend withdrawal from their facility any student for reasons of unsatisfactory performance, violation of policies, or other misconduct, any recommendation must be presented in writing to the MLT Program Director and the Dean of Nursing and Health Sciences of Horry Georgetown Technical College. A student who is dismissed from the clinical affiliate for reasons cited above will not be allowed to return to that clinical site until the issue has been resolved and will be referred to the Vice President of Student Affairs for disciplinary action as appropriate.

WAITING LIST (ALTERNATE STATUS) POLICY

In the event that a clinical site is not available, a waiting list will be used. All students will be assigned points for the following criteria: GPA (program GPA), attendance/tardy, and laboratory skills assessments. In the event of a tie then the student's selective admission ranking will be used to break the tie. Students will then be assigned to a clinical training site in the order in which he/she placed in the ranking. All students are required to sign a clinical assignment waiver indicating the understanding of this policy. (*NAACLS Student Standard IV.K.2*)

CLINICAL PRACTICUM ATTENDANCE

Students are assigned to the clinical facility two to three (3) days per week, for 18.0 clinical hours (lunch break is mandatory for 9-hour days, not mandatory for 6-hour days). The student may not skip lunch to leave early. One (1) day per week (4.0 hours) will be spent on the College campus to take the weekly rotation tests and for certification exam review, etc.

It is the responsibility of the student to be in attendance at the appropriate clinical facility when assigned. **All assigned time missed must be made up within two (2) weeks of the absence. Failure to make-up missed time will result in a grade of "incomplete" for the rotation, until the time is satisfactorily made-up.**

Because of the nature of clinical instruction, a student who is absent more than 4% (5 hours) of the scheduled time in clinical for any reason will be given a written warning. If absent more than 8% (10

hours) of the scheduled time in clinical for any reason the student may be dropped from the program except in extenuating circumstances as approved by the Dean of Nursing and Health Sciences. Even though all missed clinical time must be made up, clinical make up time is not considered an equivalent experience to the regularly scheduled clinical assignment. Therefore, if a student is absent for more than 8% (10 hours) of the planned clinical experience (at the clinical facility or on the College campus), the objectives of the course cannot be met satisfactorily, and the student will be given an “F” for the course. Each student is responsible for maintaining his/her own attendance and tardy records.

If the student must be absent, or if clinical rotation days are modified in any way, the clinical instructor and the MLT faculty MUST be notified before the scheduled time at clinic. Voicemail and e-mail notification of MLT faculty are acceptable forms of communication. If the student has to be absent on a day scheduled to be on the College campus, the appropriate MLT instructor(s) must be notified before the scheduled class time. If no appropriate “call in” is received, the student will be given a written warning for the first offense and dropped from the Program for the second offense except in extenuating circumstances as approved by the Dean of Nursing and Health Sciences.

The student will make up all missed clinical time at the clinical affiliate in the specific rotation in which the absence occurred. Make up time will be scheduled at the direction of the clinical instructor, MLT faculty, and Program Director. The time should be made up within two (2) weeks of the absence, except in extenuating circumstances as approved by the Dean of Health and Human Services. Missed time may not be made up on days when HGTC is closed or has no classes. Make up time must be entered in Trajecsys as a time exception, and the student must include the date of the missed time in the explanation box. Failure to log time appropriately will result in a 5-point reduction of the time and attendance grade.

If the student is absent more time than can be made-up in a two (2) week period, and/or course requirements cannot be completed, the student will drop out of the departmental rotation and receive a grade of “W” for the clinical course. The student will have to repeat the rotation at the convenience of the clinical facility, MLT faculty and Program Director. Tuition will be paid for the semester the course is repeated.

Anyone absent more than 64 hours (eight days) during the nine (9) month training period will be dismissed from the Program, and the Readmission Policy will apply, except in extenuating circumstances as approved by the Dean of Nursing and Health Sciences.

CLINICAL PRACTICUM TARDINESS

Each student must clock in and out for his/her assigned department at the time designated by his clinical instructor. If the student is going to be late, the clinical instructor and education coordinator must be notified before the scheduled clinical training time. If a student is late, time missed must be made-up as soon as possible at the convenience of the clinical instructor, and no later than 2 weeks from the occurrence. Make up time must be entered int Trajecsys as a time exception, and not in the clinical rotation area or class at the time the rotation is scheduled to begin. **A tardy is defined as any clock time that reflects a time later than the scheduled rotation. Example: Rotation begins at 6:00am a clock time of 6:01am or later will reflect a tardy arrival to clinic. (Each third tardy at the clinical facility will count as an absence and will apply toward the general clinical absence policy. One (1) full day of absence time must be made-up as a result of these three (3) tardies. A**

5-point reduction will be applied to the time and attendance grade for students who accrue three tardies or more in a clinical rotation.)

CLINICAL PRACTICUM DOCUMENTATION OF CLINICAL TIME

All students are required to document clinical time. This documentation is recorded in the online record keeping system. No one is to clock anyone else in or out. Violation of this policy will result in immediate disciplinary action and may result in dismissal from the program. If the student forgets to clock in or out, a time exception must be completed in the online record keeping system and approved by the clinical instructor. Having the time recorded by the clinical instructor is the responsibility of the student and should be completed as soon as the deficiency is discovered. Failure to do so properly may result in the student being counted absent from the clinical. After the third occurrence of failure to clock in or out, the Tardy Policy will be implemented. Each third occurrence will count as an absence and will apply toward the clinical practicum attendance policy.

The time the student is to report to the clinical facility will vary with departmental rotations and clinical facilities. The week before the student is scheduled to begin a new departmental rotation, he or she should contact the clinical instructor of the new department to introduce himself or herself and confirm the time they are expected to arrive in the area.

The student must adhere to his or her scheduled clinical rotation hours. If a student comes in early, he or she will not be allowed to leave the department early. The student may not accumulate time by coming in early and then using the time at a later date for an absence or tardy.

During each clinical rotation, the student will be permitted to leave an assigned area for a fifteen (15) minute break in the morning and a thirty (30) minute lunch break daily. These rest periods must be taken at the discretion of your clinical instructor. The student should never leave an assigned area without notifying the clinical instructor. Under no circumstances is a student to leave the hospital premises unless he or she clocks out when leaving and back in when returning. The student is not allowed to skip lunch in order to leave early. The break and lunch times must be adhered to strictly. Students should take breaks and lunch at the same time as the Clinical Instructor to prevent gaps in the time spent on meaningful laboratory tasks, unless otherwise instructed by the clinical instructor.

CLINICAL PRACTICUM DRESS CODE

Students must present a professional image at all times. It is the right of the patient to be treated with dignity and care by health professionals practicing good personal hygiene.

Beginning the fourth term of the MLT Program, all students must follow the following dress code for clinical. (Special note – if the clinical site to which a student is assigned has a specific dress code, the student will be required to adhere to that facility’s dress code.)

Male and Female Student:

- Matching scrub sets (top and pants) of standard styles, in Navy.
- Short or long sleeves are acceptable but sleeveless uniforms are not allowed.
- Shirts are permitted to be worn under uniforms for warmth or coverage. Must be solid, and white, black, gray or navy blue.
- No jumpsuits, knickers, stirrup/stretch pants, cotton knit pants, or pajama wear.
- Pants with elastic or ankle bands are allowed as long as long socks are worn.
- Fluid-resistant duty shoes: must be a fully enclosed closed shoe with a full heel, (no clog-like shoes, no sling-back or thong-type, no mesh or canvas shoes are allowed) and must be worn with socks.
- Lab Coat/Scrub Jacket in Navy or White. (Optional) Fluid impervious lab coats will be provided by individual clinical sites and must be worn in clinical areas.

The following rules will be observed:

1. A freshly laundered, unstained, and well-pressed clinic uniform must be worn - in the clinical rotation. An inappropriately fitted uniform will not be permitted. Undergarments must not be visible above, below or through the uniform material.
2. Shoes must be closed-toe, closed heel, clean, polished, unscuffed, and impermeable to fluids.
3. No visible tattoos allowed in clinical rotations.
4. A College student photo ID must be displayed at all times while functioning in the role of a MLT student. The name and student's photo on the ID must be visible at all times.
5. The MLT program embroidery must be present on the upper left-hand side of the scrub top.
6. Items of jewelry must serve a professional function. No "message" buttons except those observing Medical Laboratory Technology Week are permitted.
7. A pen and sharpie with black ink must be kept in the uniform pocket at all times.
8. Fingernails must be neat, clean and short (no more than slightly visible when looking from the palm of the hand). Colored nail polish is not allowed. No artificial fingernails or nail tips allowed. Clear fingernail polish is allowed.
9. A matching set of small post earrings for pierced ears is permissible. Earrings are allowed in ears only (One earring per ear. The earring must not extend below the earlobe). NO temporary dental appliances (i.e., grilles) or body piercings will be allowed anywhere else on the body (ex: nose, lip, eyebrows, tongue, etc.).
10. No necklaces, bracelets, or anklets are allowed. Rings must be limited to one per hand. (Wedding set constitutes one ring).
11. A digital or analog watch may be worn. No wearable technology, including any device capable of internet access, texting, phone, or camera capabilities is allowed. These include but are not limited to Apple Watch, Samsung Galaxy Watch, Fitbit, etc.
12. Males must be neatly shaven daily. (Beards and mustaches are permitted if neatly trimmed).
13. Hair must be clean, well-groomed, pulled back from the face and secured at the nape of the neck, or kept above the collar. Hair ornaments must be neutral or hair color. No large ornaments are permissible. Unconventional hairstyles (including hair styles of excessive height, above 3 inches, spikes, mohawks, dreadlocks, etc.) or hair colors (naturally occurring hair colors only) are not allowed.
14. Only a moderate amount of makeup is allowed.
15. When in uniform, the uniform dress code applies, and the student is expected to comply with "full" uniform dress (including shoes and college student photo ID badge.)
16. Students may not smoke while in their clinical uniform. ***All Clinical Affiliates are now Tobacco Free campuses.***

17. If a faculty member determines cigarette odor on a student's breath, body or clothing the faculty member will dismiss the student from class or the clinical area. The student will receive a "missed classroom/clinical day" for the occurrence.
18. No strong perfumes, colognes, or strong toiletries are permitted in the clinical setting or class.

CLINICAL PRACTICUM DRESS CODE VIOLATIONS

All students will be required to follow the dress code policy. Any student with inappropriate dress will be dismissed from the classroom/lab and the clinical site. The student will be considered absent for that day. The missed time within the clinical rotation must be made-up. A student with a minor infraction will be given a written warning. After accruing two (2) written warnings in one (1) semester, the student will be dismissed from the clinical site and the clinical rotation must be made-up. (The entire number of daily assigned hours must be repeated, regardless of the time the student is dismissed). Repeated violations of the dress code will warrant dismissal from the Program.

CLINICAL GRADING SYSTEM

All first year MLT courses must be passed with a minimum of "C" (70.0%) before a student begins clinical training.

There are four clinical courses: MLT 251, MLT 252, MLT 253, and MLT 254. Each course contains departmental rotations in Chemistry, Blood Bank, Microbiology (to include Serology), Hematology (to include Coagulation), Urinalysis, Phlebotomy Services, and Enrichment, if time and the clinical site allows for it. These departmental rotations contain some or all of the following elements to be completed by the student: weekly tests, final exam, practical exam, evaluation of clinical performance and daily/weekly tally sheets. The student must take the appropriate test each week according to his/her clinical rotation schedule. The practical exam will be scheduled by the clinical instructor. All elements to be completed by the student **must be turned in or completed by the last day of the departmental rotation. Any element not completed according to schedule will result in a deduction of 1 point per day. Any work not turned in or completed within two weeks of completing the departmental rotation will result in a grade of "0".**

An overall "C"(70.0%) or better average must be achieved in each clinical course and rotation. If this competence is not achieved, a second complete rotation will be scheduled at the convenience of the clinical faculty and Program Director. When the rotation is repeated, the student will be required to complete all original processes and procedures for the course. Tuition must be paid for the semester in which the second rotation occurs. The grades for all components of the rotation will be averaged with the original rotation and a "C" (70.0%) must be achieved in order to pass the repeated rotation.

A clinical departmental rotation may be repeated only once. Upon failure to satisfactorily complete all requirements after repeating the rotation, the student will be dismissed from the Program and the Readmission Policy will apply. Failure of two (2) departmental rotations in the clinical practicum will result in dismissal from the MLT program.

A student has a maximum timeframe of three years from their enrollment date to complete the program. If this is not achieved the student will have to repeat all didactic and clinical courses regardless of the original grade OR demonstrate competency by passing an exam with a minimum score of 80% (including written and practical portions) for each course.

The student will not complete all departmental rotations until the end of the Spring semester. Grades will be assigned for MLT 251, MLT 252, MLT 253, and MLT 254 according to each individual student's rotation schedule.

Chemistry (7-8 weeks to include Phlebotomy and “enrichment”)
Blood Bank (7-8 weeks)
Hematology (7-8 weeks to include Coagulation and Urinalysis)
Microbiology (7-8 weeks)

CLINICAL ROTATION GRADES

Blood Bank/Chemistry/Hematology/Microbiology/Urinalysis:

Test Average	30%
Evaluation	30%
Practical	30%
TTE*	10%
	<hr/>
	100%

*TTE = Timely recording of Time In/Out and logging tasks, Completion or all rotation requirements and Evaluation of the clinical site.

Enrichment = Enrichment rotation (if available) counts as a TTE grade in the chemistry rotation.

COURSE GRADES (MLT 251, 252, 253, AND 254)

Grades will not be assigned for any rotation until all requirements are complete. If the student cannot complete 15 weeks of clinic rotation during the fall semester, a grade of "I" (incomplete) will be assigned for MLT 252. As soon as all course requirements are met and the clinical rotation is completed, the "I" will be changed to the final grade. Each clinic course grade will include 7-8 weeks of rotations, each counting an equal percentage of the grade.

All assignments, both graded and ungraded must be completed and turned in by the last day of the semester. If not completed and submitted, a grade of “I” will be recorded with a one (1) week deadline for completion, except in extenuating circumstances approved in advance by the Dean of Health Sciences. If not completed, the grade will automatically become an ‘F’ and the student cannot progress in the program.

MINIMUM PERFORMANCE REQUIREMENTS AND DEPARTMENTAL TALLY SHEETS

The student will receive a list of the minimum number of tests that should be performed in each department. (More than this number of tests may have to be performed in order for the student to

reach competence.) The clinical instructor will decide when the student has reached competence in performing each procedure.

These lists are used to record daily/weekly work in the department. The student is to complete these lists, making sure at least the minimum numbers of tests are performed according to the minimum performance requirements specified for each departmental rotation. The student will record performance **daily** in the online recordkeeping system. (Late entry of daily tasks, more than 1 day after performance, will result in a 5-point deduction per day.) The clinical instructor will verify completion in the online recordkeeping system at least weekly. Completion of this task is a component of the rotation grade (part of TTE grade).

To complete a departmental rotation, a student must have performed at least 80% of his/her daily work satisfactorily as determined by the clinical instructor.

All daily/weekly work should be completed and documented in the online recordkeeping system by the end of the departmental rotation. *The student will receive a grade of Incomplete (I) if the incomplete work is not completed by the date of grade submission.* Work missed due to an absence must be completed, a student will receive an "I" or incomplete if this occurs at the end of a semester and all work is not completed in time for grades to be turned in by the Program Director or course instructor. All work missed must be completed and turned in within two weeks of completing the departmental rotation. If work is not completed in two weeks, the "I" will become an "F", except in extenuating circumstances approved in advance by the Dean of Health Sciences.

ENRICHMENT ROTATIONS

The student may be scheduled at a facility or department that will enhance their clinical experience, such as a physician's office lab, industrial lab, hospital lab other than main rotation, histology lab, etc.

PHLEBOTOMY SERVICES

The student will be scheduled to spend one week (2-3 days) in Phlebotomy Services. If the minimum number of successful sticks (50) has not been achieved by the end of the second week there are 2 options:

Option A: Student is deemed competent by the clinical instructor and the only reason the student did not achieve the minimum number of successful sticks was due to low patient volume, then the student will be scheduled to perform morning collections until the minimum is achieved.

Option B: The student will receive a grade based on the number of sticks and competence achieved, and the student will have to repeat the Phlebotomy rotation.

MISSED CLINICAL ROTATION TESTS

The student will make up any missed test as follows:

1. The student will have one week to take the make-up test.
2. The test will be a different version from the test taken by students present that day.
3. The make-up test will be taken in the Testing Center.

4. Failure to take the make-up test on time will result in a zero on that test.

SUSPENSION/DISMISSAL FROM THE MEDICAL LABORATORY TECHNOLOGY PROGRAM

A student may be suspended or dismissed by the Vice President of Student Affairs for specific violations of the Medical Laboratory Technology Program and the College's policies and procedures. Specific violations are listed throughout this MLT Clinical Policies and Procedures Manual, and The MLT Program Handbook, and include, but are not limited to, the following:

1. Any false statement, or omission of information, made on the College's application or health forms.
2. Negligent or unauthorized acts which contribute to a serious hazard for, or injury to, any patient or other persons on the College or clinical affiliate premises.
3. Unauthorized disclosure of confidential information about patients or hospitals.
4. Falsifying clinical records, college or other official documents which are submitted, including false recording of recording of time.
5. Any form of dishonest act including cheating, theft, and fraud.
6. Unauthorized use, possession of, or being under the influence of intoxicants, narcotics, or other drugs while on the College's or affiliate's premises.
7. Gross negligence of their duty or leaving clinical assignments during scheduled hours without authorization.
8. Any form of grossly improper conduct detrimental to the operation of patient care or the safety of co-workers.
9. Failure to adhere to the Program and College's policies and procedures.

Other violations are listed in HGTC's MLT Student Handbook, along with the Student Appeal Process and Student Grievance Procedure.

If HGTC's MLT program officials are asked to remove a student or if the student is dismissed from a clinical site for a documented deficiency or deficiencies, the student may be dismissed from the MLT program. It is the responsibility of the student to keep the clinical facility they are assigned. It is NOT the responsibility of the college to obtain another clinical placement for the student when they did not successfully perform in their original clinical placement.

CLINICAL LIAISON RESPONSIBILITIES

The clinical liaison, with the collaboration of the clinical instructors, coordinates, ensures, and evaluates the effectiveness of clinical instruction, monitors and evaluates students' clinical performance, and maintains effective communication with the program director and MLT faculty.

PERFORMANCE OF UNAUTHORIZED PROCEDURES

The performance of any unauthorized or unsupervised procedures during clinical training will result in immediate disciplinary action which may lead to suspension from the program or course. Unauthorized procedures will include but are not limited to, the use of a computer code assigned to someone else or letting anyone use the computer code assigned to the student.

STUDENT CLINICAL WORK

Students may not substitute for regular clinical staff but after competence is achieved, they may perform procedures with qualified supervision. Any work outside regularly scheduled hours must be noncompulsory (voluntary).

PATIENT CONFIDENTIALITY

Patients have a right to privacy. They have a right to expect that details of their condition, treatment, medical history, personal and financial affairs will be kept confidential by students and all health personnel whose duties require that such information be disclosed to them. A student is not authorized to decide what information a patient would object to having disclosed, what one person considers to be unimportant may be considered highly sensitive and embarrassing by another person.

Students who breach this duty of confidentiality by disclosing patient information other than as is necessary to perform their jobs will be subject to disciplinary action.

CLINICAL RELATED ACCIDENTS

1. FOR LIFE THREATENING EXPOSURE OR INJURY, CALL 911 / SEEK IMMEDIATE MEDICAL TREATMENT.
2. A student who is injured or has a significant exposure to blood or body fluids in either the clinical assignment or classroom should immediately notify his/her clinical instructor and program director.
 - a. CLINICAL SITE: Document details of the occurrence and care rendered on the appropriate facility incident report form(s).
 - b. CLASSROOM: Complete a Student Accident Report Form obtained from the office of Health Science office or the campus security.
3. If the injury or exposure is NOT life threatening, the student shall contact their personal physician for immediate care and follow-up.
4. The college and the clinical facility are not responsible for any claims for expenses that result from an action of a student in the clinical site setting or student laboratory.
5. A copy of the summary/incident must be forwarded to the MLT Program Director.
6. Contact HGTC Security or the MLT program director for additional questions

TELEPHONE ETIQUETTE FOR REPORTS

Frequently, laboratory reports are requested by telephone. Grave error can result from giving such information over the phone. If approved by the clinical instructor to answer the telephone, the following guidelines should be observed:

1. When answering the telephone, speak clearly and pleasantly. Identify the lab area and give your name.
2. The person requesting the information must be authorized to receive it. Usually this is the Nursing Unit Coordinator, nurse, or physician. For other persons, refer the call to a technologist or a technician.
3. Conversations and loud machine noises should not be allowed to interfere with verbal reporting of lab data.
4. Report the patient's name, hospital number, and data in a moderate and clear voice. Speak distinctly. Require the recipient to repeat the full report back to you to be sure it was recorded accurately.



Clinical Experience I

Hours: Class 2, Lab 9, Credit 5

Pre-Requisite(s):

Successful completion of earlier program requirements

Co-Requisite(s):

None

Course Description:

This course provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Course Topics:

- Performance of tests in areas of Transfusion Medicine (Blood Banking), Hematology, Chemistry, Microbiology, and Urinalysis
- Collecting blood samples via venous and capillary punctures
- Correlating laboratory test results with patient diagnosis and treatment

Textbook(s):

Textbooks used for previous MLT courses will be used.

Required Materials:

- Each student will be required to complete all Care Learning modules prior to starting clinical rotations.
- Students must wear a Photo ID while training at the clinical facility. The Photo ID is obtained in Admissions. The student must purchase a lanyard or clip to display the ID on his/her person at all times.
- Prior to entering a Health and Human Services program each student must submit the specific Required Tests/Immunizations Documentation and Medical History forms with appropriate information documented and signed by his/her physician
- At the beginning of the second year of training, each student must be retested for tuberculosis
- A criminal background investigation (CBI) and drug testing are required for each Health and Human Services student who has been accepted into a curriculum program of study with clinical experiences
- All students must wear clean, well-fitting scrubs to class and clinical.

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

- A** 90-100
- B** 80-89
- C** 70-79
- D** 60-69
- F** 0-59

Student Learning Outcomes:

Upon completion of the course, the student will be able to:

Students must master all MLT 251& 252 student learning outcomes in order to receive an overall passing grade in this course.

1. Explain the tests performed, methodologies, disease, and test result correlations for each Lab department:
 - a. Chemistry
 - b. Hematology
 - c. Hemostasis/ Coagulation
 - d. Urinalysis & Body Fluids
 - e. Blood Bank
 - f. Microbiology
2. Identify cells and organisms using Media Lab software.
3. Clinical site experience

Students must master all MLT 253 student learning outcomes in order to receive an overall passing grade in this course.

1. Develop an appropriate strategy in preparation for the American Society of Clinical Pathologists- Board of Certification (ASCP-BOC) Exam
2. Accurately prepare a cover letter and resume for a position as a medical laboratory technician
3. Participate in a mock interview for a medical laboratory technician employment opportunity.

4. Discuss the student's strengths and weaknesses as a MLT and identify a career development plan.

Students must master all MLT 254 student learning outcomes in order to receive an overall passing grade in this course.

1. Develop an appropriate strategy in preparation for the American Society of Clinical Pathologists- Board of Certification (ASCP-BOC) Exam
2. Present a Case study from current clinical rotation within the profession of medical laboratory.
3. Discuss the student's strengths and weaknesses as a MLT and identify a career development plan.

Standard HGTC Course Policies:

View course policies:

HGTC Academic Catalog & Student Handbook

<https://www.hgtc.edu/documents/academics/catalog/2022-2023.pdf>

MLT handbook

<https://www.hgtc.edu/documents/academics/programs/mlt/mlt-handbook.pdf>

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general HGTC policy regarding this)
- Services For Students with Disabilities
- Online Confidentiality
- Withdrawal Policy



Medical Laboratory Technology Student Clinical Evaluation

Student Last Name	First Name	Clinical Site
Clinical Instructor(s) (Please Print)		
Rotation	Period of Evaluation	
	From	To

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

Instruction to Evaluators:

1. Please be honest in rating the following characteristics of the student.
2. Base your judgment on behavior you feel is *characteristic* of the student *during* the period of evaluation rather than on an isolated incident.
3. The following behaviors/characteristics are categorized and include a numerical rating range within each category. **Assign a numerical value from 0-100 for each behavior/characteristic observed for the student during the stated period of observation.**
4. Comments must be entered for any rating in the POOR or NEEDS IMPROVEMENT categories.
5. If a student falls within a rating which you feel is fair, but part of the descriptor does not apply, mark out the phrase which does not apply.
6. Under the COMMENTS section, **please** write a brief overview of the student's performance. Any problems which you encountered with the student, as well as praise, should be notated here. This is very helpful to the students so they will learn their strengths and weaknesses.

IMPORTANT:

Please contact Sandra Wetter at 843-477-2144 if you suspect or know of any student who is acting unprofessionally, i.e., sharing patient results with unauthorized persons, using inappropriate language, etc.

Medical Laboratory Technology Student Evaluation

Skill	Poor to Marginal Needs Improvement 60-69	Average 70-79	Above Average 80-89	Excellent 90-100	Assigned Grade
1. Punctuality and Attendance	Frequently late or absent and/or takes much too long at breaks.	Occasionally late or absent and/or takes too long on breaks.	Rarely late or absent and/or abuses break time.	Never late or absent and/or does not abuse break times.	
2. Initiative	Not well prepared. Always needs help finding reagents and supplies. Procedures not read beforehand or not read thoroughly. Needs much help getting started. Never recognizes mistakes; corrective action initiated by clinical instructor.	Basically prepared. Has a little trouble getting started. Reads procedures and requires help getting started. Sometimes recognizes mistakes and takes corrective action.	Student comes to clinical prepared. Reads procedures thoroughly and performs with minimal help. Usually recognizes mistakes and takes corrective action.	Student is a real self-starter. Comes to clinical prepared and ready to work. Reads procedures thoroughly before proceeding and performs with no help. Recognizes mistakes and takes corrective action when necessary.	
3. Organizational Skills	Poor. Wanted instructor to detail out everything to be done step by step. Very close supervision necessary.	Slow getting started. Moderate confusion as to what to do first. Work progressed fairly smoothly once started. Average supervision needed.	Good. Some confusion initially but work flowed very smoothly once started. Minimal supervision necessary.	Exceptional. Had materials, supplies and specimens arranged so that work flowed smoothly. No confusion. Supervision unnecessary.	
4. Maintenance of Work Area and Supplies	Usually does not restock work area, put supplies and reagents away. Work area is cluttered most of the time.	Usually restocks work area, puts supplies and reagents away. Some clutter in the work area.	Almost always restocks work area, puts supplies and reagents away. Very little clutter in work area.	Always restocks work area, puts supplies and reagents away, and/or washes glassware. No clutter in work area.	
5. Observing Laboratory Safety	Does not exercise caution when handling biologic specimens. Does not wash hands most of the time. Often forgets to disinfect work area or clean up spills. Does not observe lab safety rules. At risk of contracting AIDS or hepatitis.	Generally, handles biologic specimens cautiously. Occasionally forgets to clean up spills, wash hands and/or disinfect work area. Has been found not observing lab safety rules.	Handles biologic specimens with appropriate caution. Washes hands at appropriate times. Cleans up spills and disinfects work area when finished. Observes lab safety rules.	Excellent technique in handling biologic specimens. Always washes hands at appropriate times. Always cleans up spills immediately and disinfects work area when finished. Always observes lab safety rules and works to assure the safety of others.	
6. Professional Judgment	Does not recognize own limitations; proceeds on own without checking with clinical instructor; overestimates abilities.	Occasionally fails to recognize own limitations; occasionally fails to check with clinical instructor before proceeding; occasionally overestimates abilities.	Recognizes own limitations; checks routinely before proceeding; seeks assistance when approaching limits of ability.	Effectively carries out responsibilities within limits of ability; recognizes own limitations; routinely seeks clinical instructor advice and consultation.	

Skill	Poor to Marginal Needs Improvement 60-69	Average 70-79	Above Average 80-89	Excellent 90-100	Assigned Grade
7. Attitude	Fails to cooperate with others; unresponsive to criticism; and fails to respect others' professional roles.	Generally, cooperates with others; generally responsive to criticism; usually respects others' professional roles.	Cooperates with others; responds readily to criticism and respects others' professional roles.	Cheerfully and willingly performs all work assigned; seeks out input on performance; expends extra effort to cooperate with others; respects and complements others' professional roles.	
8. Adaptability	Cannot function in new and changing situations. Extremely flustered at these times.	Functions adequately in new and changing situations. Occasionally gets flustered.	Functions well in new and changing situations. Rarely gets flustered.	Excellent ability to adapt to new and changing situations. Rarely gets flustered.	
9. Technical Skills	Procedures accomplished using improper technique; fails to organize equipment ahead of time; difficult timing and coordination; difficulty mastering new skills.	Procedures generally accomplished using proper technique, but occasionally fails to organize equipment properly, minor problems with timing and coordination. Minor difficulty mastering new skills.	Procedures performed using proper technique; equipment organized as procedure was performed; coordination and timing appropriate. Masters new skills easily.	Procedures performed using excellent technique; equipment organized ahead of time; coordination and timing precise; masters new skills with great facility.	
10. Recording Results	Due to the number of clerical errors this student has made, he/she is at risk of compromising patient care.	Occasionally makes a clerical error. Work is legible.	Rarely makes a clerical error, sometimes corrects errors properly. Work is neat and legible.	Rarely makes clerical errors, always properly corrects them. Work is extremely neat and legible.	
11. Application of Knowledge	Inability to apply knowledge of clinical significance to laboratory results. Cannot troubleshoot problem to determine additional testing necessary. Never brought abnormal results to my attention.	Occasional inability to apply knowledge of clinical significance to laboratory test results. Usually needs help determining additional necessary testing. Occasionally brought abnormal results to my attention.	Applies knowledge of clinical significance to laboratory results obtained. Occasionally needs help determining what additional testing is necessary. Almost always brought abnormal results to my attention.	Demonstrates advanced application of results obtained to clinical significance. Identifies problems and performs additional testing when necessary. Always brought abnormal results to my attention.	
12. Quantity of Work	Does not complete work assigned at times or performs the minimal amount of work to meet objectives.	Performs a satisfactory amount of work which is expected of a student at this level.	Performs more work than most students at this level. Sometimes asks for additional tests to perform.	Performs more work than most students at this level. Asks for additional tests to perform when possible.	
13. Level of Knowledge	Difficulty recalling and comprehending basic principles and procedures. Inadequate pre-clinical preparation. Needs improved knowledge base.	Occasional difficulty recalling and comprehending basic principles and procedures and applying knowledge to actual clinical work.	Recalls, comprehends and relates knowledge of basic principles and procedures to actual laboratory work.	Recalls, comprehends and relates knowledge. Demonstrates advanced comprehension and application of basic principles and procedures to laboratory work.	

Skill	Poor to Marginal Needs Improvement 60-69	Average 70-79	Above Average 80-89	Excellent 90-100	Assigned Grade
14. Ability to Learn	Assimilates information passively and indifferently. Lacks knowledge of assigned readings. Asks unnecessary questions. Has difficulty following directions/ instructions even with coaching. Must be closely watched, assisted or coached to fulfill test procedure requirements.	Shows interest; asks few questions or asks unnecessary questions; demonstrates knowledge of assigned readings. Able to follow directions/instructions with coaching. Sometimes must be assisted/coached to fulfill test procedure requirements.	Expands extra effort to read on problems encountered; asks many good questions; demonstrates knowledge of assigned readings. Often able to follow directions/ instructions without additional coaching. Fulfills test procedure needs or requirements as the test proceeds.	Demonstrates independent learning effort; undertakes supplemental readings; is questioning, insightful and enthusiastic; participates in teaching discussions. Clearly able to follow directions/instructions without coaching. Easily anticipates test procedure needs or requirements (i.e., waterbath, pipets, etc.)	
15. How would you rate the overall level of performance of this student? (0 - 100)					

Total Student Points = _____ = _____ %
 Total Possible Points = 1500

Clinical Rotation Grade

Overview of Performance: Please give a brief description of the student's performance INCLUDING strength(s) and weakness (es). The comments are constructive criticisms to help the student identify areas in which they exhibit acceptable performance and the areas in which, although the performance was acceptable, more work is needed.

(Evaluator's Signature)

Date

(Student's Signature)

Date

(TO THE STUDENT: This document becomes part of your permanent file. Your signature is to verify that you have read this document and does not indicate agreement. Please initial each page of the evaluation.)

(Program Faculty Signature **OR** Program Director if Evaluation of grades are <75%)

Date

Grand Strand Medical Center:

CORE LAB (CHEM, HEME,UA)	TBD
MICROBIOLOGY	TBD
TRANSFUSION SERVICES (BB)	TBD
PHLEBOTOMY	TBD

Conway Medical Center (CMC):

CORE LAB (CHEM, HEME,UA)	TBD
TRANSFUSION SERVICES (BB)	TBD
PHLEBOTOMY	TBD
MICROBIOLOGY	TBD

McLeod - Seacoast:

CORE LAB (CHEM, HEME,UA)	TBD
MICROBIOLOGY	TBD
TRANSFUSION SERVICES (BB)	TBD
PHLEBOTOMY	TBD

McLeod - Loris:

CORE LAB (CHEM, HEME,UA)	TBD
PHLEBOTOMY	TBD

Carolina Health Partners:

CORE LAB (CHEM, HEME,UA)	TBD
PHLEBOTOMY	TBD

Atlantic Urology – Little River:

CORE LAB (CHEM, HEME,UA)	TBD
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Tidelands - Waccamaw:

CORE LAB (CHEM, HEME,UA)	TBD
TRANSFUSION SERVICES (BB)	TBD
PHLEBOTOMY	TBD

Tidelands - Georgetown:

CORE LAB (CHEM, HEME,UA)	TBD
PHLEBOTOMY	TBD

HGTC ON CAMPUS:

MICROBIOLOGY/HEMATOLOGY	TBD
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Signature Forms and Orientation Requirements



South Carolina Passport Project

Student Instructions

careLearning

Completing the below Care Learning modules expedites the orientation process and facilitates the completion of basic regulatory training requirements prior to entering a healthcare facility. To get started, create a new account or re-use your existing account at: <http://passport.carelearning.com>.

- Use **your school issued HGTC email account** when creating your Care Learning account. The program will require you to verify your account during the process.
- You will purchase courses and have access to them for 365 days. The total cost is \$15.00. **The modules must be completed yearly** unless they expire during the semester. If so, you will click on **Repurchase** to complete the updated modules again prior to the start of the semester.
- Below are the **28 modules** that must be completed for Horry-Georgetown Technical College.
- ✖ When you **Enter the Classroom**, you **MUST manually ADD these 3 modules** by clicking **Add Courses**:

- **MUSC Health Florence, Marion, Black River Orientation**
- **Tidelands Health - Ebola**
- **Tidelands, Conway, Grand Strand, Waccamaw (GHO)**

✓	Abuse, Neglect, and Exploitation
✓	AIDET
✓	Bloodborne Pathogens
✓	COVID-19: Coronavirus Disease 2019
✓	Culturally Competent Care
✓	Customer Service
✓	Electrical Safety
✓	Emergency Preparedness
✓	Fire Safety
✓	Hand Hygiene
✓	Hazard Communications
✓	HIPAA
✓	Infection Prevention and Control for Non-Clinical Employees
✓	Isolation and Standard Precautions
✓	Lewis Blackman Patient Safety Act

✓	Moving, Lifting and Repetitive Motion
✓	MUSC-Florence, Marion, Black River Orientation
✓	Pain Management
✓	Patients Rights
✓	Population Specific Care: Pediatric
✓	Population Specific Care: The Adult Patient
✓	Sexual Harassment
✓	Slips, Trips, and Falls
✓	TB Prevention
✓	Tidelands Health - Ebola Preparedness
✓	Tidelands, Conway, Grand Strand, Waccamaw - (GHO)
✓	Workplace Diversity
✓	Workplace Violence Prevention

- When all modules are complete, please upload a copy of your transcript to your Castle Branch tracker. →
- If you need technical support, call 866-617-3904 or email support@carelearning.com Monday-Friday 8am-6pm.

Module Name	Completion Date
✓ Abuse, Neglect, and Exploitation	8/1/2022
✓ AIDET	8/1/2022
✓ Bloodborne Pathogens	8/1/2022
✓ COVID-19: Coronavirus Disease 2019	8/1/2022
✓ Culturally Competent Care	8/1/2022
✓ Customer Service	8/1/2022
✓ Electrical Safety	8/1/2022
✓ Emergency Preparedness	8/1/2022
✓ Fire Safety	8/1/2022
✓ Hand Hygiene	8/1/2022
✓ Hazard Communications	8/1/2022
✓ HIPAA	8/1/2022
✓ Infection Prevention and Control for Non-Clinical Employees	8/1/2022
✓ Isolation and Standard Precautions	8/1/2022
✓ Lewis Blackman Patient Safety Act	8/1/2022
✓ Moving, Lifting and Repetitive Motion	8/1/2022
✓ MUSC-Florence, Marion, Black River Orientation	8/1/2022
✓ Pain Management	8/1/2022
✓ Patients Rights	8/1/2022
✓ Population Specific Care: Pediatric	8/1/2022
✓ Population Specific Care: The Adult Patient	8/1/2022
✓ Sexual Harassment	8/1/2022
✓ Slips, Trips, and Falls	8/1/2022
✓ TB Prevention	8/1/2022
✓ Tidelands Health - Ebola Preparedness	8/1/2022
✓ Tidelands, Conway, Grand Strand, Waccamaw - (GHO)	8/1/2022
✓ Workplace Diversity	8/1/2022
✓ Workplace Violence Prevention	8/1/2022





Clinical Requirements Checklist*

- Criminal Background Check – see *CBC/UDS/HT Instructional Packet*
- Urine Drug Screening – see *CBC/UDS/HT Instructional Packet*
- Castle Branch Compliance Tracker – see *CBC/UDS/HT Instructional Packet*
- GHO Care Learning Modules Transcript
- BLS CPR Certification
- Health Physical completed on HGTC 3-page forms
- 2 Step PPD or QFT Gold Blood Assay
- Seasonal Flu Vaccine (not required for the summer semester)
- COVID Vaccine Card or Medical Exemption or Religious Exemption
- Tdap Vaccine
- Hepatitis B 3- or 2- dose series or + Titer or Declination Waiver
- MMR Titer Lab Results showing your scores with the reference ranges
- Varicella Titer Lab Results showing your score with the reference range
- Liability Insurance Certificate
- Clinical Forms and Disclosures
- Photo to be taken in the Clinical Admissions Office, Speir Bldg., room 1209

*This checklist is for all Nursing and Health Science Students except Dental Hygiene, Dental Assisting, EMT Basic and Massage Therapy.

MLT 251/252/253/254 STUDENT RESPONSIBILITIES

Please acknowledge your understanding and agreement by initialing the items listed below.

_____ I agree to follow all set program policies and procedures as required by the instructor, including, but not limited to, those listed in the Instructional Packet (IP)

_____ I have read the IP for MLT 251, 252, 253, and 254. I have reviewed the evaluation methods and understand that I am accountable for all of the information in the syllabus.

_____ I have been provided a Clinical Orientation Policies and Procedures Manual and I understand I am responsible for following all policies and procedures it contains.

_____ I have been provided access to the MLT Student Handbook and I understand I am responsible for following all policies and procedures it contains.

_____ I have clarified with a faculty member any areas in which I was unclear.

_____ I understand that I must make up Clinical absences in the rotation in which it occurred **within 2 weeks** of my return to school. I understand that I will be **written up after 4%** absence from Clinical and **may be dropped from the program after 8% absence** from the Clinical Course.

_____ I understand I am responsible for clocking in and out, and recording daily tasks completed in the online record keeping system. I understand I am responsible for turning in Clinical Rotation Practical results and completing the student evaluation of the clinical experience. **Failure to do so will result in a 5-point grade reduction per day for each graded component, if not turned within 2 weeks a grade of "0" will result.**

MATERIALS OBTAINED BY STUDENT:

1. Small basic (nonscientific) calculator
2. Appropriate MLT uniform (see Dress Code)
3. HGTC student ID to wear at clinical sites

CURRENT STUDENT INFORMATION – DOCUMENTATION ON FILE:

1. Liability insurance (available through College)
2. Permanent address and telephone number
3. Current health examination and immunizations (annual PPD)
4. Completion of Criminal Background Check and Drug Screen

STUDENT NAME:(Please print) _____ DATE: _____

STUDENT SIGNATURE: _____ DATE: _____

Things to do prior to returning for Fall Clinical Semester:

- **Register for Trajecsys**
- **Register and pay for MLT/MLS exam simulator**
- **Complete Care Passport Learning student passport modules**
- **Print transcript from Care Learning**
- **Read the Clinical Policy and Procedure Manual**
- **Get Navy HGTC Student embroidered uniforms**
- **Pay Liability insurance fee**
- **Pay Tuition**