

*J. Sargeant Reynolds Community College  
School of Health Professions*

**MEDICAL LABORATORY TECHNICIAN**

**STUDENT HANDBOOK**

Academic Year 2022-2023



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**PROGRAM INFORMATION:**

**J. Sargeant Reynolds Community College Mission Statement:** J. Sargeant Reynolds Community College provides access to education that develops individuals for employment and career advancement, prepares students for successful transfer to colleges and universities, promotes personal enrichment and lifelong learning, and builds a skilled workforce that contributes to regional economic development.

**Accreditation:** The Medical Laboratory Technology program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018 (773714-8880) and ([NAACLSinfo@naaccls.org](mailto:NAACLSinfo@naaccls.org)).

**Medical Laboratory Technology Mission Statement:** The mission of the J. Sargeant Reynolds Community College Medical Laboratory Technology program is to prepare competent MLTs with the knowledge, skills and attitudes that are required to fulfill current and future professional roles as members of the healthcare team.

**Program Outcomes:** The educational experiences in the Reynolds MLT program are designed to ensure that students are well prepared to enter the profession of Medical Laboratory Technology and continue to learn throughout their professional career. At career entry, the MLT will be proficient in performing a wide range of tests in areas such as hematology, clinical chemistry, immunohematology, microbiology, serology/ immunology, coagulation, and urinalysis.

At the completion of the Reynolds program, students will be able to:

1. Exhibit patient confidentiality within HIPAA parameters.
2. Demonstrate consistent safe practice within industry level safety standards
3. Demonstrate job entry level precision and accuracy in performing procedures.
4. Formulate accurate reports within industry level reporting parameters.
5. Analyze and record test and quality control data within industry level accuracy standards.
6. Distinguish reportable vs. not reportable test results using established industry criteria.
7. Troubleshoot non-reportable test results
8. Discuss laboratory testing in terms of theory, technique, quality control, and interpretation.
9. Perform routine testing of adult, infant, and geriatric patient samples in specified rotations.

**Certification:** Upon satisfactory completion of the program, the graduate will be awarded the Associate of Applied Science (AAS) Degree in Medical Laboratory Technology, and be eligible for, and encouraged to take a nationally recognized certification examination. Successful performance on such an examination is not required for graduation from the Program. Information regarding the national certifying agency examination is available at [www.ascp.org](http://www.ascp.org). Students should contact the Program Director for information regarding application for the national certification examination.

**Faculty:**

1. D. Gayle Melberg, MS, MT(ASCP), Program Head, Assistant Professor, Hematology I & II, Immunology, Clinical Chemistry, Clinical rotations
2. Kimberly Rose, MT (ASCP) Assistant Professor, Blood Bank, Phlebotomy, Microbiology I & II, Clinical rotations
3. Zak El-Ayoubi, MT (ASCP)- Introduction to Medical Laboratory, Phlebotomy
4. Charles Buckles, MLT, Adjunct Instructor, Phlebotomy Clinical Rotations
5. Crystal Johnston Barrett, MS, MT(ASCP), MLT(ASCP), Adjunct Instructor, Urinalysis and Body Fluids
6. Malinda Parsons-Daniel, MT, MLT (ASCP), Site Coordinator- Danville Community College, Adjunct Instructor, Introduction to Laboratory Medicine, Microbiology I & II, All Danville Laboratory sections

**The Americans with Disabilities Act:** The MDL Program is in full compliance with ***The Americans with Disabilities Act***. Students are eligible to receive reasonable accommodations for physical handicaps, emotional illness, or medically diagnosed learning disabilities if these are documented (please contact The Office of Student Accommodations at 523-5628 for details). The student is encouraged, **but not required** to identify any handicap, which might suggest special accommodations. Identification of a disability will not affect a candidate's acceptance into the MDL Program. ***However, all candidates should be aware that prospective employers of MDL graduates may have their own special requirements for employment. In this regard, successful completion of the Program may not ensure eligibility for employment.***

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 requires Reynolds to provide academic adjustments or accommodations for students with documented disabilities. Students seeking academic adjustments or accommodations must self-identify with the Coordinator of Student Accommodations. After meeting with the Office of Student Accommodations, students are encouraged to meet with their instructors to discuss their needs, and if applicable, any laboratory safety concerns related to their disabilities.

**Essential Functions:** Students entering the Medical Laboratory Technology program must possess the physical ability to: 1) aid in the lifting and moving of supplies; 2) hear audible alarms and sounds; 3) discern certain color parameters – such as granules in blood smears, colors of urine, serum, or plasma; 4) interact effectively with patients, families and health care team members, and 5) have sufficient smell receptors to discern various scents in the identification of microorganisms, urinalysis testing and chemical analyses.

These include:

1. Sufficient eyesight to observe microscopic cells and features within cells, read records, manipulate equipment, and visually read procedures, graphs and test results.
2. Sufficient hearing to communicate with patients and members of health care delivery team, monitor patients using electronic equipment, and hear necessary sounds during operation of equipment.
3. Satisfactory speaking, reading and writing skills to effectively communicate in English in a timely manner.
4. Sufficient gross and fine motor coordination to exhibit excellent eye-hand coordination and dexterity so as to manipulate equipment, lift, stoop or bend in the delivery of safe laboratory testing.
5. Satisfactory physical strength and endurance to be on feet for extended periods and to move heavy equipment and supplies. Sitting, walking, bending, and reaching motions are also requirements of most positions.
6. Satisfactory intellectual, emotional, and psychological health and functioning to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks. Time management of multiple priorities, multiple stimuli, and fast paced environments are also required. Analysis, synthesis skills, and comprehension of detailed instructions are also necessary to effectively operate in a laboratory setting.

In the interest of safety, candidates for admission may be requested to demonstrate certain basic physical maneuvers including:

1. Lifting a 20 pound weight from the ground to waist level

2. Routine bending and stooping
3. Average manual dexterity
4. Basic visual and auditory acuity
5. Ability to distinguish colors
6. Reading, writing, and speaking English

Any candidate may decline to perform the above maneuvers. However, these essentials are typically necessary for performance of routine laboratory procedures. The inability to perform such maneuvers will not preclude a candidate for acceptance into, or graduation from the Program. It may however preclude employment. Students unable to perform these essential skills should speak with the Program Director.

**Progression through the Program:** The College offers this program in affiliation with the healthcare agencies and practitioners in the communities the college serves. The College relies on its community affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The rapid changes in healthcare law, standards of practice, technology, and content of credentialing examinations increasingly necessitate sudden changes in the program’s course content, policies, procedures and course scheduling. As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

Students who have been away from a course for a period of time may be required to repeat skill demonstration prior to clinical placement. Faculty may waive this requirement if students have continuously progressed through the program, and have recently demonstrated competency in clinical laboratory skills.

**Program Articulation:**

Students successfully completing this program and successfully obtaining ASCP certification at the MLT level are eligible to apply to the Medical Laboratory Science program at either Old Dominion University or Virginia Commonwealth University. Additional courses may be required. Please let the Program Director know if this is your intent to assure appropriate course selections.

**Outside Employment:** Students are expected to not let “working hours” interfere with school activities. A student, who works in addition to the regularly scheduled classes, must maintain acceptable grades, complete all assignments, and fulfill any other student responsibilities. It is expected that outside work will not interfere with school obligations or activities. NOTE: Clinical Affiliation is five days/ week, forty hours, daytime for twelve weeks. Outside employment will be potentially difficult during this time. Students should prepare in advance for clinical placement.

**Physical Exam:**

- Students may be required to have a physical health exam prior to entry into a clinical experience. As part of the physical exam, most Affiliates require a drug screen. Part of the drug screen may include testing for the presence of nicotine. This is a requirement of J. Sargeant Reynolds School of Health Professiona and the Clinical Affiliate. Completed documentation must be on file in Castlebranch prior to students entering a clinical affiliation. Information is provided as part of the application packet for placement in Clinical Affiliation.
- Health insurance is the responsibility of the student. Should a student sustain an injury during a clinical rotation, Clinical Affiliates are requested to assist students to obtain emergency services using the same protocol as for staff.
- The College maintains Malpractice Insurance for students during Clinical Affiliation and documentation is provided to Clinical Affiliates as part of the contract.

**Background check:** Students should anticipate having a background check prior to clinical affiliation. This is a clinical affiliate requirement. This is also part of the application for clinical placement and is conducted by Castlebranch. If you have reason to believe that a Background Check may be an issue, please discuss this with the Program Director as your earliest convenience.

**Professional Organizations:** Students are eligible, and strongly encouraged, to become student members of the American Society for Clinical Laboratory Science (ASCLS), Virginia Society for Clinical Laboratory Science (VSCLS), Richmond Society for Clinical Laboratory Science (RSCLS), and the American Society of Clinical Pathologists (ASCP-free student memberships). Membership forms are available from faculty members.

**Continuing Education:** Students are also encouraged to attend continuing education meetings of the RSCLS.

**Where this may lead:** This Program will lead to an AAS degree in Medical Laboratory Technology, and to national certification as a Medical Laboratory Technician through the ASCP Board of Certification. Students will also be positioned well for entrance into baccalaureate programs in Medical Laboratory Science in other colleges and universities. You should consult the specific institution of your choice as early as possible to determine additional program requirements beyond those of this curriculum. Generally most institutions require an additional two academic years to complete the baccalaureate degree (including 2<sup>nd</sup> level Biology, Chemistry, and Organic Chemistry).

Many graduates from the Medical Laboratory Program at Reynolds continue on to get their BS degrees in Medical Laboratory Science. Others pursue MS degrees, and a few ultimately earn doctorates (M.D., Ph.D.).

When you complete this Program, you will be qualified for employment as an MLT in any of the laboratory sections. The next step up the career ladder might be the position of Section Supervisor, Laboratory Manager, and Laboratory Director. These positions may require a Bachelor's degree, a Master's degree, and possibly a Ph.D. degree. Many specialty credentials can be achieved, and any additional education will be rewarded with better salaries, more responsibility, and more work fulfillment. Another avenue for progression is into the educational arena, which will require BS completion, and possibly MS or M.Ed. degrees. A Clinical Doctorate in the Medical Laboratory Science field is also currently being developed, and will add another dimension to the potential career ladder in the clinical laboratory.

*Medical Laboratory Technology Curriculum*

COURSE	TITLE	LEC	LAB	CR
<b>Prerequisite Courses (22 Cr)</b>				
BIO 145	Basic Human Anatomy/Physiology	3	1	4
CHM 101/111	Introductory Chem/ Gen Chem I	3	1	4
ENG 111	College Composition	3		3
ENG 112	College Composition II	3		3
ITE 115/ CSC 155	Intro to Comp/ Computer Concepts	3		3
MTH 155/161	Statistical Reasoning/ Precalculus	3		3
Elective	Personal Wellness ( <i>HLT 116, HLT 215, HLT 230, PED 109, PED 111, PED 117</i> )	1		1
SDV 100/SDV 101	College Success Skills – Health Professions	1		1
<b>Medical Laboratory Technology Courses (33 Cr)</b>				
Elective	Humanities/ Fine Arts: ( <i>PHI 101, PHI 220, ASL 125, REL 231</i> )	3		3
Elective	Social/ Behavioral Sciences: ( <i>ECO 201, PSY 200, PSY 230, SOC 200</i> )	3		3
MDL 100 (Fa/Sp)	Introduction to Medical Laboratory Technology	1	1	2
MDL 110 (Fa/Su)	Urinalysis/ Body Fluids	2	1	3
MDL 125 (Sp only)	Clinical Hematology I	2	1	3
MDL 210 (Su only)	Immunology/Serology	2	1	3
MDL 216 (Fa/Sp)	Blood Bank (Last semester before clinical)	2	1	3
MDL 225 (Fa only)	Clinical Hematology II	2	1	3
MDL 251 (Sp only)	Clinical Microbiology I	2	1	3
MDL 252 (Fa only)	Clinical Microbiology II	2	1	3
MDL 262 (Fa/Sp)	Clinical Chemistry/ Instrumentation II	3	1	4
<b>Coordinated Practice (11 Cr) twelve weeks in an area hospital or clinic</b>				
MDL 190	CP: Phlebotomy		2	2
MDL 281	CP: Clinical Correlations (Co-requisite all 290's)	1		1
MDL 290	CP: Blood Bank/ Transfusion Medicine		2	2
MDL 290	CP: Clinical Chemistry		2	2
MDL 290	CP: Hematology		2	2
MDL 290	CP: Microbiology		2	2

### *Academic Standards*

The College requires an overall 2.0 average GPA (on a 4.0 scale) to graduate with an Associate's Degree. The Medical Laboratory Program encourages students to maintain a minimum 3.0 GPA in all MDL courses attempted. Students may accomplish this by:

1. **Successfully completing all courses by earning a grade of 'C' or higher.** Grading in MDL courses offered on campus, or through hybrid distance education classes, is based on a ten point grading scale:

**A = 90 - 100**

**B = 80 - 89.5**

**C = 70 - 79.5**

**D = 60 - 69.5**

**F = 59.5 and below**

2. **Successfully demonstrating competency in designated laboratory skills:**
  - Students are required to demonstrate competency in designated clinical skills prior to placement in a clinical affiliation.
  - Students unable to demonstrate competency will be required to retake courses to better prepare for clinical affiliation.
  - Students unable to demonstrate clinical competency will not be placed in a clinical setting.

#### **Repeating Courses:**

- MDL classes with part I and II must have successful completion of Part I prior to attempting Part II.
- You may repeat a MDL course once.
- A student who earns a **W, D or F** after repeating the **same MDL** course, or in any **two MDL** courses may be dismissed from the program
- A student who is unsuccessful will be required to reapply if they wish readmission into the Medical Laboratory program. Acceptance will be competitive, readmission is not guaranteed, and will be based on the criteria stated in the Program Policy section of this document.
- Failure to complete prerequisites, MDL courses and clinical rotations, or dismissal from a clinical site, results in failure to graduate from the AAS program in Medical Laboratory Technology.

#### **Honor Code Standards:**

1. All tests and examinations are to be taken without benefits of any notes or references materials, unless specified otherwise by instructor. Written materials may be submitted through SAFE ASSIGN for a plagiarism review.
2. Student are required to complete all laboratory and classroom work independently, unless the instructor indicates differently. Falsification of any laboratory data is considered an honor code offense.
3. Students are expected to adhere to the Reynolds Honor Code.
4. Honor code violations will result in failure of a course and may result in dismissal from the program.

**Test/Exam Policy:** Specific test/exam policy and procedure is determined by the instructor of the course.

However, there are some policies that apply to all MDL courses.

- Tests and examinations may or may not be returned to the students at the discretion of the individual faculty member. Students may review their tests but may NOT copy any part of the tests or remove the tests from the designated area in the department unless permitted by the faculty.
- It is the students responsibility to inform the instructor of an absence **PRIOR TO or on the day of** any absence by telephone or email. It is the student's responsibility to arrange for any make-up work with his or her



instructor, explain the reason for the absence, and arrange for a make-up test at that time. Unscheduled “pop” quizzes, labs, or tests may or may not be made up, at the discretion of the instructor.

- Any absence is a lost opportunity to learn. All absences are counted and documented to the college. Excess absences may result in disciplinary action and potential dismissal from the program. Absences from scheduled tests or quizzes may or may NOT be excused. Students with an excused absence will be allowed to take the test or quiz. Examples of excused absences are documented illness of student or dependent (may require a statement from a Dr.), death of immediate family member, or jury or military duty (documentation must be provided). If not accepted by the instructor, then the absence is unexcused and the student may not be allowed to take the test or quiz. The student will receive a zero for any unexcused test absence.
- Make-up tests, if allowed by faculty, must be completed within the time agreed. Make-up tests may be of a different format.

**Faculty- Student Communications:** Students are strongly encouraged to discuss concerns with each instructor as they happen so that you have the most accurate information. Faculty members maintain office hours (typically before and after each class) to discuss questions and concerns. Faculty will meet with students but can only guarantee availability when you have a scheduled appointment – either in person or via Zoom.

**Faculty Advisor:** The faculty advisor- advisee relationship is a fundamental and important channel for communication and should be utilized regularly by the students. Periodic personal conferences will be held with each student to discuss the student’s progress and attitude and to offer constructive evaluations. The student should strive to maintain a strong, positive relationship with their advisor and should initiate communication whenever a problem is encountered. Students must meet with their advisor each semester.

**Professionalism:** As a Health Professional you are moving in to a “position of privilege”. This means that, as a condition of employment in a medical laboratory, you will have access to protected information and personal contact with patients. For this reason, health professionals are held to a higher standard of ethical and moral behavior to protect vulnerable patients from unprofessional and unsafe behavior.

Students failing to demonstrate sufficient professional responsibility will be subject to disciplinary action and/or dismissal from the program upon recommendation of the faculty or affiliate site instructors. Examples include, but are not limited to:

- Students will observe all privacy and HIPAA regulations during classroom, laboratory, and clinical rotations in the Medical Laboratory Technology program at J Sargeant Reynolds Community College, or they will be removed from the MLT program. In addition, they will be held accountable to the strictest penalties as deemed necessary by the legal/ethical standards of the law, including fines and/or incarceration. This includes – but is not limited to:
  - talking about a case (even a family member) without patients express permission
  - writing in any form including Facebook and other social media
  - acting in a way that will allow information about a patient to be inferred
  - approaching a patient (friend, family, acquaintance) in any setting and indicating awareness of their medical situation - unless they initiate the conversation
- Exhibiting behavior in the clinical area that an affiliate faculty member deems potentially life threatening, or that may result in patient injury.
- Failing to act in a responsible or prudent manner in carrying out professional duties at a clinical site.
- Coming to clinical and demonstrating behavior that reflects impairment of judgment and/or ability to perform assigned duties (such as, but not limited to, being under the influence of drugs, alcohol, mentally or physically ill).
- Demonstrating behavior that is defined as misconduct under Section 1-35- Student Conduct, of the Reynolds Student Handbook or defined in a course syllabus.

**Absenteeism:**

1. Class attendance is mandatory. Students are expected to be present and on time at all educational activities. There is no leave allowance other than scheduled holidays and vacation days of the institution. Each instructor will specify how absenteeism and tardiness will affect the final grade in their course. For example, in most MDL courses, greater than 2-4 absences per course, per semester, might result in your receiving a lower grade, or in some instances, having to repeat that course altogether.
2. In the event of an absence from any class, it is the student's responsibility to notify the appropriate instructor by telephone or email.
3. Absences due to illness necessitating greater than 48 hours absence, or absence on the day of a scheduled test, will require a written doctor's excuse.
4. It is the student's responsibility to arrange for and ensure completion of any missed educational activities due to absences. Make-up of missed laboratory sessions will be at the discretion of the faculty member responsible for the individual course.
5. In some MDL courses, 3 tardies equal one absence. Arriving late is disruptive to the learning of others and should be avoided

**Disciplinary Action:** Students may be subject to disciplinary action, including course or program suspension or dismissal, under certain circumstances.

In each **Classroom/ Lab** and **Clinical Course**—Faculty may designate a portion of the grade dedicated to **professional behavior. Students *must* pass this element to pass the course.**

1. The first incident is a warning. Faculty will complete a "Professional Performance Report". Copies will be given to the student, kept by the instructor, and placed in the student's file.
2. The second incident will result in disciplinary action. The students will be removed from the course and will not be allowed to return until he or she makes an appointment with the SHP Dean or Associate Dean within 48 hours and meets with them to discuss their behavior.
3. The third incident will result in dismissal from the course and an earned grade of "F".
4. Four incident reports during enrollment in the program will result in a mandatory meeting between the student, Dean, and Program Head to re-evaluate his or her suitability as a Medical Laboratory professional. At this meeting, a professional improvement plan will be developed, and the student will be subsequently re-evaluated.

**NOTE: Should a patient, faculty member, or another student's safety be compromised through a student's negligence or other behavior, or if the student's behavior is so severely disruptive or unprofessional, faculty will request the student immediately leave the class/ lab/ clinical and are authorized to prohibit the student from returning to the area. The student will be required to meet with the Dean or the Assistant Dean along with the Program Head to re-evaluate his/her ability to remain in the Medical Laboratory Program. Such extreme behavior is likely to result in the student's immediate dismissal from the program.**

**Appeals:**

- a. Students are encouraged to discuss their issues with the appropriate faculty members.
- b. When appropriate students should bring concerns to the Program Head.
- c. To appeal grades and address issues not addressed, consult the Reynolds Student Handbook for the "Student Appeal of Academic and/or Administrative Decisions", Policy (1-12)

### *Laboratory Standards*

#### **Safety:**

1. The clinical laboratory has numerous potential hazards. During the introduction to the laboratory, students are responsible for familiarizing themselves with the location and operation of all safety equipment. It is also the student's responsibility to review, understand, and adhere to the safety regulations given during the laboratory introduction and the safety lectures. OSHA guidelines on Occupational Exposure to Bloodborne and Airborne Pathogens will be strictly enforced.
2. Students will be provided with appropriate safety apparel in quantities sufficient for reasonable use. If a student requires specific safety equipment, they must request this of the instructor prior to the first scheduled laboratory.
3. If an accident should occur, students must report the incident to the instructor in charge of the laboratory. The instructor is responsible for directing the student for appropriate treatment at their own expense.
4. Students are encouraged to have appropriate health insurance, which is not provided by the College. The responsibility for any costs following an injury or illness sustained by the student during the classroom or clinical experience will be the responsibility of the student. The college will furnish malpractice insurance coverage during the clinical rotations period. The instructors and students should notify the Program Director of any injuries sustained at the college.

#### **Dress Code:**

1. The dress code is *Professional*. While attending class at Reynolds, you are expected to maintain a clean, neat appearance. Appropriate street clothes will be required at all times.
2. During all **laboratory** sessions, OSHA guidelines will be followed. These include:
  - a. Appropriate Personal Protective Equipment (PPE) is required. Refusal to wear the designated PPE is grounds for dismissal from the program.
  - b. Low-heel, enclosed, non-permeable shoes must be worn in all laboratory sessions. Flip flops, open toe and/or open back shoes and canvas shoes are not permitted.
  - c. Hats (baseball caps, etc) are not to be worn in laboratory sessions.
  - d. Long hair must be pulled back and worn above shoulder length when in the laboratory.
  - e. Dangling jewelry, scarves and ties must be contained within PPE or removed.
  - f. Fingernails should be moderate in length.
  - g. Superior personal hygiene will be demonstrated at all times.
3. Faculty reserves the right to deny admission to any class/lab if he/she considers the student to be dressed inappropriately.

NOTE: Additional safety standards may apply, as determined by a specific course/ discipline.

**Laboratory Equipment:** Each student is required to report his/her loss or damage of laboratory equipment. Compliance with this is considered to be part of the honor code. Noncompliance is an honor code violation. Blatant negligence of laboratory equipment resulting in damage will be assessed at replacement or repair cost. All fees for damage must be paid at the end of each semester before grades will be released.

### *Clinical Affiliation*

**Clinical Affiliates** utilized by the Program include:

HCA Richmond sites (Henrico Doctors' Hospitals- Forest & Parham, Chippenham , Johnston Willis, and John Randolph Hospitals)  
Bon Secours sites (St. Mary's Hospital, St. Francis' Hospital, and Memorial Regional Medical Center, Southside Regional Medical Center (Petersburg),  
Patient First Richmond Urgent Care Centers (Phlebotomy only)  
Riverside Healthcare - Gloucester)  
Sentara sites including Williamsburg and Martha Jefferson (Charlottesville) Hospitals, Halifax Regional Hospital (South Boston)  
Virginia Physicians' Associates Laboratories (limited rotations)  
Laboratory Corporation of America (limited rotations)  
Virginia Commonwealth University Health Systems, Tappahannock, Community Memorial Health (South Hill)  
Sovah Health - Danville Regional Medical Center, Martinsville Community Hospital  
University of Virginia Hospitals (Charlottesville)  
Mary Washington (Fredericksburg)

Affiliate Clinical sites will vary during each semester, and the Program Head should be consulted for an up-to-date listing.

**Clinical Affiliation** is:

- Arranged by the Program Director and/or the Clinical Coordinator.
- Occurs after completion of **all** other MDL course work.
- With decreasing Clinical Affiliate sites, and increasing numbers of students in the program, students may be delayed starting clinical rotations. If there are more students than openings in any given semester, placement will be made in the order that completed applications for clinical placement are submitted to the Program Head.
- Reynolds continually strives to locate additional sites, and some are geographically located further out from the Richmond area. Students may need to travel to complete their training.

Clinical Affiliation standards are specifically outlined in the ***Clinical Handbook***. This will be reviewed with students immediately prior to Clinical affiliation.

**MLT – STUDENT HANDBOOK 2022-2023**

By initialing these items, I \_\_\_\_\_ indicate

1. This MLT Student Handbook has been explained to me by the Program Head of the Medical Laboratory Technology program at J. Sargeant Reynolds Community College or designee. I have had an opportunity to ask questions.
2. I understand that a physical exam, immunizations, drug screen and a background check are part of the program expectations.
3. I understand that safety is of key importance and I agree to abide by all College, OSHA and program safety standards. I further understand that placing myself or others at risk may be grounds for immediate dismissal from the program.
4. I understand that placement in a clinical affiliation may be delayed due to the availability of clinical sites. I further understand that a site will be made available as they become available.
5. I understand that if I commit a HIPAA violation, I will be dismissed from the program.
6. I understand my participation impacts my grade and agree to:
  - a. Access my Canvas Inbox and email regularly as that is how my instructors will communicate.
  - b. Access Canvas at least weekly for course announcements and updates
  - c. Complete all assignments/exams by the designated due date.
  - d. Successfully complete all Clinical Competency skill assessments.
  - e. Communicate regularly with my Program Advisor and College Faculty.

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

Program Head \_\_\_\_\_ Date: \_\_\_\_\_