

# MEDICAL LABORATORY TECHNOLOGY

Excellence is not our goal; it is our starting point.



## MLT student handbook 2025-2026

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## **Program Introduction LABORATORY TECHNOLOGY**

### **Welcome:**

Welcome to the Medical Laboratory Technology (MLT) Program at Asheville Buncombe Technical Community College (AB Tech). The MLT faculty are excited that you have chosen this challenging yet rewarding career. We are even more honored that you have selected us to educate and mentor you on this journey.

This MLT Student Handbook is only part of the information necessary for you to successfully complete the program. You will also receive access to MLT course syllabi, the A-B Tech Catalog, and the A-B Tech Student Handbook and Calendar. It is your responsibility to read these documents and be familiar with all college, program, and course policies and requirements.

The Medical Laboratory Scientists you will be working with during your degree have all pledged themselves to excellence in patient care and we welcome you as a student member of our profession. Every student who meets the admission requirements of the program can succeed and do exceptionally well. The program only wants to graduate the best. The healthcare work environment will allow no less.

This program is serious business- it is about patient care, it is about professional standards, and it is about quality education. The program faculty has been hired by the college to deliver a program in compliance with NAACLS accreditation standards and curriculum requirements that is based on sound educational principles. We want you to reach higher, to try harder, and to learn far more than you ever thought possible. We have structured everything to set you up for success. All you must do is do your part.

Our goal is to develop a learning partnership with each student, to assist them in achieving their own personal success. Supporting this process by providing a comfortable, effective learning environment and being accessible to our students.

## Program History

The certified Laboratory Assistant program originated in 1967 at Memorial Mission Hospital as a continuing education program under the direction of Laura West. In 1970, the program was relocated to the campus of Asheville Buncombe Technical Community College and the MLT Curriculum was developed. In 1975, the Associate in Applied Science Degree was awarded to students following the completing of the program. Today's MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

## The Medical Laboratory Technician of Today

The Medical Laboratory Technician is a key member of the healthcare team. Approximately 70% of the medical decisions made by physicians relating to diagnosis and treatment are based upon the results provided by medical laboratory professionals. *"Without the laboratory, your doctor would be guessing."* Lab work affects thousands of people every day. Accurate diagnostic and treatment dependent results can only be obtained by working to exacting standards of quality and reproducibility each day.

The Medical Lab professional is a highly motivated, logical problem solver that works well under pressure. The work itself is continuously demanding and challenging. Combining science and technology to deliver quality patient care is a daily task. Even though direct patient contact is limited, this professional operates with great empathy and compassion for the patients they serve from behind the scenes.

The gratification and reward for this professional comes from knowing that at the end of a shift ALL patients received the best possible laboratory analysis to support their diagnosis and treatment.



## **Program Faculty**

### **AB Tech MLT Program Contact Information**

- Jennifer Picher, MS, MLS (ASCP)<sup>CM</sup> – Medical Lab Department Chair  
828-398-7266 (Office)  
[jenniferkpicher@abtech.edu](mailto:jenniferkpicher@abtech.edu)
- Molly McKeown, MLS (ASCP)<sup>CM</sup>- Medical Lab Instructor; Clinical Coordinator  
828-398-7253  
[mollycothran@abtech.edu](mailto:mollycothran@abtech.edu)
- Glenna Gunter- Allied Health Administrative Assistant  
828-398-7281  
[glennapgunter@abtech.edu](mailto:glennapgunter@abtech.edu)
- Angie Goodwin- Dean of Allied Health  
828-398-7250  
[angiegoodwin@abtech.edu](mailto:angiegoodwin@abtech.edu)

## MLT Program Mission

The Medical Laboratory Technology program will develop competent clinical laboratory professionals through extensive training in patient testing and diagnosis, to fulfill the needs of our healthcare community.

## Program Chain of Command

Sometimes, there is a need to talk to someone other than your instructor about your experiences at A-B Tech. If you're ever in this situation, here is the chain of communication that you want to follow:

**First Contact:** your instructor; Please see syllabus for contact information, email, phone number, and/or office number for instructor. Most problems and concerns can be addressed and rectified with your instructor.

**Second Contact:** Jennifer Picher: Email [jenniferkpicher@abtech.edu](mailto:jenniferkpicher@abtech.edu); AHWD 240.4, 828-398-7266

Contact the chair if you have first tried contacting your instructor and your issues did not get resolved.

**Third Contact:** Angie Goodwin: Email: [angiegoodwin@abtech.edu](mailto:angiegoodwin@abtech.edu); AHWD 311.1, 828-398-7250.

Contact the division dean if you have first tried contacting the instructor and the department chair. Contact the division dean if you haven't heard from the instructor or the department chair in three days or if you need to report a critical issue with the instructor and have first contacted the department chair. Do not contact the division dean for routine questions about course assignments or day-to-day activities; those questions should be directed to your instructor.

**Fourth Contact:** the Vice President of Instruction, Beth Stewart. Only escalate to this contact in cases of true emergency. Always use the other three contacts first. Her contact information is: [bethstewart@abtech.edu](mailto:bethstewart@abtech.edu).

## Accreditation



### **The College:**

AB-Tech is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).



### **The MLT Program:**

#### **NAACLS Mission Statement:**

The National Accreditation Agency for Clinical Laboratory Sciences (NAACLS) is committed to being the premier accreditation agency for ensuring the advancement of education in clinical laboratory sciences and related health care disciplines provided by domestic and international programs.

#### **Vision Statement:**

Medical laboratories preferentially seek graduates of NAACLS programs to assure quality, value, innovation, and safety for healthcare consumers.

#### **Values:**

Quality; Education; Innovation; Collaboration; Peer Review; Global Accreditation

#### **Commitment to Inclusion, Diversity, Equity and Access:**

NAACLS is committed to advancing Inclusion, Diversity, Equity, and Access (IDEA) within the laboratory science community. Fostering a culture of respect, equity, and belongingness, NAACLS celebrates differences in race, ethnicity, age, sex/gender identity, culture, ability, beliefs, and socioeconomic status. The dedication to equity ensures fair educational practices, promotes inclusivity in NAACLS accredited programs, and encourages access to educational resources for all.

**INCLUSION:** promoting a culture of respect, equity, and belongingness for all members of the NAACLS community, including students, faculty, professionals, and patients.

**DIVERSITY:** recognizing and appreciating differences among people and their perspectives, including but not limited to dimensions of race, ethnicity, age, sex/gender identity, culture, ability, religious beliefs, political beliefs, familial status, educational background, occupation, and socioeconomic status.



EQUITY: ensuring fair, equitable, and just educational practices and policies that impact the achievement of successful student outcomes. ACCESS: promoting access to NAACLS accredited program offerings and educational resources. This is characterized by behaviors and activities where all people feel welcome and able to participate, regardless of background or identity.

**Contact Information:**

NAACLS

5600 N. River Rd, Suite 720

Rosemont IL 60018-5119

Phone: 773.714.8880

Fax: 773.714.8886

Email: [info@naacls.org](mailto:info@naacls.org)

<u>Academic Year</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>External Certification Results (ASCP BOC)</u>	100%	100%	100%
<u>Graduation Rates</u>	91%	92%	87%
<u>Attrition Rates</u>	10%	0%	0.7%
<u>Employment Placement Rates and/or Further Education</u>	100%	100%	100%

## **MEDICAL LABORATORY TECHNOLOGY PROGRAM OUTCOMES**

The goal of the Medical Laboratory Technology Program is to educate, train and mentor students in preparation for a successful career in the clinical laboratory. Upon graduation from this program, individuals are expected to have achieved success in the following areas.

- Perform and evaluate accuracy of routine laboratory tests as the primary analyst within all major areas of the clinical laboratory.
- Demonstrate professional interpersonal, oral and written communication skills that effectively meet the needs of patients and the healthcare team.
- Comply with laboratory regulatory and safety guidelines.
- Apply the principles and practices of quality assurance and quality control to the areas of pre-analytical, analytical, and post analytical processes.
- Demonstrate professional and ethical conduct essential in gaining and maintaining the confidence of patients, professional associates, and the medical community.

## Program Goals and Student Learning Outcomes (SLO)

### Goal 1

Students will perform and evaluate accuracy of routine laboratory tests as the primary analyst within all major areas of the clinical laboratory.

CSLO 3. Utilize the latest equipment and procedures for specimen collection.

CSLO 1. Accurately perform ABO and Rh blood typing.

CSLO 2. Correctly perform and interpret antibody screens and panel identification.

CSLO 3. Correctly perform and interpret crossmatches.

CSLO 4. Perform and interpret direct antihuman globulin tests.

CSLO 5. Perform all routine recording of blood receipt, blood processing and blood release to the floors.

CSLO 2: Process clinical specimens using correct media and incubation conditions.

CSLO 3: Correctly perform serological, spot, and biochemical procedures used in the identification of pathogens from direct clinical specimens.

CSLO 4: Differentiate colony morphology of normal flora and potential pathogens isolated from clinical specimens.

CSLO 5: Accurately identify and report, with supervision, potential pathogens recovered from clinical specimens.

CSLO 6: Apply the principle of theory to the operation of the blood culture and susceptibility / identification instrumentation utilized in the microbiology laboratory.

CSLO 7: Correctly perform special Mycobacteriology, Mycology, and Parasitology specimen processing, staining, and potential pathogen identification.

CSLO 1: Accurately perform hematology testing procedures.

CSLO 2: Process and prioritize blood specimens according to departmental procedures.

CSLO 3: Operate Hematology and Coagulation instruments, producing accurate patient and quality control results.

CSLO 4: Perform differentials ranging from normal to abnormal smears. Criteria to include, cell morphology, count estimates and any noted abnormalities.

CSLO 5: Perform body fluid cell count with differential.

CSLO 6: Perform urinalysis using automated instrumentation.

CSLO 7: Perform urine microscopic examinations when indicated.

CSLO 8: Correctly report patient and quality control results with accuracy.

CSLO 1: Process and prioritize specimens following departmental guidelines.

CSLO 3: Generate runs for calibration, quality control and patient analysis on chemistry instrumentation.

CSLO 4: Critique quality control and patient results for quality and accuracy

### Goal 2

Demonstrate professional interpersonal, oral, and written communication skills that effectively meet the needs of patients and healthcare team.

CSLO 5: Correctly discuss the interpretation and operation of the blood culture instrument and automated susceptibility/identification instrument used in the microbiology laboratory.

Students can communicate appropriately and effectively with members of the healthcare team, external relations, customer service and patient education.

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### **Goal 3**

Comply with laboratory regulatory and safety guidelines

1. Describe a traditional hospital organization, including personnel, procedures, and accreditations.
2. Practice personal protective and patient safety procedures.
3. Utilize the latest equipment and procedures for specimen collection.
4. Selects and preps appropriate site for collection procedure with minimal assistance 100% of the time.
5. Uses correct antiseptic/cleaning procedure 100% of time
6. Disposes of sharps by activating safety devices and discarding immediately into sharps container after every procedure.
7. Perform all routine recording of blood receipt, blood processing and blood release to the floors.
8. Accurately perform and interpret clinical Gram stains.
9. Process clinical specimens using correct media and incubation conditions and correctly perform Direct fluorescent antibody, Enzyme immunosorbent assays, latex agglutination, and DNA probe (if applicable) procedures used in the identification of pathogens from direct clinical specimens.
10. Accurately perform and interpret clinical Gram stains.
11. Process clinical specimens using correct media and incubation conditions and correctly perform Direct fluorescent antibody, Enzyme immunosorbent assays, latex agglutination, and DNA probe (if applicable) procedures used in the identification of pathogens from direct clinical specimens.

12. Compare and contrast the colony morphology of normal flora and potential pathogens when isolated from the following clinical specimens, accurately identify and report with supervision potential pathogens from these specimens/cultures: Urine, blood, throat, nasopharyngeal, respiratory, stool, all body fluids, line tips, tissues/biopsies, wounds/abscesses, urogenital specimens.
13. Correctly perform staining procedures, processing of specimens and identification of potential pathogens in the Mycobacteriology, Mycology and Parasitology sections of the laboratory if applicable.
14. Observe hematology procedures, gain knowledge of the procedures, and practice procedures to gain proficiency in their performance. Maintain a record of activities and tests performed.
15. Process and organize the blood specimens in this department following prescribed procedures and biohazard precautions.
16. Process and organize specimens in this department following laboratory specimen criteria.
17. Perform daily maintenance on chemistry analyzers according to laboratory procedures.

#### **Goal 4**

Apply the principles and practices of quality assurance and quality control to the areas of pre-analytical, analytical, and post-analytical processes.

1. Perform all routine recording of blood receipt, blood processing and blood release to the floors.
2. Accurately perform and interpret clinical Gram stains.
3. Process clinical specimens using correct media and incubation conditions and correctly perform Direct fluorescent antibody, Enzyme immunoassays, latex agglutination and DNA probe (if applicable) procedures used in the identification of pathogens from direct clinical specimens.
4. Compare and contrast the colony morphology of normal flora and potential pathogens when isolated from the following clinical specimens, accurately identify and report with supervision potential pathogens from these specimens/cultures: Urine, blood, throat, nasopharyngeal, respiratory, stool, all body fluids, line tips, tissues/biopsies, wounds/abscesses, urogenital specimens.
5. Correctly perform staining procedures, processing of specimens and identification of potential pathogens in the Mycobacteriology, Mycology and Parasitology sections of the laboratory if applicable.

6. Correctly discuss the interpretation and operation of the blood culture instrument and automated susceptibility/identification instrument used in the microbiology laboratory.
7. Observe hematology procedures, gain knowledge of the procedures, and practice procedures to gain proficiency in their performance. Maintain a record of activities and tests performed.
8. Process and organize the blood specimens in this department following prescribed procedures and biohazard precautions.
9. Operate each piece of Hematology and Coagulation instruments, producing accurate patient and quality control results.
10. Perform differentials beginning with those which are normal and once proficiency has been attained perform differentials on abnormal smears. Red cell morphology, platelet morphology and estimate of number of platelets and white blood cells will be included, as well as leukocyte abnormalities.
11. Perform a body fluid manual cell count and cytospin cell differential.
12. Perform routine urinalysis using the automated urinalysis instrument and perform microscopic examinations when indicated. Correctly review patient and quality control results for accuracy.
13. Load and program each chemistry analyzer for calibration, quality control and patient specimens.
14. Successfully operates each chemistry analyzer producing accurate patient and quality control results.
15. Evaluate patient and quality control results and bring flagged results to the attention of a teaching technologist for corrective action.
16. Process and organize specimens in this department following laboratory specimen criteria.
17. Perform daily maintenance on chemistry analyzers according to laboratory procedures.

### **Goal 5**

Demonstrate professional and ethical conduct essential in gaining and maintaining the confidence of patients, professional associates, and the medical community.

1. Demonstrate the importance of Workplace Readiness.
2. Implement personal behaviors and traits conducive to achieving Workplace Readiness.
3. Accurately perform and interpret clinical Gram stains.
4. Process clinical specimens using correct media and incubation conditions and correctly perform Direct fluorescent antibody, Enzyme immunoassays, latex agglutination and DNA probe (if applicable) procedures used in the identification of pathogens from direct clinical specimens.
5. Compare and contrast the colony morphology of normal flora and potential pathogens when isolated from the following clinical specimens, accurately identify and report with supervision potential pathogens from these specimens/cultures:

Urine, blood, throat, nasopharyngeal, respiratory, stool, all body fluids, line tips, tissues/biopsies, wounds/abscesses, urogenital specimens.

6. Correctly perform staining procedures, processing of specimens and identification of potential pathogens in the Mycobacteriology, Mycology and Parasitology sections of the laboratory if applicable.
7. Correctly discuss the interpretation and operation of the blood culture instrument and automated susceptibility/identification instrument used in the microbiology laboratory.

## Professional Information

### Degree

Upon Completion of this program in its entirety, you will be awarded an Associates in Applied Science in Medical Laboratory Technology.

*Successful completion of the A-B tech Associate in Applied Science Degree in Medical Laboratory Technology is NOT contingent upon passing external certifications.*

### ASCP Certification



#### Clinical Laboratory Professionals:

Following graduation, laboratory professorial must apply and pass the BOC exam to become certified by the American Society of Clinical Pathologists (ASCP).

Student Initial Exam Fees will be covered by the MLT program if the exam is taken within one year of graduation. Funds are not available after 1 year following graduation.

Students have 3 years from graduation to take the ACSP BOC utilizing Route 1.

As of 2024, AB-Tech has a 100% pass rate for graduates of the MLT program who have taken the ASCP certification exam.



# Professional Society:



## Code of Ethics

### Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

### I. Duty to the Patient

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

## II. Duty to Colleagues and the Profession

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

## III. Duty to Society

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general wellbeing of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

### Pledge to the Profession

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

## **Pledge to the Profession**

I pledge to uphold my duty as a Medical Laboratory Professional to Patients, the Profession, and Society. I will always place my patient's welfare above my own desires and needs. I will ensure that each patient receives care that is safe, timely, and patient-centered. I will maintain dignity and respect and promote the advancement of my profession. I will strive to ensure collegial relationships within the clinical laboratory and with other patient care providers. I will comply with laws and regulations and protect patients from others' incompetence or illegal practice. I make these promises solemnly, freely and upon my honor.

# Code of Student Conduct

A-B Tech strives to maintain a safe, nurturing, and orderly learning environment that supports the students, faculty, and staff. Therefore, there are behavioral expectations that outline the responsibilities and proper practices for all students at the College. When, in the judgment of college officials, the student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be administered. Students have the rights of Due Process when accused of a violation of the Code of Student Conduct (please reference policy 823). All matters related to alleged sexual misconduct shall be referred to the College's Title IX Coordinator and governed pursuant to the Sexual Misconduct Policy 112. For matters regarding alleged discrimination and harassment, please refer to the Non-Discrimination and Harassment Policy 111. A student who is in possible violation of the Code of Student Conduct will be referred to the Vice President for Student Services or designee. If the Vice President of Student Services or designee determines the student's alleged actions are egregious and/or potentially threatening to the learning environment or to campus safety, the student may be immediately suspended for up to ten College business days, pending a due process hearing or Threat Assessment review.

Students who have been found responsible of a violation of the Code of Student Conduct may be assigned consequences based upon the seriousness of the offense. Sanctions for violations may include but not be limited to: verbal warning, written warning, a failing grade for an assignment, examination, or course, administrative withdrawal from courses or academic program, restitution for damages, probation including mandatory periodic progress reports, consequences adapted to the specific violation, suspension, or expulsion. The President shall have final approval in the expulsion of a student.

Violations of any federal, state or local laws occurring while on campus may lead to legal actions as well as campus discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.

## **Violations for which disciplinary proceedings may be initiated are as follows:**

- 1. Academic Dishonesty:** Academic Dishonesty includes submitting someone else's work as one's own; using notes or other material without permission from the faculty on an exam, homework, or other assignments; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; or having someone else take one's exam and submitting it as his or her own. Academic dishonesty includes Distance and Online students and/or any student who has someone else use an account and password for the purpose of submitting work as one's own.
- 2. Aiding Acts of Academic Dishonesty:** Providing information to another student with the awareness that the student intends to use it for deceptive purposes.
- 3. Alcoholic Beverages:** Students may not possess or use alcoholic beverages on campus. Students may not be under the influence of alcoholic beverages on campus or at college-affiliated activities or events (please reference Policy 501.05).
- 4. Animals:** Students may not have an animal of any kind on campus, or at any College affiliated activities, sites, or events. This includes animals left within a vehicle. Limited exceptions to this code may be found in the Animals on Campus Procedure (please reference Policy 802).
- 5. Assault:** Students may not assault or threaten to assault another person for any reason whatsoever. Assault may include a demonstration of force, unlawful physical touching, or striking.
- 6. Bullying:** Students may not intimidate or threaten with harm any other individual. Bullying is defined as "any pattern of gestures or written, electronic or verbal communications, or any

physical act or any threatening communication that takes place on College premises or at any College sponsored function that: (a) places a person in actual and reasonable fear of harm to his or her person or damage to his or her property; or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits, or a College employee's ability to perform the essential functions of his or her job."

**7. Communicating Threats:** Students may not verbally, in writing, through a third party, or by any other means threaten to physically injure another person or that person's child, sibling, spouse, or dependent or willfully threaten to damage the property of another.

**8. Copyright Infringement and Peer-to-Peer File Sharing:** Students may not violate the College's Copyright Infringement and Peer-to-Peer File Sharing Policy through the act of violating, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement (please reference Policy 215 and Policy 1006).

**9. Damage to Property:** Students may not damage property of the College or of any other person working at or attending the College.

**10. Disobedience:** Students may not disobey the reasonable directions of College employees, including administrators, faculty members, A-B Tech Police and security officers, and other staff employees.

**11. Disorderly Conduct:** Students may not conduct themselves in a way which will interrupt the academic mission of the College, or which will disturb the peace of the College.

**12. Disrespect:** Students are expected to treat all College employees with respect and courtesy, particularly when and if disagreements arise.

**13. Disruption:** Students may not disrupt the normal activities of the College by physically or verbally interfering with instruction, meetings, traffic, or scheduled administrative functions.

**14. Drugs:** Students may not possess, use, or be under the influence of any narcotic or illegal drugs on campus or at any College-affiliated activities or event. This is in violation of the laws of the state of North Carolina of the United States (please reference Policy 501.05).

**15. Failure to Comply:** Students must comply with the directives of College officials or law enforcement officers during the performance of their duties. Students must identify themselves to these persons when requested to do so. Failure to respond to notifications of conduct charges is also prohibited.

**16. False Information:** Students may not present to the College or its employees false information; neither may they knowingly withhold information which may have an effect on their enrollment or their status in the institution and which is properly and legally requested by the College.

**17. Gambling:** Students may not gamble on campus or at any College-affiliated activities or events.

**18. Internet and Campus Network Acceptable Use:** The College has an extensive policy for appropriate use of the Internet. Users of the College computers acknowledge the policy whenever they sign on. Students may not use the College's access to the Internet for access to sexually explicit material or for downloading music. Email accounts are provided for student use; however, no right of privacy exists for use of email (please reference Policy 1003). Students may not share their account and password, nor may they access another student's account.

**19. Plagiarism:** The intentional theft or unacknowledged use of another's words or ideas. Plagiarism includes but is not limited to paraphrasing or summarizing another's words or works without proper acknowledgement; using direct quotes of material without proper acknowledgement; or purchasing or using a paper or presentation written or produced by

another. If a student is uncertain about what constitutes plagiarism, he or she should discuss this with the class instructor.

**20. Possession of Weapons:** Students may not have a weapon of any kind, including a knife, stun gun, or any firearm in their possession on campus or at any College-affiliated activities or events except handguns as allowed by NC GS §14-269.2(k). Handguns are permitted under these circumstances:

- The person has a concealed handgun permit that is lawfully issued.
- The handgun is in a closed compartment or container within the person's locked vehicle.
- The handgun is in a locked container securely affixed to the person's vehicle.
- A person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times.
- The vehicle is locked immediately following the entrance or exit.

Law enforcement officers are exempt from this prohibition. This includes facsimiles of weapons (please reference Policy 305).

**21. Public Laws:** Violations of any federal, state, or local laws occurring while on campus may lead to legal actions as well as campus discipline. Violations of federal, state, or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.

**22. Retaliation:** Retaliation against any person submitting a report of possible violation(s) of the Code of Student Conduct against another person is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, punitive actions from authority figure or peers, reprisal (acts of vengeance) or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate disciplinary action against students found to have retaliated against another.

**23. Skateboards, Hover Boards, and Roller Skates:** Skateboards, hover boards, and roller skates are not permitted to be used on campus.

**24. Theft:** Students may not steal the property of another individual or of the College. Students who are caught stealing will be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline.

**25. Threats:** Students may not engage in any behavior that constitutes a clear and present danger to the physical and/or emotion well-being of the student and/or other students, faculty, and staff.

**26. Trespass:** Students are trespassing if in an unauthorized area of the College campus or remain on the College campus after having been directed to leave by a college official.

**27. Tobacco, E-cigarettes, and Vaping:** Students may not use tobacco of any form, use e-cigarettes, or vaporizing devices on campus or at any College-affiliated activity, sites, or events (please reference Policy 306).

**28. Unauthorized Access to Records:** Students may not access, view, copy or change official College records without official authorization to do so.

**29. Use of social media:** Students should obey their social media platforms terms of use. Students may not make, or cause to be made, communications (including electronically or through social media) to another person in any manner likely to seriously annoy or cause alarm. Social media may not be used to breach privacy, discriminate, or harass. Students may not make, transmit, or attempt to transmit audio or video of any person(s) on college property where there is an explicit expectation of privacy. Any posts or tweets deemed inappropriate on an A-B

Tech social web site or blog will be deleted immediately and may result in having access to the site blocked permanently.

**30. Violations of Expected Classroom or Learning Environment Behaviors:** May include, but not limited to, being disobedient, disrespectful, disruptive to the classroom or learning environment, or not abiding by professional conduct standards.

### **Threat Assessment**

A-B Tech is committed to providing a safe learning and working environment. As such, the College utilizes a threat assessment process to determine whether or not a student's behavior constitutes a potential safety risk to the individual or others. Matters that rise to the level of a potential threat will be handled solely under the Threat Assessment Policy. If the potential violation of this procedure includes other behaviors or conduct that may also violate the Code of Student Conduct, the violations will also be handled through the Threat Assessment procedure.

Student Rights of Due Process Policy (please reference Policy 823)

Threat Assessment Policy (please reference Policy 819)

# Code of Classroom Conduct

A-B Tech is an institution for adult learning. It is a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate environment for teaching and learning, there must be respect for the instructor and fellow students. Listed below are guidelines for classroom behavior, which the College has established to ensure that the learning environment is not compromised.

**1.Absences.** Inform the instructor in advance if you know you are going to miss class. Also, take responsibility for getting missed assignments from other students. Do not expect that you will be allowed to make up assignments after an absence, instructors are not responsible for re-teaching the material you missed because of absence.

**2.Attendance.** You are expected to be in class the entire class time. Do not enter late or leave early. Rare exceptions may be excused, particularly under emergency circumstances, but you should be prepared to explain your tardiness to the instructor after class. Likewise, the need to leave early should be explained to the instructor before class.

**3.Classroom Behavior.** You are expected to conduct yourself in a professional and respectful manner with your fellow classmates and instructors while engaging in all classroom activities and discussions. All students shall be allowed to freely participate in classroom discourse and shall be allowed to express their viewpoints and ideas as long as those viewpoints and ideas are reasonably related to the topic or assignment being discussed. As a participant in an open and free learning environment, students are free and are encouraged to disagree and challenge others' viewpoints and ideas; however, students shall behave in a professional and respectful manner in class by: a) being recognized by instructors prior to speaking; b) not interrupting other students and instructors when they are speaking; c) listening to students and instructors while they are speaking; and d) speaking in a normal, calm voice when addressing students and instructors.

**4.Electronic Devices.** You may not send or receive personal communication on electronic devices during class.

**5.Conversation.** Do not carry-on side conversations in class.

**6.Food, Drink, and Tobacco.** You may not have food or drink in class. You may not use tobacco of any form on campus, including electronic cigarettes, or vaping devices.

**7.Guests.** You may not bring unregistered friends or children to class.

**8.Internet.** In classes where internet access is provided, you may use the internet for valid, academic purposes only. You may not use it for open access to other non-academic sites, which are unrelated to the course.

**9.Other Activities.** You may not work on other activities while in class. This includes homework for other courses or other personal activities.

**10.Personal Business.** You may need to transact personal business with the instructor, asking him or her to sign forms. Plan to do this outside of class.

**11.Sleep.** Do not sleep in class.

**12.Personal Attire and Protective Equipment.** All students are expected to dress in a manner that is modest, clean, and appropriate for the program of study. Good personal hygiene and grooming are also expected and may be outlined by the program of study. Shirts and shoes are required at all times. You must properly wear personal protective equipment at all times in any area of the College in which it is required.

**13.Fragrances.** You should avoid wearing strong fragrances of any kind as other students may be allergic to them.

**14.Animals:** Domestic Animals are not permitted on campus and may not be left in vehicles on campus property. If a student has a documented disability covered by the ADA and requires an Animal as an Accommodation for access, the student is required to request services from the Support Services Office



to receive necessary accommodations. Appropriate documentation of the disability is required, and accommodation are determined on a case-by-case basis. Persons with a disability who have a Service Animal are encouraged, but not required, to contact the Support Services Office in the K. Ray Bailey Student Services Center to register as a student requesting accommodations.

Typically, violations of the Code of Classroom Conduct will be dealt with as minor infractions. However, repetition of minor infractions or other more serious violations of the Code of Student Conduct may lead to removal from the classroom while the matter is resolved and referral to the Vice President for Student Services for disciplinary action.

## **Tobacco-Free College**

It is the policy of the Board of Trustees that Asheville-Buncombe Technical Community College provide students and employees with a safe and healthy environment. No form of tobacco, e-cigarette, or vaporizing device usage is permitted on A-B Tech's campuses, sites or at College-affiliated activities and events

## **Withdrawal**

Adding/Dropping/Withdrawing from Classes: Learners may add or drop classes online via Self-Service. Learners may receive assistance with withdrawing from classes by emailing the Registrar's office at [registar@abtech.edu](mailto:registar@abtech.edu). Please be advised that program faculty are not authorized to withdraw students from classes. The responsibility of course withdrawals rests with the student.

## **Job Placement**

No reputable college can guarantee jobs for graduates. However, the college will assist students and alumni in every possible way in obtaining suitable employment. The program faculty will also post any job vacancies they are aware of as they are received.

## Student Services

A-B Tech offers counseling and other services to students. For a complete list, please visit the student services page at the college website: <https://abtech.edu/student-resources/student-services-overview>

## ADA-Accommodations

Support Services assures program access to Asheville-Buncombe Technical Community College for students with disabilities. Its goals are:

1. To coordinate and provide reasonable accommodations and related disability services.
2. To advocate responsibly for an accessible and hospitable learning environment through the removal of informational, physical, and attitudinal barriers.
3. To promote self-determination and personal responsibility for students with disabilities.
4. To provide training and support to faculty and staff regarding the needs of students with disabilities.
5. To provide the College with information regarding Disability issues.

<https://abtech.edu/student-resources/welcome-disability-support-services>

Student Services: 828-398-7581

Testing Center: <https://abtech.edu/current-students/testing-center> : M-F: 8:30-5 pm

## Support Services

A-B Tech offers counseling and other services to students. For a complete list, please visit the student services page at the college website: <https://abtech.edu/student-resources/personal-counseling>

## Achievement Center

Locke Library: Located on the A-B Tech Asheville Campus

- <https://abtech.edu/student-resources/don-c-locke-library>
- Resource for Distance and Online Students
  - <https://abtech.edu/student-resources/library/distance-learning-and-site-students-book-request-form>
  - <https://abtech.edu/student-resources/library/campus-access-instructions-all-locke-library-subscription-databases>

Tutoring Center: Located on the A-B Tech Asheville Campus

- <https://abtech.edu/student-resources/tutoring-center/tutoring-center-hours-and-contact-info>
- **Phone:** [\(828\) 398-7228](tel:8283987228)

- **Email:** [sharonlsmith@abtech.edu](mailto:sharonlsmith@abtech.edu) (for the Director of the Academic Achievement Center)

#### Writing Center Services

- <https://abtech.edu/student-resources/carolyn-lisa-johnson-writing-center/writing-center-services>

## Health Clinic

AB-Tech offers a Health Clinic for Students and Employees.

Follow the link to learn more about the cost and hours for the clinic.

This is a great place to obtain your physicals for clinicals as well as vaccines.

- <https://abtech.edu/healthclinic>

## Food Pantry and Manna Food Bank

To remove one more barrier to obtaining educational goals, 2 food pantries of non-perishable items are available for students.

1. Bailey Student Service Center.  
Available Monday through Friday from 9 a.m. - 5 p.m. To access, simply sign in at the First Stop for Support Services.
2. Ferguson Allied Health Workforce Development building in the Health Clinic in room 115.17.  
Available on Tuesdays from 8:30 a.m. - 12:30 p.m. The Health Clinic is also available during this time. To have access to the food pantry outside those hours, email [candacescrump@abtech.edu](mailto:candacescrump@abtech.edu)

#### MANNA Community Market

- 4th Wednesday of each month from 11 a.m. - 12:30 p.m. at the parking lots behind Magnolia.
- Free grocery staples, fresh produce, and other perishables from MANNA Foodbank. Additional community non-profits will be on hand to offer wrap-around services. This service is open to the community as well as A-B Tech students and employees.

Please contact Heather Pack by emailing [heatherdpack@abtech.edu](mailto:heatherdpack@abtech.edu) or (828) 398-7141 with questions. <https://abtech.edu/student-resources/food-pantry>

# Accidents, Incidents, and Exposure to Communicable Diseases at Clinical Sites

Any accident or incident that occurs while a student is on clinical assignment, which results in patient, hospital personnel, or student injury, and/or damage to equipment, must be reported immediately to the Clinical Instructor and later to the Program Director. The student must cooperate with and abide by the regulations of the Clinical Affiliate and the College in dealing with any type of accident/incident. To diminish the possibility of an accident occurring, students will be instructed in the safest methods of performing routine radiographic procedures and duties to include proper handling of patients regarding blood borne pathogens or other disease. Blood Borne pathogens and exposure to communicable diseases will be discussed in MLT 110, prior to clinical year.

## Student Accident Insurance Brochure

Please see link for current Student accident insurance brochure:

<https://abtech.edu/about/campus-safety>

## INSURANCE

It is highly recommended that all students have some type of medical insurance coverage prior to enrollment in the third semester of the program (clinical courses begin). All students participating in clinical training are covered by the college's accident insurance any time they are *in the clinical setting provided they are in compliance with program personnel protective equipment policies*. In the event an incident such as a needle stick occurs at a clinical site (blood-borne pathogen exposure), **the student MUST notify a program faculty member immediately and must NOT leave their clinical site until instructed to do so by said faculty. The student must follow both the clinical site and program policy regarding any "blood-borne pathogen exposures."**

## EMPLOYMENT IN THE CLINICAL AFFILIATES

A student will not be covered under the ABTCC liability insurance when working as an employee.

## Injury Report Form

Please see site for current form for injury reporting

<https://abtech.edu/about/campus-safety>

## Post-Exposure Follow up Procedures for Off Campus Incident/Student Accident Claims

In the event of a needle stick or other body fluid exposure incident at a clinical site, students may be tested in the emergency room of the clinical site.

### ABTCC Medical Laboratory Technology Bloodborne Pathogen Exposure Procedure for Students

.....  
**IF YOU ARE EXPOSED TO THE BLOOD OF A PATIENT:**

- **WASH NEEDLE STICKS AND CUTS WITH SOAP AND WATER**
- **FLUSH SPLASHES TO THE NOSE, MOUTH OR SKIN WITH WATER**
- **IRRIGATE EYES WITH CLEAN WATER, SALINE OR STERILE IRRIGANTS**

CDC Exposure to Blood, What Healthcare Personnel Need to Know – July 2003  
.....

- Step 1. Manage medical emergencies as indicated above. Seek treatment in Emergency room (ER), if needed.
- Step 2. REPORT EXPOSURE TO THE ON SITE CLINICAL TRAINER IMMEDIATELY.**
- Step 3. REPORT EXPOSURE TO AB TECH MEDICAL LABORATORY FACULTY IMMEDIATELY.**
- Step 4. You should be tested for HBV, HCV, and HIV PROMPTLY (preferably within 1-2 hours post exposure) if you were not tested during the time of receiving medical treatment. Post exposure prophylaxis treatment may not be as effective when started later than 24-36 hours after exposure.
- Step 5. Contact **MISSION WORKWELL, MISSION STAFF HEALTH SERVICE CENTER**, for an appointment.  
Phone 828-213-9600  
Address: 1. **2 Medical Park Drive, Asheville, NC 28803**  
**Hours: 7:00 am – 7:00 pm**  
**310 Long Shoals Rd, 1<sup>st</sup> Floor, Arden, NC 28704**  
**Hours: 8:00 am – 5:00 pm**
- \*Inform them that you are covered by Student Insurance at AB Tech.
- Step 6. Complete and **AB Tech Injury Report Form** with AB Tech faculty member/program director.
- Step 7. Activate your **student insurance claim** by seeing Shelby Burnett (828-398-7109) in the President's Office, Simpson Building within 48 hours of exposure. This step is necessary in order to cover the cost of post exposure treatment.
- Step 8. If Mission Workwell bills you directly, take the bill to Shelby Burnett for payment.

## **POST EXPOSURE FOLLOW UP FOR STUDENT STEPS**

In the event of a life-threatening injury, call 911.

Report injury to a faculty member.

Call security to report an injury at 828-279-3166.

Complete the A-B TECH INJURY REPORT.

Provide the completed injury report to your instructor.

### **STUDENTS NOTE**

The student must use personal health insurance or personal funds to pay for services

rendered. Must complete Relation Insurance Claim Form (obtain from instructor)

Upon treatment, the urgent care or emergency room visited should generate an itemized, standard claim form (HCFA 1500/UB 92) showing the student's name, condition, diagnosis, type of treatment, date expense incurred, and charges.

STUDENTS ARE RESPONSIBLE FOR PROVIDING A COPY OF HCFA 1500 OR UB92 to Beth Green at the Chestnut Building.

### **INSTRUCTOR RESPONSIBILITIES**

The instructor is responsible for assisting the student with ALL STEPS at the top of this page post-injury.

Notify the program chairperson at the time of the occurrence.

Ensure that the AB-Tech Injury Report is completed and given to the program chairperson within 24 hours.

### **CHAIR RESPONSIBILITIES**

Notify A-B Tech Campus Security of the incident by the provision of an Injury Report copy.

Deliver original Injury Report to Beth Gentry (Campus Security can deliver to her).

Make a copy of the Injury Report and place in student program file.

# **Division Procedures**

## **Social Networking**

Asheville Buncombe Technical Community College recognizes that social networking websites are used as a means of communication. Future employers often review these network sites when considering potential candidates for employment. No privatization measure is perfect. Information can "live on" beyond its removal from the original website and continue to circulate in other venues. MLT students must promptly report any identified breach of confidentiality or privacy.

In your professional role as a caregiver:

DO NOT- Present personal health information that allows the reader to recognize the identity of a specific individual such as (but not limited to):

- Name
- Age
- Gender
- Race
- Diagnosis
- Medical Record number

DO NOT- Utilize websites and/or applications in a manner that interferes with clinical commitments.

DO NOT- Under any circumstances take photos anywhere (inside/outside) while on a hospital campus.

DO NOT – Under any circumstances take pictures, videos, Power Points, recorded lectures, or any program specific materials and move them to a social media site or deliver them physically or digitally to any persons or entities outside of this program.

Individuals should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should always be civil, respectful and away from patients/ family. The actions listed below are considered unprofessional, inappropriate, and must be avoided:



- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
- Presentation of information that may be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Cyberbullying or incivility.

It is prudent to think carefully before you post any information on social media. Limiting access to postings through privacy settings is insufficient to ensure privacy. You are expected to present yourself as a representative of the Asheville-Buncombe Technical Community College MLT department in a manner that commiserates with the standards of this profession.

### **Confidentiality**

All clinical affiliates and client records are confidential in nature. Students are expected to maintain the confidentiality of all hospital records in a professional manner. Students are only allowed to access client records that they are assigned and/or have been given permission by the clinical instructor. If a student is found guilty of willfully violating client confidentiality, he or she will be recommended for program dismissal and could be disciplined by the clinical institution.

### **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (“HIPAA”)**

The College acknowledges that clinical affiliates, as health care providers, are subject to the provisions of HIPAA, a federal statute which, in part, governs disclosures and uses of “protected health information (“PHI”). PHI is defined in 45 C.F.R. § 164.501, and includes health information received or created by a health care provider that relates to the “past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care . . . and identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

Clinical affiliates shall have the right to educate each student on the proper uses and disclosures of PHI. Clinical affiliates shall have the right to require each Participant to sign a written confidentiality agreement.

Any failure on the part of the student to abide by the requirements of HIPAA or agency procedures and procedures implementing HIPAA shall constitute a material breach of this agreement and can be grounds for dismissal from the MLT Program.

Maintaining confidentiality of this information is the direct responsibility of each student with clinical privileges. This includes social networks (see social networking policy) Each student will complete individual site requirements as needed

### **Advising**

The College has a sincere interest in helping all students attain their goals. Students who find they need or want additional help outside the classroom, or who feel they would benefit by and enjoy more active involvement with faculty and student seeking to build a welcoming, inclusive integrative and sustaining academic community at A-B Tech, should explore the following sources of support.

All students in an active academic program (degree, diploma, and certificate) are assigned a program advisor, usually the major area department chairperson for Associate in Applied Science programs. Students who are experiencing barriers to academic success should see their program advisor for assistance. Please contact your advisor via their ABtech email.

Jennifer K Picher- Chair of MLT [jenniferkpicher@abtech.edu](mailto:jenniferkpicher@abtech.edu)

Molly Cothran- Faculty MLT [mollycothran@abtech.edu](mailto:mollycothran@abtech.edu)

The faculty will review each advisee's transcript for course completion and program progression, and faculty will enter education plans into self-service before the start of registration

Faculty are not required to meet with students who are progressing according to their program track. However, an advising meeting may be necessary if a student is not on track for program completion. While advising for the students' FINAL semester, the student must have submitted their graduation application online.

The application for graduation can be completed online.

A degree will only be awarded after submission of this application. Any student who withdraws or fails a general education course is required to notify the program advisor.

### **Parking**

Student parking decals are limited to students participating in face-to-face, in-person classes. A vehicle registration form is available online at [abtech.edu/parking-decals](http://abtech.edu/parking-decals). Students may also obtain a parking decal at the Police Department located in the Mission Health/A-B Tech Conference Center. Students should bring their vehicle information, including make, model, and year of the vehicle to be registered, in addition to the license plate number and state. To facilitate the process, students should also bring their Student

ID Number. Any vehicle parked on campus must have a current parking decal. Student parking decals are valid from August through July and must be renewed by the start of the fall semester each year.

For parking regulations, including where to display parking decals, please go to: [Campus Safety | Asheville-Buncombe Technical Community College \(abtech.edu\)](#) .Students needing special parking should apply for a temporary handicapped placard through the North Carolina Division of Motor Vehicles. A-B Tech does not issue special parking permits. Parking spaces for individuals with disabilities are located at each facility. Spaces marked by yellow lines are for faculty and staff use only. Students Park in white-lined spaces. All parking fines must be paid prior to registering for classes or getting transcripts. Note: Handicapped parking violations are charged on NC state citations and must be addressed through the Buncombe County Clerk of Court

# Program General Procedures

## A-B Tech Technical Standards for MLT Students

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 provide those individuals with disabilities be allowed "reasonable modifications to policy, practice or procedure" to meet the qualifications of the Allied Health and Public Services Division. The intent of the Allied Health and Public Service Division is to educate competent practitioners to work in a variety of Allied Health or Public Service areas. Enrolled students are expected to complete all academic, laboratory, and clinical requirements of their selected program. The purpose of this document is to identify the physical requirements, clinical and lab work environments, as well as workplace interactions deemed essential to the completion of the selected program of study and to perform as a competent student.

If a student cannot demonstrate the appropriate skills and abilities required in their selected program, it is the responsibility of the student to request appropriate accommodation. The College will provide reasonable accommodation if it does not fundamentally alter the nature of the program offered and does not impose an undue hardship, difficulty, and is not unduly disruptive to the educational process.

Accommodations which are not considered to be reasonable include:

1. Making the accommodation or allowing participation poses a direct threat to the health or safety of oneself or others.
2. Making the accommodation means making a substantial change in an essential element of the curriculum (educational viewpoint).
3. Making the accommodation means a substantial alteration in the way services are provided.
4. Making the accommodation poses an undue financial or administrative burden.

Asheville-Buncombe Technical Community College is invested in full ADA compliance. The Disability Services Office is part of the K. Ray Bailey Student Services Center. For detailed information contact the Disability Support Services Office at [supportservices@abtech.edu](mailto:supportservices@abtech.edu) or (828) 398-7581. An appointment with the Disability Services Coordinator is recommended to discuss any special concerns.

Individuals with disabilities as defined in the Americans with Disabilities Act wishing to make a request for reasonable accommodation, auxiliary communication aids or services, or materials in alternate accessible formats should contact the college ADA Coordinator at the address listed below: [supportservices@abtech.edu](mailto:supportservices@abtech.edu)

Allied Health Division Technical Standards  
Medical Laboratory Technology

**Purpose Statement**

All students in the Medical Laboratory Technology program are expected to meet certain technical standards which are essential for successful completion of all phases of the program, and which reflect industry requirements and standards. To verify the student's ability to perform these essential functions, students may be required to demonstrate the technical standards below.

Meeting these technical standards does not guarantee employment in this field upon graduation. Ability to meet the program's technical standards does not guarantee a student's eligibility for any licensure, certification exam, or successful completion of the program.

Technical Standard	Definition of Standards	Examples
<b>Critical Thinking/Problem Solving Skills</b>	Ability sufficient for clinical judgment.	<ul style="list-style-type: none"><li>• Ability to measure, calculate, reason, analyze, integrate, and synthesize information.</li><li>• Ability to prioritize and perform multiple procedures accurately, efficiently, and safely under stressful conditions within significant time constraints.</li><li>• Ability to exercise independent, ethical judgment and to think logically in the performance of duties.</li><li>• Ability to employ critical thinking skills in performance of duties and problem solving in the laboratory environment.</li><li>• Be able to access information from books, reference manuals, computers, paper and electronic medical documents to perform duties and safely use equipment without assistance.</li><li>• Be able to progress toward minimal supervision as with advancement through the program.</li></ul>

<b>Interpersonal Skills</b>	Abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.	<ul style="list-style-type: none"> <li>• Adaptable to circumstances in a highly stressful, rapidly changing clinical environment.</li> <li>• Effectively deal with anxiety, stress, hostility, and fear in a calm manner.</li> <li>• Interact appropriately and respectfully with patients and coworkers of diverse characteristics, beliefs, and lifestyle practices.</li> <li>• Display compassion, empathy, and concern for others.</li> <li>• Ability to maintain patient confidentiality.</li> <li>• Exhibit honesty, integrity, dependability, and accountability in the performance of one's laboratory responsibilities.</li> <li>• Project an image of professionalism including appearance, dress, and attitude.</li> <li>• Demonstrate a cooperative, supportive, positive, professional attitude.</li> </ul>
<b>Communication Skills</b>	Abilities sufficient for interaction with others in verbal and written form.	<ul style="list-style-type: none"> <li>• Read, write, speak, and report accurately and effectively in English.</li> <li>• Comprehend and carry out complex written, and oral instructions given in English.</li> <li>• Evaluate and communicate diagnostic information in a professional manner to the healthcare team.</li> <li>• Create organized, legible, and coherent written documentation.</li> <li>• Communicate with patients and members of the healthcare team in a clear, concise, and professional manner.</li> </ul>
<b>Coping Skills</b>	Abilities to adapt to challenging situations in a professional manner.	<ul style="list-style-type: none"> <li>• Effectively deal with anxiety, stress, hostility, and fear in a calm manner.</li> </ul>

<b>Mobility/Motor Skills</b>	Physical abilities sufficient to move in one's environment with ease and without restriction.	<ul style="list-style-type: none"> <li>• Move freely and safely in the laboratory, patient care areas, elevators, and stairways.</li> <li>• Reach and bend to access laboratory bench tops and shelves, patients in hospital beds and phlebotomy collection stations.</li> <li>• Assist patients in and out of phlebotomy collection stations.</li> <li>• Sufficient physical endurance to perform prolonged periods of walking, standing, and sitting.</li> <li>• Lift and move objects of at least 25 pounds.</li> <li>• Ability to safely maneuver and perform laboratory procedures with chemicals and biohazardous specimens.</li> </ul>
<b>Auditory Skills</b>	Auditory abilities are sufficient to monitor and assess health needs.	<ul style="list-style-type: none"> <li>• Possess auditory ability sufficiently to communicate with patients and members of the healthcare team.</li> <li>• Detect and evaluate the sounds of equipment and alarms.</li> <li>• Ability to communicate through a telephone.</li> </ul>
<b>Visual Skills</b>	Visual ability sufficient for observation and assessment necessary in Medical Laboratory Technology.	<ul style="list-style-type: none"> <li>• Possess adequate visual ability that allows the determination of minute and microscopic areas of detail, very small variations in color and adequate depth perception (Size, shape, and texture).</li> <li>• Ability to distinguish color, clarity, and viscosity of specimens, reagents, and other testing products.</li> <li>• Be able to manipulate a clinical binocular microscope to discriminate among fine structural and color differences in microscopic specimens.</li> <li>• Read and comprehend text, numbers, and graphs in small print and on a monitor screen.</li> </ul>

<b>Tactile Skills</b>	Tactile ability is sufficient for physical assessment.	<ul style="list-style-type: none"> <li>• Have the ability to palpate and interpret the findings.</li> <li>• Have the ability to utilize pipettes and clinical equipment necessary to complete labs.</li> </ul>
<b>Environmental</b>	Possess the ability to tolerate environmental stressors.	<ul style="list-style-type: none"> <li>• Have the ability to focus and concentrate in a high stress, fast paced work environment.</li> <li>• Able to perform all Medical Laboratory tasks adhering to regulatory agencies' guidelines.</li> <li>• Safely work with potentially infectious specimens and other hazardous materials.</li> </ul>
<b>Emotional/Behavioral</b>	Possess emotional stability sufficient to maintain composure in stressful situations and assume responsibility / accountability for actions.	<ul style="list-style-type: none"> <li>• Ability to perform multiple procedures accurately, efficiently, and safely under stressful conditions and significant time constraints.</li> <li>• Ability to exercise independent, ethical judgment and to think logically in the performance of duties.</li> <li>• Be adaptable and professional to unpleasant situations common in the clinical setting.</li> <li>• Demonstrate integrity and accountability in both the academic and clinical setting.</li> <li>• Present self in a professional manner in both the academic and clinical setting.</li> </ul>

In the case of an otherwise qualified individual with a documented disability, appropriate and reasonable accommodation will be made unless to do so would fundamentally alter the essential training elements, cause undue hardship, or produce a direct threat to the safety of the patient or student.

Asheville-Buncombe Technical Community College is invested in full compliance with the Americans with Disabilities Act (ADA). Support Services is part of Student Services and is located in the K. Ray Bailey Student Services Center. For detailed information or to request accommodations visit [www.abtech.edu/supportservices](http://www.abtech.edu/supportservices). An appointment is recommended prior to enrollment in order to discuss any special concerns.

ADA accommodations do not lower the technical standards, but provide equitable access to all students. Students must still meet the technical standards, regardless, even if ADA accommodations are in place.



## Student Expectations

Students enrolled in the A-B Tech MLT Program will be responsible for observing college rules and regulations as stated in the current college catalog, student calendar, and program handbook. Failure to comply with the policies and procedures will affect classroom and clinical grades and/or student evaluations and may result in counseling of the student on an individual basis with consequences based on the seriousness of the offense. All disciplinary actions will comply with college rules/policies, the Division of Allied Health, and specific MLT Program Policies including verbal and/or written warnings, disciplinary probations/suspensions, and/or referral to Division Dean or the Vice-President for Student Services and/or dismissal from the program. If clinical privileges are revoked for any reason, the student must withdraw from the allied health division. The student's successful completion of clinical rotations is required for program completion.

Each student will sign a statement of agreement confirming the program handbook and the policies set forth will be followed for the duration of the program. The intention of this handbook is to provide an accurate representation of program policies and procedures. If necessary, the medical laboratory technology program faculty may alter, amend, or otherwise change program policies or procedures. The student will be made aware of the amendment or change and will sign an acknowledgement of notification prior to implementation.

## Professional Violations

Failure to adhere to any of the following standards of the code of professional conduct or college code of conduct could result in immediate referral to the Program Chairperson, Division Dean or Vice President of Student Services. The following are the actions associated with each offense:

**First offense** - Verbal recommendation from faculty member on how to modify behavior to reflect professional conduct becoming of an Allied Health professional.

- A written record of the verbal counseling session will be placed in the student's file.
  - If a student is caught cheating, the student will be given a zero on the assignment, even if the zero will result in the failure of the course.
    - If a student is caught cheating via the online Respondus exams, in addition to the zero, the student will be required to take all future exams within a proctor setting. In person students will take their exams at AB-tech with a proctor. For distance learning students, the proctor must meet the qualifications of the school. A policy will be sent to the students. The proctor will come at the cost of the student.
  - If a student is caught forging clinical documents, the student will skip this step and be referred directly to the Vice President of Student Services. The Vice President will reach out to the student by the end of the day.

- Depending on the offense, a referral could result in the student being dismissed from the Medical Laboratory Technology program.

**Second offense (does not have to be related to first offense)** – the student will be referred to the Vice President for Student Services Office through the incident form via Sharepoint.

- A written record of the verbal counseling session will be placed in the student's file.
- Depending on the offense, this referral could result in the student being dismissed from the MLT program.

## **Grievances Policy**

The Medical Laboratory Program has an established grievance policy. It addresses any violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation. The program defines grievance as a feeling of having been treated unfairly, for example a grade appeal.

The program recommends the students follow the procedure below.

- The faculty member or other employee who has been responsible for the act which you consider unfair will attempt, in good faith, to resolve the dispute.
- The program recommends any student having a complaint or grievance should initially discuss the problem with the individual involved within three (3) school days of the incident to resolve the issue informally.
- If at the time of the discussion the problem is not resolved to the mutual satisfaction of both parties, the student should discuss the matter with the program chairperson. This should occur within ten (10) school days of the incident.
- The student will receive a reply to each step of the informal complaint or grievance process within three (3) working days. If the student remains dissatisfied with the decision at this informal level, he/she would be encouraged to refer to the Student and Grade Appeals Policy outlined in the A-B-Tech Catalog. This more formal process is administered through the office of the Vice-President for Student Services.

## **Dissatisfaction Policy**

The dissatisfaction policy addresses the same issues as a complaint defined by the JRCERT. The college uses complaint and grievance interchangeably; therefore, the program chose to use "dissatisfaction" to eliminate any confusion. An example would be the cleanliness of the classroom.

The faculty member or other employee who has been responsible for the act which you consider unfair will attempt, in good faith, to resolve the dispute. The program recommends that any student having a complaint or grievance should initially discuss the problem with the individual involved within three (3) school days of the incident to resolve the issue informally. If at the time of the discussion the problem is not resolved to the mutual satisfaction of both parties, the student should discuss the matter with the program chairperson.

## **Background and Drug Screen**

The background check and drug screening will be conducted by a third-party entity chosen by the College, except for the VA. The VA performs their own independent background check, finger printing, and possible drug screening. Students shall deal directly with the third-party entity and will be responsible for all financial costs.

The third-party entity will report all results directly to the clinical affiliate. Students may also obtain a copy of the report for their personal review. The healthcare institution (clinical site) will then inform the College whether the student's clinical privileges are approved or denied. If denied, the student will not be allowed to continue in the program.

You must complete the required orientation for each facility before rotating and within the established timeframe set by the clinical site. For example, a clinical affiliate may require orientation, a background check, and a drug screening to be completed 30 days before a student starts at their site.

If a student is denied acceptance for clinical training privileges at any healthcare institution, for any reason, at any time, that student is ineligible to proceed with the course of study in the allied health division.

The college has no input in the clinical site decisions.

At any time, the site may require an additional background check or drug screen be performed in which the student is responsible for all associated costs. If the resulting drug screen and/or background check results in the students removal from the clinic site, the student will fail the clinical course.

Students will be given a due date for Castlebranch to be completed. Failure of completion on time will result in a grade reduction in the student's clinical course and can result in their removal from clinicals.

## Student Expenses

<b>Tuition (NC Resident)</b>	\$1,216 (16+ credit hours) per Semester \$76/credit hour (1-15 hours) per Semester
<b>Non-NC Residents Tuition</b>	\$4,288 (16+ credit hours) per Semester \$268/credit (1-15 hours) per Semester
<b>Computer Use and Technology Fee</b>	\$48 per Semester
<b>Activity Fee</b>	\$35 (Fall and Spring semesters only)
<b>CAPS (Campus Access, Parking and Security) Fee</b>	\$20 per Semester
<b>Matriculation Fee</b>	\$6 per Semester
<b>Student Insurance</b>	\$2 per Semester
<b>Consumable Supply Fees and Subscriptions</b>	\$ 1800 for entire program
<b>Books</b>	\$2,015 for entire program
<b>Uniforms</b>	\$250 (3 sets)
<b>Uniform Shoes</b>	\$75-150 (replace as needed)
<b>Background Check and Drug Screen CastleBranch (Purchased April before clinicals)</b>	\$160 (rough estimate, may increase by a few dollars)
<b>Immunizations</b>	0-\$500
<b>CPR Certification</b>	\$80- good for 2 years
<b>Health Physical Exam</b>	Per physician's fee and insurance coverage.
<b>Graduation Fees</b>	\$50

\*It is important to note that you will have two courses for Summer Semester and there is no financial aid for Summer Semester so plan accordingly in the Spring.

Tuition refunds: You will receive a 100% refund if you drop the class before the published start-date of the class (as it appears in Self-Service) or if the class is cancelled. A 75% refund will be made if you officially drop the class before the official 10% point of the term. Insurance, technology, and student activity fees are non-refundable.

## **Non-citizens and clinical sites:**

A-B Tech welcomes non-citizens with work authorization through U.S. Citizenship and Immigration Services (USCIS) to our Selective and Limited Allied Health programs. Clinical site eligibility is determined by the sites themselves and can be impacted by immigration status. Non-citizens should discuss their non-citizenship status with their Selective or Limited program advisor as soon as they are accepted so that accommodation can be made for non-citizens. Non-citizens who are eligible for the Selective and Limited programs may not be eligible for certain clinical sites.

## **Prolonged Illness**

You must notify the appropriate classroom or clinical instructor each day of an absence until it is established exactly how long you will be out. Any student who misses more than three consecutive school days of class and/or clinic must obtain proper documentation for the missed time before they will be allowed to return to classes or clinic.

## **Holidays and Vacations**

MLT students are committed to twenty-one (21) months of full-time study. Within this time, you are eligible for holidays recognized by the College and vacation time during semester breaks. You should consult the academic calendar published in the college catalog and student calendar for the dates of recognized holidays and semester breaks. Please note, up to three inclement weather days may be made up at the end of the fall semester, spring semester and/or during semester breaks (i.e.: spring break) and should be planned for accordingly.

## **Appointments**

Medical, dental, and other appointments should not be scheduled during didactic and clinical times. Appointments scheduled during these times will create tardiness or unexcused absences unless extenuating circumstances prevail.

## **Communication**

Students are required to check their “@students.abtech.edu” email **daily**. Faculty use this as a means to communicate important information to students outside of the classroom.

## **Code of Professional Conduct MLT Student Professional Ethics:**

The Medical Laboratory profession requires the highest standard of ethical behavior and trust from its members. This component of the healthcare team is responsible for the safety and wellbeing of patients during life and death situations. This expectation begins the first day of class in the MLT curriculum. Students must be honest, trustworthy, responsible, and empathetic. As a result of the direct impact on patient care and safety that the Medical Laboratory team is responsible for, **NO FORM OF UNETHICAL BEHAVIOR WILL BE TOLERATED IN THIS CURRICULUM.** Students demonstrating traits or behaviors believed to be less than honest or a danger to patient care will be DISMISSED from the Medical Laboratory Program.

## Classroom Policies

### Course Information:

- Major area courses require a grade of “C” or better for graduation. Major area courses are all MLT prefix classes and CHM 130 & 130A.
- The profession of Medical Laboratory Technology is 50% knowledge and 50% skill. Every MLT course consists of a Class / Lecture component to provide the knowledge, and a Practice / Lab component to develop the essential clinical laboratory skills. Final grades will be calculated based on grades from both components. Students MUST have a “C” average or better in BOTH the CLASS and LAB COMPONENTS in order to pass the course.
- MLT Courses consisting of a significant lab component will incorporate a “Pass/Fail” Final Lab Practical. These courses are selected based upon the impact to patient care that these skills will affect. A pre-established minimum score must be achieved on this practical in order to successfully complete the course, regardless of the student’s class average prior to the practical.
- At the beginning of the semester the instructor will explain to students the course specific evaluation and grading policy and address any questions relating to the specifics of that class.
- There are specific courses that in addition to the 77 required in each of the components, will require a mandatory minimum Final Grade. (MLT 127 is one of the courses, it requires a minimum of an 80 on the final and final practical). This ensures that students leave the course with the information needed to succeed in the program and career.

## Teaching/Learning Strategies

The objectives of the program are accomplished through the utilization and administration of the following teaching/learning strategies:

1. Lectures covering knowledge-based objectives.
2. Online course management system (Moodle)
3. Laboratory exercises integrated with specific knowledge-based required applications.
4. Laboratory simulations utilizing, Labster and Media Lab Software.
5. Clinical rotations and experiences that allow students to gain competence and confidence.
6. Didactic and clinical testing for competency and proficiency.
7. Group and problem-based learning to foster team-building skills.
8. Encouraged participation in student, local, state, or other professional activities

**MLT Standard Procedure for Determining Final Grade:**

This may vary slightly based upon instructor preference.

- Lecture Written Exams: 33.5%
- Laboratory Grade: 33.5%
- Participation 10%
- Final Exam: 23%

<b>Grading System: 8 Point Grading Scale</b>
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**A** 93-100 Excellent academic performance, consistent mastery of facts and concepts and a thorough understanding of course content.

**B** 85-92 Good academic performance, high level mastery of course content.

**C** 77-84 Average academic performance.

**D** 69-76 Marginal academic performance, poor mastery of course content.

**F** Below 68 Very poor performance, no demonstration of even minimal mastery of course content.

<b>Progression to Clinical:</b>
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<u>Students must have a grade of “C” or better in ALL the First Year MLT courses in order to progress to the Second Year Clinical Practicum component of the curriculum.</u>
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Chemistry (CHM 130&130A) is a major courses and a grade of C or better must be achieved before graduation.

ALL first year MLT courses must be successfully completed with a grade of C or better BEFORE you can proceed with Clinical Rotations.

It is important to stay on track with classes as they are scheduled in the curriculum, there is no time set aside in the curriculum to pick up a class at a later date.

If you get a grade of D or lower in either MLT 140 or MLT 110, you will be removed from the MLT program and must reapply the following year to retake the courses. These courses are pre-requisites for all further MLT courses.

You are allowed 2 attempts to pass an MLT course. If you fail the 2<sup>nd</sup> attempt, you will be dropped from the program and must wait a minimum of 1 year before reapplying to the program.

\*All students who must repeat a MLT course will be required to meet with Jennifer Picher or Molly McKeown prior to the first day of class to create an education plan. Student will need to put into writing what they will do differently in the course in order to proceed in the program.



\*The program must be completed in no more than 5 years.

- If a student completed the first year's courses in the program in 2020, but due to unforeseen issues waited until 2025 to try to complete the remaining courses, the student would be required to repeat all the MLT courses they have taken as it would be past the five year mark at graduation.

The college catalog that contains the information and requirements for your completion is the catalog dated the year you began the program.

If you leave and reenter the program, you will fall under the current handbook's rules and regulations.

### **Inclement Weather Policy**

Please refer to A-B Tech College Student Handbook and Calendar.

- In the event students are not able to verify a school closing prior to the time they must leave for the clinic or class; you are encouraged to use your judgment in determining whether to drive in the existing conditions.
- If you decide not to attempt to meet a class or clinical rotation time, you must notify the appropriate instructor according to the published attendance policies.

Tardies due to inclement weather, when proper notification is made and faculty deem appropriate, will not count toward the three tardy policy or equivalent of one full day's absence.

### **Attendance Policy**

Regular and punctual attendance is expected of all students to achieve their potential in the medical laboratory technology program and to develop desirable personal traits necessary to obtain employment in any allied health profession.

To receive course credit, a student should attend a minimum of 90 percent of the contact hours of the class. Upon accumulating absences exceeding 10 percent of the course contact hours, the student will obtain an F for the course. The student will be advised to follow the official withdrawal procedure in order to obtain a grade of "W", which will not influence the quality point ratio. Official withdrawals are not allowed after the 75% point of a semester or term. If a grade of "W" is not obtained the instructor will assign a course grade of "F".

- If a student receives an F due to absences, they will be allowed to repeat the course when it is next offered.

- If a student receives an F due to absences in a second course, the student will be dismissed from the program and will need to wait one year before applying for readmission.

Tardiness is considered as arriving late (1 min late) to class or leaving before class or lab is completed. Tardiness is not an acceptable practice within the structure of this course. In order to provide a quality, professional, adult learning environment classroom, doors will be closed once class begins. Do not attempt to enter after instruction has begun. This creates an unnecessary distraction for the instructor and fellow students. Class entrance will be available during routine breaks. If you encounter an unavoidable situation, (ex. Emergency or essential appointment) notify your instructor in advance and accommodation will try to be made whenever possible. Keep in mind that 3 tardies are equivalent to 1 hour of absence and are counted towards the 10% absence limit.

If you are more than 1 hour late for class, that will count as a full absence as you missed the majority of the course.

Attendance is taken at every class meeting.

#### **Attendance:**

- Students are expected to be present in every lab. Courses cover complex topics at an accelerated pace. If you get behind it is challenging to catch up and master the information that was missed. If you choose to watch the lecture videos at home, you will only be counted as present if you complete the online assignment for that class lecture.
- Any student absent from class is responsible for material missed.
- Labs will not be repeated. Activities on Lecture days will not be repeated if missed.
- Missed Labs will result in a zero for the day as they cannot be repeated.

#### **Attendance Policy—Lab**

- You are responsible for contacting the program faculty prior to the scheduled lab time to report an absence or expected tardy. Communication can be in the form of an email, text, or a phone call to the appropriate instructor. The extension numbers are listed in the course syllabus. Messages **must not** be sent through another student.
- Failure to properly report an absence before the start of lab will result in an unexcused class absence.
- An unexcused absence will result in earning a "0" on **any** graded assignment, lab, quiz, or test given on that day. Absences due to childcare or transportation issues are considered unexcused.
- An excused absence will result in earning a "0" on **any** graded assignment, lab, quiz, or test given on that day.
- In the event of an absence, you are still responsible for all material covered and may be required to prove competency in missed activities.

- To receive course credit, a student should attend a minimum of 90% of the contact hours of the class. Upon accumulating absences/tardies exceeding 10% of the course contact hours, you will be dropped from the class. If you do not follow the official withdrawal procedure, you will receive a grade of “F”. See the current A-B Tech College Catalog for further information. The 10% number of hours will be included in each course syllabus and will be discussed at the beginning of each semester.
- Safety is our highest priority. Classroom doors will be closed and locked at the beginning of each class. Classrooms will not be open until break. Students not on time will have to wait until the next scheduled break to enter. You will accrue the entire time spent outside the classroom against the 10% mark for that course.
  - If the student has an ADA accommodations allowing them more frequent breaks this will be accommodated. However, the student will be expected to complete the labs during the allotted time frame for class.
- A tardy is defined as arriving late for class (any minutes), leaving early (any minutes,) or being away from class without permission during class hours. It is departmental and college policy that three tardies are the equivalent of one full day’s absence from class. For every third tardy, you will have one full day's absence counted for the course. These accumulated absences due to tardiness, regardless of tardy time (i.e.: 1 min, 7 min, 15 min, etc.) will count toward the 10% mark for that course.
- If you arrive more than 1 hour after the start of class you will be marked absent with no excuse, but you will be allowed to participate in the rest of the class if the door is open to your arrival.
- If an instructor is not in class and arrangements have not been made, the class is dismissed after ten minutes. A roll must be signed by the students before leaving. If the instructor is not present for the second hour, the students may again sign the roll and leave for the remainder of the class. **Students are encouraged to check faculty offices (AHWD 240) before signing the roll and leaving.**
- You are responsible for adhering to the A-B Tech Code of Classroom Conduct. See the most current version of the A-B Tech Student Handbook and Calendar and College Catalog.

## Class Dress Code

Classroom attire should be neat and conservative and should not distract from the learning process. Shoes must always be worn.

### Lab Dress Code Requirements

Hair must be neat and clean, long hair must be worn up or back.

Students must wear full coverage garments. No shorts, capri pants, or sandals (open toed shoes) allowed. Skirts must go to the ankle.

Students must cover open sores, skin rashes, or breaks of any type on the skin of one's hands or arms.

## **Electronics**

- The use of a camera from any electronic device is strictly prohibited.
- The use of electronic devices for personal reasons during class time is strictly prohibited.
- Any recording device must be approved by the instructor prior to the beginning of each class. This must be addressed at each class meeting.
- ADA Accommodations that require electronic devices in the classroom will be honored.
- No headphones or airpods will be allowed in the classroom. Students are expected to pay attention to the instructor and their lab partners.

Any violations to this policy, unless special arrangements are made with faculty prior to the start of class, will result in the student receiving a warning for the first infraction, for a second infraction, the student may be required to meet with division Dean, and the third infraction may result in the student being dismissed from the course.

## **Cell Phone Policy**

Cell phones should be silenced upon entering the class or lab setting to minimize disruption.

If a student is experiencing a life event that requires them to monitor their cell phone, please discuss this with your instructor so accommodation can be made for the class period.

- If a student has not informed the instructor about a life event and they are caught texting, watching videos, playing games, or being distracted with their cell phones, the student will be asked to place their phone in the cubicles for the remainder of the class.
  - This behavior will be reflected poorly on their daily lab grade.
  - Cell phones are not allowed in the lab section of the classroom as it is a biohazardous environment. All cell phones should be left on the students' "clean" desks or in the cubicles with their book bags and drinks.

## **Sleeping**

- If the student is caught sleeping in the lecture or lab setting located on campus, the student will receive a poor grade on their daily lab sheet, and they will be sent by the instructor to the department chair for a discussion. The student will be referred to

student advising as an early alert. A second offense may result in more severe consequences.

- If caught sleeping in the clinical setting, the clinical staff may dismiss the student from the clinical setting. The laboratory is in a dangerous setting, and a sleeping student is a liability. If the student is dismissed from the clinical setting for the remainder of the clinical course, the student will receive an F in the course and they will be required to retake the rotation at another clinical site. This may not occur within the same year as clinical sites are limited. The student may be required to take some time off and return in the new year.

## Microsoft Teams

**In a synchronous course using video conferencing software, the code of student conduct applies.** You are expected to be professional and respectful when attending class on Zoom.

The following are class policies for meetings with Teams:

- **Sign in with your preferred first and last name as listed on the class roster.** Do not use a nickname or other pseudonym when you log in; doing so makes it impossible to know who is in attendance. Using your full name helps your instructor quickly sort students into their groups when needed. **Users who do not provide their full names will NOT be admitted to class.** If you currently use a different name than what is listed on the official roster, please email me so that your preferred name can be noted on the roster, and you can use it on Zoom. In addition, please complete the Change of Vital Data form at the following link: <https://abtech.edu/future-students/student-records/name-and-address-change> and turn it in to Student Services.
- If you do not have access to a computer or smartphone with internet access, call into class. Calling-in is not optimal; please try to locate an internet-enabled device to use for class.
- **Stay focused.** Please stay engaged in class activities. Close any apps on your device that are not relevant and turn off notifications.
- **Note: Class meetings on Teams (including video, audio, and chat text) may be recorded.**
- **Turn on your video when possible.** It is helpful to be able to see each other, just as in an in-person class.
- **Keep it clean.** Don't share anything you wouldn't put up on the projector in class!

### Audio

- **Mute your microphone when you are not talking.** This helps eliminate background noise.
- **Use a headset when possible.** If you own headphones with a microphone, please use them. This improves audio quality.

- **Be in a quiet place when possible.** Find a quiet, distraction-free spot to log in. Turn off any music, videos, etc. in the background.

#### Chat

- **Stay on topic.** Use the chat window for questions and comments that are relevant to class. The chat window is not a place for socializing or posting comments that distract from the course activities. If you fill it up with random comments, I will be unable to sort through the information quickly to address students' questions/concerns about the course.
- **No disrespect or hate speech.** Just like in our in-person class, respectful behavior is expected. Consider Zoom a professional environment, and act like you're at a job interview, even when you're typing in the chat.

## Evaluations

#### Exams:

- Written tests or Electronic Exams will be given throughout the course at announced times.
  - Electronic Exams will be given at announced times utilizing the Respondus Lockdown browser and camera. Students are required to have a Windows or MAC based computer with a web camera. The library has laptops for rent if you do not have access to a laptop or desktop to take the exam.
    - Please see the correct answers following your exam. Students are NOT allowed to take notes from the tests when reviewing, this is considered cheating.
  - Makeup exams are not permitted, students are given a window to complete their exams, thus it is expected that the student will make time to complete the exam within that window and time frame.
    - Any missed exam will result in a zero.
- Quizzes may be given announced and unannounced at any time. Respondus Lockdown browser and camera will be mandatory.
  - Makeup quizzes are not permitted, students are given a window to complete their online quizzes, thus it is expected that the student will make time to complete the exam within that window and time frame. If the quiz falls on a lab day and you are absent, this will result in a zero.
  - We will **not** give quizzes on lecture days.
  - Any missed quiz will result in a zero.

#### Labs:

- Laboratory assignments, practicals, and competency evaluations will be given throughout the course at announced times and will determine the Laboratory component grade.
- **In person Students: Due to time restraints and cost of lab supplies, missed lab periods cannot be made up.** Simulation, Dry Labs, and Medialab labs will have a

**set due date.** For every day late 10 % will be taken from your final grade. There is no exception to this late policy.

- **Distant Students:** Simulation, Dry Labs, and Medialab Labs will have a **set due date.** For every day late 10 % will be taken from your final grade. There is no exception to this late policy.
- **Distant Students:** For Manual Labs completed at your laboratory. Please work with your facility/trainers to complete the mandatory manual labs. These will be due 10 days before the end of term. If you discover your facility does not have the ability to help you complete a particular manual lab, you are required to notify your instructor so your instructor can either send you the supplies needed or assign you a simulation/dry lab.
  - For every day late 10 % will be taken from your final grade. There is no exception to this late policy.
  - This being said, early is better, please give the form to your site clinical preceptor in a timely manner. If you are having issues with them returning the graded form, please email [jenniferkpicher@abtech.edu](mailto:jenniferkpicher@abtech.edu) and she will reach out to the clinical preceptor or facility.
  - There will be a required number of lab hours that will need to be completed in your hospital or doctor office lab. No exceptions. You will be provided with time sheets to enter your hours, for clinicals you will have a clock in and out system like in person students.

#### **Daily Lab Grades (In person Labs)**

- The MLT classroom and lab operate as closely as possible to the “real world” in order to effectively prepare students for successful clinical rotations and employment. Daily Lab grades will include professionalism, effort, communication, etc. Please see below for an example (forms will vary for each class and instructor).
  - For those who will be watching lectures from home, you may be given mandatory assignments that will be used for attendance purposes as well as to prove your participation. Those grades will fall under this bracket and are worth 10% of your final grade.
    - For every day late 10 % will be taken from your final grade. There is no exception to this late policy.
  - Points will be taken off on the daily lab grade sheet for students who do not comply with the cell phone policy, dress code policy, etc.

#### **Participation (Distance Learning Students):**

- Online students will be required to participate in discussion forums (this may be case studies, discussions, games, etc). Students are also required to provide proof

of clinical time spent in the laboratory doing manual labs/clinicals. Participation is 10% of your grade.

- For every day late 10 points will be taken from your final grade. There is no exception to this late policy.

Daily Blood Bank Lab Rubric			
Name:		Date:	
Tasks:	Satisfactory 15pt	Needs Improvement 7.5pt	Unsatisfactory 0 pt
Maintaining Patient Sample			
Maintaining Reagent Integrity			
Using Blue or Black Ink			
Using Proper Documentation			
Time Management			
Maintaining a Clean Bench			
Professionalism			
Effort			
Communication			
Dress Code			
Other			
<b>Score</b>			
Comments:			

### Final Exam:

- A comprehensive written final exam will be given in each course.
- If applicable there will also be a comprehensive lab practical.
- The student must score greater than 70% on any lab or lecture final throughout the MLT courses in order to pass. This must be obtained independently of the required 77% overall to pass a course. (For MLT 127 the student must score a 80% or higher).



**MLT Standard Procedure for Determining Final Grade:**

This may vary slightly based upon instructor preference.

- Lecture Written Exams: 33.5%
- Laboratory Grade: 33.5%
- Participation 10%
- Final Exam/Practical: 23%

## **Clinical Policies**

Phlebotomy clinical occurs during the 10-week summer semester. It will be 5.5 hours 2 days per week. This includes a 30-minute lunch. Hours are determined by the clinic sites.

There are four major department rotations:

- Blood Bank
- Chemistry
- Hematology
- Microbiology

Each clinical rotation is an 8-week minimester. Clinic days are Monday through Wednesday, clinic report will be scheduled during your clinical days, you will log in on those days to chat as a class via Teams or Zoom. All rotations are 8.5 hours and performed on day shift. This includes a 30-minute lunch.

Shifts can start between 0600 - 0800. Clinic hours may vary slightly due to individual laboratory schedule and workflow. Some hospitals require 2<sup>nd</sup> shift hours.

**Special Schedules:**

Some clinic sites require variation in routing clinic hours for the students to have the full experience of the department. Mission Hospitals Microbiology Department requires a week of second shift training in order to cover procedures that are only performed on this shift such as, ANA and DNA probes.

Mission Hospitals Transfusion Services Department requires at least a week of second shift training to allow the student to experience a different work pace and increased exposure to more OB, Prenatal workups, more component procedures and a greater use of the automated instrumentation.

Multiple sites require students to continue performing phlebotomy throughout the clinical year. This is to facilitate the development of strong venipuncture skills and ensure competency for this essential laboratory function.

## Grading

### 40 % Assignments

- 10 % PreExam
- 30 % Midterm
- 40 % Final
- 10 % CEUs

### 36 % Performance Evaluations

### 24 % Professionalism Rubric & Timecard

**You must obtain a 77% average on the assignments and a 77% average on the performance evaluations /professionalism rubric in order to pass the course.**

The performance evaluation will be filled out by clinic personnel that have worked with you on a regular basis. This will be completed in Trajecsys or on paper.

At the beginning of the rotation, you will be given:

- A written Pre-test, a grade of 77 or better is required before you can begin the rotation.
- You will be allowed only 2 attempts to pass the pre-test. If you are unable to pass the pretest after 2 attempts, you will have to drop the clinical rotation.
  - The student will be allowed to return the following year to reattempt clinicals after studying.
    - Clinical sites are limited; thus, a clinical site must be open to allow the student to return.
    - The returning student will be assigned a clinical site after the current cohort has been assigned. Their original clinical site may not be available.
    - The student must prove they are competent prior to walking into clinic. The preexam will be given on the first day of the semester. The student will be given 2 attempts. If the student fails to prove competency, the student will be required to retake the prerequisite MLT course prior to attempting the clinical rotation a third time.
- A packet of study questions will be given to the student to help them study for the exams.

Written exams are given that coincide with the questions. Exams will be given at designated times throughout the course utilizing Respondus Lockdown Browser and Camera. If you do not have the capability to take an exam with Respondus Lockdown (there will be a practice exam to try out the software) you will be required to obtain either a proctor at your clinical site, or to schedule a time with us in order to proctor your exams. Proctors cannot be friends, family, or classmates. AB-Tech has a specific form that will need to be filled out and the proctor approved.

- Please see the correct answers following your exam. Students are NOT allowed to take notes from the tests when reviewing, this is considered cheating.

At the end of the rotation, a comprehensive written final will be given. Signed Tally sheets and Evaluations (if on paper) must be turned into the MLT proctor on exam day.

- The student must score greater than 70% on any lab or lecture final throughout the MLT courses in order to pass. This must be obtained independently of the required 77% overall to pass a course.

Performance Evaluations are made up of effective and affective rubrics. 20 % of the evaluation is technical and 16 % is affective.

Professionalism rubric and timecard is 24% of your clinical grade. Please see an example of the rubric on the following page. (This may change before your clinical course, see your course syllabus during clinicals for current rubric).

Course work is not complete until ALL time, work and documentation is complete and turned in.

24% of the clinical grade is professional rubric and attendance.

- a. Students are expected to be present every day for clinical rotations. Students are only allowed to miss 10% of the clinical rotation and still pass the course. Students will be clocking in and out at their facility utilizing platinum educational software. Students are expected to arrive within 7 min of their start time. A student will be counted late if they arrive 7 min after their start time. Students are expected to arrive before the start time. 3 tardies make 1 absence, this is similar to the first year courses. Attendance is graded as follows
  - i. For every day of clinical missed ( -5 pts)
  - ii. For every tardy
    1. -1pt for every 15 min late
    2. Excessive tardiness (5 or more tardies in a minimester) -10 pts
  - iii. For every time a student does not clock in or out of the system ( -1 pt)
  - iv. If a tardy pattern is noticed, student will be given a written warning. If the behavior continues the student will be dismissed from the MLT program
  - v. If a pattern of not clocking in and out is noted, students will be given a written warning, if the behavior continues, the student may be dismissed from the MLT program.
  - vi. Communication
    1. -5 pts for each occurrence of not communicating to clinical staff and instructors, this includes not responding to emails in a timely manner.
  - vii. -30pts will be taken off the professional score if student is dismissed from the site for any reason.
  - viii. -20 pts will be taken off if you have a no call/no show for a clinical day. Be warned...this can also result in your dismissal from the clinical site.
  - ix. -10 pts for students not following dress code.
  - x. -5 pts for any discussion held with clinical trainers for ANY negative reason about the student.

## **Clinical Inclement Weather Policy**

You are adults. Use your best judgment when deciding if you can make it too clinical safely. Only you can make that decision.

Please be clear that make-up days related to inclement weather may be added during spring break and up to three days may be added to the end of the semester in the event that days need to be made up due to inclement weather.

It is your responsibility to make arrangements to be in attendance should additional days be added to the semester. This is a serious issue considering final exam dates may have to be extended to these additional days. Failure to be in attendance could result in your being unable to progress in the program.

## **Clinical Attendance Policy**

This policy is NOT in place to provide you with a set number of leisurely days to take off. This policy is in place to advise you that there are no excuses for being late (tardy) or absent in healthcare, hence stringent policies in place regarding attendance.

Personal appointments should not be made during clinic time.

In an emergency, tardiness or absence of the healthcare professional can mean death for the patient. Regular attendance is required for the student to maintain academic progress, complete all course requirements and receive the optimum benefit of instruction.

The attendance policy will be strictly enforced. The trait of reliability is paramount in healthcare professionals. It is believed that regular and punctual attendance helps students to achieve their potential and develop desirable personal traits necessary to obtain employment as well as maintain that employment. Reliability will be among the first traits looked at by prospective employers. Every time a student is in the clinical rotation, it can be compared to an informal job interview. Our clinical sites begin to consider students as potential hires from the first day they meet them.

This further emphasizes the importance of full-time attendance for clinical rotations. Students are expected to attend all clinics according to the established schedule. Hours and dates are not negotiable or flexible. All MLT courses have a 90% attendance requirement. There are no excused absences; all students are held to the same standard.

If a student **MUST** be absent or tardy notification is required. First the student must notify the clinical training staff at their facility, followed by a notification to Jennifer Picher, the MLT Department Chair. Notification must be provided prior to the start of clinic hours. If the student does not notify Jennifer before clinic hours points will be deducted on Professionalism Rubric & Time Card.

All clinical hours missed must be made up. NC State requires students to complete a minimum number of hours.

## Timecard

Documentation of hours worked must be completed in two ways. Paper tally sheets and Trajecsyst must be filled out by the student and signed by the clinical instructor at the end of every clinic day to receive credit for that day. The tally sheets can be found in your Moodle shell, or you can copy the one provided in this handbook.

The Trajecsyst Report System is an online time keeping program, this mimics a time keeping program that is implemented at the hospitals. The Trajecsyst Report System can track student reporting of lab or clinic arrival and departure. Students have the option of reporting from a computer at the location, or by clocking in or out using a mobile device. If a site computer is used, IP address is recorded; and if using a mobile device with GPS, student location can be displayed.

If the Trajecsyst timecard is not completed appropriately each day, points will be deducted from the Professionalism Rubric & Timecard grade. Deductions will be awarded if the student:

- Clocks out early or leaves early
- Clocks in late or arrives late
- Misses clock in/out
- Does not use GPS location when clocking in or out
- Does not document absence or any time exceptions
- Does not document breaks
- Does not obtain preceptor signature

This list is not all inclusive.

## Clinical Dress Code

Dress codes in health care have both an external and internal focus. Externally, the dress code policies are aimed at putting others at ease and inspiring confidence where patient care is concerned. The way one outwardly presents themselves should NOT cause a patient, clinical staff member, instructor, or visitor to be uncomfortable or attract attention. Internally, dress code policies are aimed at infection control. They are derived from multiple national and federal organizations' recommended standards and practices. Infection control policies in clinical facilities are intended to primarily protect patients as well as students.

- Students are required to wear a freshly laundered Medical Laboratory Technology uniform while they are in the clinic environment.
- Uniforms must be well fitting. I.e. They must be the correct size, not too tight or loose. Absent of wrinkles, tears, lint or animal hair.
- Uniform color for each clinical year will be voted on by the cohort.

- 2025 graduates wore Navy Blue
- 2026 graduates will be wearing Black
- The uniform must have the MLT badge embroidered onto the left side of the top.
- The uniform pants hem must hang one inch from the floor.
- If a scrub coat is needed, the color must match the scrub top or white is also an approved color.
- If an undershirt is needed, the color must be solid.
- Shoes must be all leather, vegan leather, or vinyl with no mesh and water resistant.
- Shoes must be solid black or white in color with minimal color accents.
- Students are required to wear their A-B Tech MLT student ID and any ID that the clinic site may assign to you. This is required to be on your person at all times while at clinicals. This is a requirement for online students as well.

## **Appearance**

- Hair must be neat and clean, long hair must be worn up or back.
- Hair cannot be out of the ordinary or extreme colors.
- Fingernails must be short with natural and no nail polish. No artificial, acrylic, or gel nails.
- Watches, wedding rings, and 2 pairs of stud earrings in the lower lobe of the ear are the only jewelry that can be worn. No necklaces, dangling earrings, bracelets, or body piercing jewelry are allowed. This includes nose rings, lip rings, eyebrows, and tongue rings.
  - Most facilities are allowing one single stud to be worn, if you have multiple nose studs, please inform the chair and she will speak to individual sites to assess their policies. I do know that no facility allows for septum rings, thus if you can remove or flip them up that is what is expected at the clinic site. A mask is another option that is acceptable.
  - If you cannot remove the piercings, they must be covered by Band-Aids (ex. top of ear piercings that cannot be removed) during the clinical rotation.
- Any facial piercings and ear gauges must have clear spacers.
- Tattoos must be covered while at the clinic site.
  - This can be done with a scrub jacket, tattoo sleeve, or long sleeve shirts for the arms.
  - Face tattoos are not allowed. It is suggested that you find a great concealer for face tattoos so they can be covered.
  - If you have tattoos up your neck, we will assess the clinical sites and see what they expect. They may request a turtleneck or a dickie to be worn to cover the tattoos.

- Ear tattoos, if your hair covers and it isn't visible it is fine. If it is visible, then a Band-Aid should be worn over the tattoo.
- These are AB-Tech Policies for healthcare professionals.
- Students must wear full coverage undergarments.
- Students must practice personal hygiene.
- Students must not wear strong scented colognes, perfumes, lotions, or gels.
  - Hospital Policy
- Students must not wear heavy flake prone make up or false eyelashes.
- Students must cover open sores, skin rashes, or breaks of any type on the skin of one's hands or arms. This is for your safety.
- Students will refrain from smoking, vaping, using drugs, or drinking alcoholic beverages before or during clinical hours. Any odor of smoking, vaping, drugs, or alcohol on the student's breath or clothes will not be tolerated. This includes residual effects from previous use.
- Additional drug screening will be required at any time in which a student is suspected of being impaired.
  - If a student presents to the clinic with signs of impairment, the clinical site can request the student to leave the facility. Campus police will be called, and a report filled. An incident report will also be filled with the Vice President of Student Services office.
  - The student may be required at this time to submit to a drug screening per the clinical facilities request. At the students cost.
  - If the student is found to be impaired it will be up to the VP of Student Services if the student will be allowed to continue with the program.
  - The clinical site does have the right to dismiss the student. The student will receive a F in the course if dismissed from the clinical site.
- Exceptions to facial piercing, tattoo, and hair policy are on a case-by-case basis for **online MLT students only. You will adhere to your employer's policies.**

## Electronics

- The use of a camera from any electronic device is strictly prohibited.
- There is No recording or photos allowed in the Clinical site. This is to protect patient information.
- ADA accommodations will be brought to the clinical site for approval, however, due to HIPAA and patient privacy, the use of electronic devices is strictly prohibited in a hospital environment. This is for patient privacy.

Any violations to this policy, unless special arrangements are made with faculty prior to the start of class, will result in the student receiving a warning for the first infraction, for a

second infraction, the student may be required to meet with division Dean, and the third infraction may result in the student being dismissed from the course.

### **CLINICAL Cell Phone Policy**

Cell phones should be silenced and remain out of site during the clinical day. Cell phone use will be limited to essential communication with the clinical instructor and will only occur in non-patient areas such as conference rooms, break rooms, etc. If the student wishes to use their cell phone to access textbooks or other references, this should also occur in non-patient areas. Use of cell phone camera function is prohibited in any area of the clinical facility.

### **Performance**

Students will report to the clinical site in alert condition prepared for the training events of the day. Students will demonstrate a satisfactory pace of training progression and sound judgement.

After demonstrating competency, students are allowed to perform patient testing under direct supervision. You are not allowed to result patient testing without this direct supervision. Doing so can result in immediate dismissal from your clinical site and a F in the course. If you are asked to result patient testing by your preceptor, please contact Jennifer Picher immediately so she can address this situation with the clinical site.

MLT students shall conduct themselves in a manner compatible with the dignity of the profession. Respect must be shown to ALL patients, visitors, clinical staff, trainers, and faculty. Constructive feedback should be accepted in a positive educational manner.

Insubordination in any manner will not be tolerated and will warrant disciplinary action.

Use of cell phones or any other electronic device is NOT permitted during clinic hours. Personal phone calls should not be made or received during clinic training time.

### **Required Documentation**

All MLT students are required to meet certain documentation requirements, including but not limited to, immunizations, health exam, background checks, drug screens, and CPR certification. These requirements are mandated by contractual agreements between the individual clinical affiliates and the Medical Laboratory Technology program at A-B Tech. These requirements are subject to change at any time. A clinical affiliate may require additional documentation and onboarding procedures.

MLT students must meet all requirements of the facility for which they have been assigned. Failure to do so will prevent the student from completing the program.



Once documentation and onboarding tasks are submitted, the education coordinator departments at the clinical facilities will review all submissions and determine the approval or rejection status of the students.

## Immunization Checklist

MLT Students must provide written documentation of receiving the following vaccinations. These must be uploaded into Castlebranch prior to clinical rotation.

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### **DTP or Td: Diphtheria, Tetanus, Pertussis**

3 doses in your lifetime: 1<sup>st</sup> dose

2<sup>nd</sup> dose one month later

3<sup>rd</sup> dose six months after the second dose

Adults need a booster every 10 years

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### **MMR: Measles, Mumps, Rubella**

If you were born in 1957 or later- 2 doses are required.

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### **Varicella: Chicken Pox**

2 doses: 1<sup>st</sup> dose

2<sup>nd</sup> dose one month later

If you had chicken pox as a child, you must have a varicella titer done to prove immunity.

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### **PPD: Tuberculin Skin Test**

Within the past 12 months.

Some facilities will allow student to have a T-Spot draw to indicate that they are tuberculosis negative.

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### **Hepatitis B Series: Not required but Strongly Recommended**

3 doses: 1<sup>st</sup> dose

2<sup>nd</sup> dose one month later

3<sup>rd</sup> dose five months after the second dose

The series should have been started before entering the clinical environment. Individuals who choose not to take the vaccine will have to sign a declination form.

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### **COVID-19 Vaccination**

At this time most facilities require the initial vaccinations and not the booster.

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**Flu Vaccine-** Annual/Seasonal; Typically given in October.

## **Clinic Placement and Rotations for in Person Students**

### **Clinical Training Site Placement:**

The number of clinical training sites are limited each year by the participation of area hospitals. Decisions relating to student placement is based upon the criteria below:

1. Academic performance
2. Class participation
3. Attendance
4. Full time vs. part time status
5. Repeated courses or missed semesters.

The MLT faculty take all these factors into account and assigns based on the best interest of the student. If a placement cannot be immediately guaranteed the Department Chair will notify the student of options and plan for an adapted schedule. This may include waiting until the next academic year if accommodation cannot be provided.

Student can be placed at a site located within 75 miles of Asheville, NC.

### **Medical Form & Immunizations:**

Medical forms and immunization records must be completed before you can enter the clinic environment. Medical forms are good for 1 year only; as a result, we will provide you with the form later, closer to the beginning of clinical rotation. (This happens typically in April prior to the beginning of clinical rotations)

It is recommended to begin gathering your immunization records now and REVIEW them for any needed shots;

Hepatitis B Immunization Addendum: Upon entering the MLT program and receiving detailed information relating to the biohazardous conditions of the laboratory, students are presented with two options. They are now equipped to make an informed decision to either proceed with the Hepatitis B immunization series or choose not to take the immunizations. If students choose to decline the Hepatitis B immunizations, they will be required to sign the college's "Statement of Declination."

### **Criminal Background Checks & Drug Screens:**

MLT students are required to participate in a Criminal Background check and Drug Screen as a condition of approval for acceptance in the program. You are required to cover the cost. Clinic sites may refuse acceptance of a student based upon findings of these procedures. The department chair will try to locate another site that will take the student, however, sites are limited and they each have their own policies. Denial of clinic placement will prohibit progression in the program. A copy of the college policy is provided in this Handbook.

### **CPR Certification:**

*Hospital affiliates require all allied health students to have current American Heart Association Healthcare Provider CPR Certification.*

### **Clinical Hours:**

The third semester (summer semester) begins the clinical rotation element of the curriculum. This rotation consists of phlebotomy training. Days and hours will vary but a schedule will be provided to you in advance. Typically, clinicals are 2 days a week. Days are 5.5 hours long. These days are M and T. This time varies for online students.

Uniforms need to be purchased for clinical rotation.

Reliable transportation and the ability to commute are essential.

A current list of affiliates is provided.

Clinic schedules for the fourth & fifth (Fall & Spring) semesters of the second year are as follows:

Clinic days- 8½ hours a day on Monday, Tuesday, Wednesday

Clinic hours are set according to the hospital laboratory workload & will vary slightly between facilities.

“Routinely” 6:00 am - 2:30 pm or 7:00 am - 3:30 pm, some sites are 8:00am-4:30pm

Some clinic sites require an occasional second shift rotation for exposure to a variety of testing or workload environment.

Clinic report will be during clinical times (M-W; times will be on schedule. These will be zoom meetings). Exams will be given over a 4 day period online.

*Childcare, work schedules, & transportation are items that need to be addressed in advance to accommodate clinical rotation.*

**MEDICAL LABORATORY TECHNOLOGY  
POTENTIAL POOL OF CLINICAL AFFILIATES**

**Blue Ridge Regional Hospital**

125 Hospital Dr.  
Spruce Pine, NC 28777

**McDowell Hospital**

430 Rankin Dr.  
Marion, NC 28752

**Harris Regional Medical Center**

68 Hospital Rd.  
Sylva, NC 28779

**Pardee Hospital**

800 N. Justice St  
Hendersonville, NC 28739

**Advent-Polk**

101 Hospital Dr  
Columbus, NC 28722

**VA Medical Center**

1100 Tunnel Rd  
Asheville, NC 28805

**Johnson City Medical Center-Ballad Health**

400 N State of Franklin Rd  
Johnson City, TN 37604

**Angel Medical Center**

124 One Center Ct  
Franklin, NC 28734

**Cherokee Indian Hospital**

1 Hospital Rd  
Cherokee NC, 28719

**Haywood Regional Medical Center**

262 Leroy George Dr.  
Clyde, NC 28721

**Mission Health System**

509 Biltmore Ave  
Asheville, NC 28801

**Advent Health**

100 Hospital Dr  
Hendersonville, NC 28792

**Transylvania Regional Hospital**

260 Hospital Dr  
Brevard, NC 28712

**Genova Diagnostics (Microbiology)**

63 Zillicoa St,  
Asheville, NC 28801

**Catawba Valley Medical Center**

810 Fairgrove Church Rd. SE  
Hickory, NC 28602

**Watauga Medical Center**

336 Deerfield Rd  
Boone, NC 28607

## **Clinic Placement and Rotations for Distance Students**

### **Clinical Training Site Placement:**

You will be required to come into the program with your facility as your facility will be helping you with your labs during your first year.

### **Clinical Hours:**

The third semester (summer semester) begins the clinical rotation element of the curriculum. This rotation consists of phlebotomy training. Minimum hours are 100 hours for phlebotomy rotation if necessary.

Clinic schedules for the fourth & fifth (Fall & Spring) semesters of the second year will be worked out with your facility. However, it is mandatory that you complete 192 hours per rotation. There are 4 rotations. This can be arranged anyway that works for the student and facility.

We are required to have an affiliation agreement with your facility.

It is important to note that students cannot be working during clinical hours! This is a requirement from our accreditation body.

*Childcare, work schedules, & transportation are items that need to be addressed in advance to accommodate clinical rotation.*

## **Student Clinical Work Policy**

The program faculty neither encourages nor discourages students from working in clinical or surgical facilities, but reminds the student of the following conditions:

- All students should be committed to the completion of the Medical Laboratory Technology program.
- The clinical component of the program shall be educational in nature. Employment at a clinical affiliate is not part of the educational program. Such employment will not be considered an excuse for a student's failure to comply with program expectations.
- The student will not be excused from required clinical courses to leave a clinical site early to allow them to clock in as an employee of that affiliate.
- While students are completing clinical rotations, all activities will be educational in nature. The student will not receive credit for clinical hours during the time they are on the payroll for a clinical affiliate.
- The student will not be covered under the AB-TECH accident or liability insurance policy when working as an employee of a clinical affiliate.
- Medical Laboratory Technology students must always be supervised by clinical site staff. Students will not be substituted in place of hired staff by the clinical affiliate under any circumstances.

First Semester (FALL)

CHM 130	Gen, Org & Biochemistry	3 Credit Hours
CHM 130A	Gen, Org & Biochemistry Lab	1 Credit Hour
MAT 110	Mathematical Measurement	3 Credit Hours
MLT 110	Introduction to MLT	3 Credit Hours
MLT 111	Urinalysis & Body Fluids	2 Credit Hours
MLT 140	Introduction to Microbiology	3 Credit Hours
MLT 116	Anatomy & Medical Terminology	5 Credit Hours

Second Semester (SPRING)

ENG 111	Writing and Inquiry	3 Credit Hours
MLT 120	Hematology/Hemostasis I	4 Credit Hours
MLT 126	Immunology and Serology	2 Credit Hours
MLT 130	Clinical Chemistry I	4 Credit Hours
MLT 240	Special Clinical Microbiology	3 Credit Hours

Third Semester (SUMMER)

MLT 127	Transfusion Medicine	3 Credit Hours
MLT 252	MLT Practicum I (Phlebotomy)	2 Credit Hours

Fourth Semester (FALL)

COM 120	Intro Interpersonal Communications	3 Credit Hours
PSY 150	General Psychology	3 Credit Hours
CIS 110	Introduction to Computers	3 Credit Hours
MLT 254	MLT Practicum I (Blood Bank)	4 Credit Hours
MLT 264	MLT Practicum I (Hematology)	4 Credit Hours

Fifth Semester (SPRING)

HUM 115	Critical Thinking	3 Credit Hours
MLT 215	Professional Issues	1 Credit Hours
MLT 274	MLT Practicum III (Clinical Chemistry)	4 Credit Hours
MLT 271	MLT Practicum III (Special Microbiology)	1 Credit Hours
MLT 273	MLT Practicum III (Microbiology)	3 Credit Hours

\*\*\* The Highlighted Courses must be taken in the semester (though the practicums may vary), the non-highlighted courses can be taken in any order as long as they are completed before graduation.

**MLT-110: Intro to MLT**

This course is designed to introduce all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.

Prerequisites: Enrollment in the Medical Laboratory Technology program

Corequisites: None

Class Hours: 2; Lab Hours: 3; Clinic Coop or Shop Hours: 0; Credit Hours: 3

**MLT-111 Urinalysis & Body Fluids**

This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.

Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT-110

Corequisites: BIO 163 or approved substitution

Class Hours: 1; Lab Hours: 3; Clinic Coop or Shop Hours: 0; Credit Hours: 2

**MLT 140 Introduction to Microbiology**

This course is designed to introduce basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.

Prerequisites: Enrollment in the Medical Laboratory Technology program

Corequisites: None

Class Hours: 2; Lab Hours: 3; Clinic Coop or Shop Hours: 0; Credit Hours: 3

**MLT 116 Anatomy & Medical Terminology**

This course provides a basic study of the structure and function of the human body and medical terminology relevant to medical laboratory technology. Emphasis is placed on the structure and function of cells, tissues, human organ systems, and related terminology. Upon completion, students should be able to demonstrate a basic understanding of fundamental anatomy and physiology principles and application of terminology.



Prerequisites: None

Corequisites: None

Class Hours: 5; Lab Hours: 0; Clinic Coop or Shop Hours: 0; Credit Hours: 5

### **MLT-120 Hematology/Hemostasis I**

This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders.

Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT-110 and BIO-163 or approved BIO substitution

Corequisites: MLT-126, MLT-130, and MLT-240

Class Hours: 3; Lab Hours: 3; Clinic Coop or Shop Hours: 0; Credit Hours: 4

### **MLT-126 Immunology and Serology**

This course introduces the immune system and response and basic concepts of antigens, antibodies, and their reactions. Emphasis is placed on basic principles of immunologic and serodiagnosis techniques and concepts of cellular and humoral immunity in health and disease. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing and interpreting routine immunologic and serodiagnosis procedures.

Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT-110 and BIO-163 or approved BIO substitution

Corequisites: MLT-120, MLT-130, and MLT-240

Class Hours: 1; Lab Hours: 2; Clinic Coop or Shop Hours: 0; Credit Hours: 2

### **MLT-130 Clinical Chemistry I**

This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic tec.

Prerequisites: Enrollment in the Medical Laboratory Technology program, CHM-130, and CHM-130A

Corequisites: MLT-120, MLT-126, and MLT-240

Class Hours: 3; Lab Hours: 3; Clinic Coop or Shop Hours: 0; Credit Hours: 4

### **MLT-240 Special Clin Microbiology**

This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.

Prerequisites: MLT-140

Corequisites: MLT-120, MLT-126, and MLT-130

Class Hours: 2; Lab Hours: 3; Clinic Coop or Shop Hours: 0; Credit Hours: 3

### **MLT-127 Transfusion Medicine**

This course introduces the blood group systems and their applications in transfusion medicine. Emphasis is placed on blood bank techniques including blood grouping and typing, pre-transfusion testing, donor selection and processing, and blood component preparation and therapy. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing/interpreting routine blood bank procedures and recognizing/resolving common problems.

Prerequisites: Enrollment in the Medical Laboratory Technology program and MLT-126

Corequisites: None

Class Hours: 2; Lab Hours: 3; Clinic Coop or Shop Hours: 0; Credit Hours: 3

### **MLT-254 MLT Practicum I (Blood Bank)**

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry level competence on final clinical evaluations. Concentration will be in blood banking.

\*Because of clinical space restrictions, students will have individual schedules for MLT Practicums. Students will register for these courses as assigned by the department chairperson. During each student's first clinical experience course, general hospital orientation will be covered.

Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT-126, MLT-127, and MLT-252

Corequisites: None

Class Hours: 0; Lab Hours: 0; Clinic Coop or Shop Hours: 12; Credit Hours: 4

### **MLT-273 MLT Practicum I (Microbiology)**

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry level competence on final clinical evaluations. Concentration will be in the area of microbiology.

\*Because of clinical space restrictions, students will have individual schedules for MLT Practicums. Students will register for these courses as assigned by the department chairperson. During each student's first clinical experience course, general hospital orientation will be covered.

Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT-140, MLT-240, and PBT

Corequisites: None

Class Hours: 0; Lab Hours: 0; Clinic Coop or Shop Hours: 9; Credit Hours: 3

### **MLT-271 MLT Practicum III (Special Microbiology)**

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry level competence on final clinical evaluations. Concentration will be in the area of special microbiology.

\*Because of clinical space restrictions, students will have individual schedules for MLT Practicums. Students will register for these courses as assigned by the department chairperson. During each student's first clinical experience course, general hospital orientation will be covered.

Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT-140, MLT-240, and PBT

Corequisites: None

Class Hours: 0; Lab Hours: 0; Clinic Coop or Shop Hours: 3; Credit Hours: 1

### **MLT-264 MLT Practicum II (Hematology)**

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry level competence on final clinical evaluations. Concentration will be in the area of hematology.

\*Because of clinical space restrictions, students will have individual schedules for MLT Practicums. Students will register for these courses as assigned by the department chairperson. During each student's first clinical experience course, general hospital orientation will be covered.

Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT-111, MLT-120, and PBT

Corequisites: None

Class Hours: 0; Lab Hours: 0; Clinic Coop or Shop Hours: 12; Credit Hours: 4

### **MLT-274 MLT Practicum III (Clinical Chemistry)**

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry level competence on final clinical evaluations. Concentration will be in the area of clinical chemistry.

\*Because of clinical space restrictions, students will have individual schedules for MLT Practicums. Students will register for these courses as assigned by the department chairperson. During each student's first clinical experience course, general hospital orientation will be covered.

Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT-130, and PBT

Corequisites: None

Class Hours: 0; Lab Hours: 0; Clinic Coop or Shop Hours: 12; Credit Hours: 4

### **MLT-215 Professional Issues**

This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry level areas and be prepared for the national certification examination.

Prerequisites: Enrollment in the Medical Laboratory Technology program

Corequisites: None

Class Hours: 1; Lab Hours: 0; Clinic Coop or Shop Hours: 0; Credit Hours: 1

## Progression

You must achieve a grade of C or better in all MLT courses. You must achieve a 77 or higher in both lecture and laboratory to receive a C or better in the course. If you achieve a 100 in lecture but a 70 in lab you will be awarded a D for the course and will be required to take the course again.

Chemistry (CHM 130&130A) is also major courses and a grade of C or better must be achieved before graduation.

ALL first year MLT courses must be successfully completed with a grade of C or better BEFORE you can proceed with Clinical Rotations.

It is important to stay on track with classes as they are scheduled in the curriculum, there is no time set aside in the curriculum to pick up a class at a later date.

### In the event of an unsuccessful grade

If you get a grade of D or lower in either MLT 140 or MLT 110, you will be removed from the MLT program and must reapply the following year to retake the courses. These courses are pre-requisites for all further MLT courses.

You are **allowed 2 attempts to pass an MLT course**. If you get a grade of D or lower twice, you will be dropped from the program and not allowed to repeat or continue with the MLT program.

All students who must repeat a MLT course will be required to meet with Jennifer Picher or Molly McKeown prior to the first day of class to create an education plan. Student will need to put into writing what they will do differently in the course in order to proceed in the program.

### Time out for Classes

We understand that life happens, and you may need to take the program at a slower rate. In the instance a student takes a semester or a year off due to personal issues, keep in mind the degree must be completed within 5 years of the start of the MLT courses. This includes the year of clinical rotations.

The program must be completed in no more than 5 years.

Upon the chance that a student takes a year or more off between classes and clinicals, the student will be required to pass the preexam for each clinical rotation before proceeding into clinicals] to show that they have retained the information from their courses. If the student does not pass the first preexam they will be given a second chance. If the student cannot pass the second preexam they will not be allowed to continue in the MLT program.

## **Immediate Dismissal**

Below is not an all-inclusive list of situations that will result in failure and immediate program dismissal.

- Compromise the health and/or safety of a patient, personnel, or peer.
- Non-compliance with college or clinic site policies and procedures
- Breach of patient confidentiality
- Unethical behavior- cheating, dishonesty, unprofessional presentation, etc. This includes cheating during exams for clinical rotations. If you are found giving answers to fellow classmates or posting exam questions online, you will be dismissed immediately from the program and not allowed to reapply to AB-Tech's MLT program.
- Lack of satisfactory progression
- Unsatisfactory performance or grades

**Be informed that clinic sites can revoke your training privileges at any time that they feel you are a danger to patient care, disruptive to workflow or you have demonstrated noncompliance of their policies and procedures. If you lose training privileges at your assigned clinical facility, alternate placement is not an option, and you will not be allowed to continue with the MLT curriculum here at AB-Tech.**

**Asheville Buncombe Technical Community College**  
**Medical Laboratory Technology**  
**Readmission or Transfer Policy**

1. All applicants must meet the entrance criteria set forth by the college and the Medical Laboratory Technology Program prior to consideration for readmission or transfer.
2. Readmission or transfer is contingent upon available space within the program.
3. A student will be readmitted only once.
4. MLT clinic sites are limited and vary from year to year. Available sites will be assigned in the following order.

**First:** Full time, regular track students

Regular track students are those individuals that have adhered to the recommended curriculum design and successfully complete all first-year courses on schedule, without any failures, withdrawals, or semesters skipped.

**Second:** Students that successfully completed the first year of the program on a part time basis, without any failures, or withdrawals.

**Third:** Students that skipped semesters and returned to the program.

**Fourth:** Transfer Students

**Fifth:** Students who have failed and returning to the program for their second time.

5. All MLT course work, and any required computer courses must be completed within a 5-year period.
6. Transfer MLT courses must have been completed within a 3-year period of the date of transfer. It is recommended that prior clinical experience not be greater than one year prior to admission.
7. Transfer students must submit copies of syllabi for each MLT course taken at a college or university other than AB Tech to the MLT Department Chairperson. This will be used to evaluate your placement in the program and transfer credit.
8. Transfer students must demonstrate comprehension of the theory and skills equivalent with the knowledge level of the currently enrolled students in the program. This will be evaluated by satisfactory performance on a written exam and skill practicum as determined by the MLT faculty and Department Chairperson.
9. Transfer students must complete greater than or equal to the number of credit hours required for the MLT program at AB Tech. To complete this a student may retake a MLT course at AB Tech.

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

## **Requirements for Graduation**

To graduate from the Medical Laboratory Technology Program (MLT) at A-B Tech, you must:

1. Earn at least a grade of a "C" in each course in the major.
2. Maintain a minimum average of 2.0 (C) quality points on course work presented for graduation.
3. Complete of all required clinical competencies.
4. Meet all other college requirements for graduation listed in the current A-B Tech Catalog, including the submission of a program completion application to the Student Records and Registration Office. The college holds one graduation ceremony in May. Students who do not attend graduation must still pay the graduation fee to receive their diploma.



# **MEDICAL LABORATORY TECHNOLOGY**

## **Student Orientation**

I have been provided with written and verbal explanation of college, division, and curriculum policies and procedures. I understand that I am accountable for the information in the college catalog, student handbook and MLT program handbook. It is my responsibility to comprehend and abide by this information in order to participate in the Medical Laboratory Technology Program at Asheville Buncombe Technical Community College.

**STUDENT SIGNATURE**

**DATE**

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**PRINT NAME CLEARLY BELOW**

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# Student Clinic Contract

I have received a copy of the MLT Student Handbook with an explanation of the MLT Clinical Rotation. Understanding the guidelines and expectations of clinical practicums, I agree to accept the responsibility of entering the clinical environment and will abide by the guidelines. In addition, I have full understanding of my responsibilities and behavior as they pertain to: Hospital and College policies and practices Patient, trainer and staff interaction and expectations HIPPA, Safety, OSHA Blood Borne Pathogen policies. I understand that I will NOT be allowed to return to the clinical environment or complete the MLT curriculum if I breach this agreement or any of the above-mentioned items.

**STUDENT SIGNATURE**

**DATE**

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## Technical Standards Acknowledgement

As an A-B Tech Allied Medical Laboratory Technology Student, I have read, understand, and am able to meet the Allied Health Division Technical Standards for Medical Laboratory Technology. In the case of an otherwise qualified individual with a documented disability, appropriate and reasonable accommodations will be made unless to do so would fundamentally alter the essential training elements, cause undue hardship, or produce a direct threat to the safety of the patient or student.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_