



**SOUTHERN REGIONAL**  
TECHNICAL COLLEGE



**MEDICAL LABORATORY TECHNOLOGY  
PROGRAM  
Student Handbook  
2024-2026**

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## **INTRODUCTION AND WELCOME**

Welcome to the Medical Laboratory Technician (MLT) Program at Southern Regional Technical College! It is a pleasure to work with you as you pursue your educational goals and wish you success on your journey to become part of the laboratory science community.

SRTC's qualified and experienced faculty and staff are dedicated to providing you with the best education possible. To assist each student to attain his or her respective potential within the program, both the instructor and the student incur an obligation in the learning process. The instructor is a manager of instructional resources and organizes instruction in a manner THAT promotes learning. The student assumes responsibility for learning by actively participating in the learning process.

## **MLT PROGRAM OFFICIALS**

Clinical Laboratory Technology Program Chair, Advisor, and Instructor:

Vickie Smith M.Ed., MBA, BSMLS (ASCP)<sup>cm</sup>

gsmith@southernregional.edu

Clinical Laboratory Technology Clinical Coordinator:

Kimberly Moye, M.Ed., BSMT (AAB)

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## **ACCREDITATION INFORMATION**

Southern Regional Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Science Degrees, Associate of Applied Science Degrees, Diplomas, and Technical Certificates of Credit.

Southern Association of Colleges and Schools Commission on Colleges  
(SACSCOC)

1866 Southern Lane Decatur,

GA 30033

404-679- 4500 <https://sacscoc.org/>

The Clinical Laboratory Technology program at SRTC is accredited by:

National Accreditation Agency for Clinical Laboratory Sciences

(NAACLS)

5600 N. River Rd., Suite 720,

Rosemont, IL 60018;

Phone: 773-714-8880 Ext. 4181; Fax: 773-714- 8886 [www.naacls.org](http://www.naacls.org)

## STUDENT HANDBOOK OVERVIEW

The information and guidelines in this student handbook are written specifically for and to support students at Southern Regional Technical College (SRTC) in the Medical Laboratory Technology (MLT) program. Curriculum and policy for MLT programs are based on the Technical System of Georgia (TCSG). Policies within this student handbook are in compliance with college policies and all policies are subject to revision as necessary. These policies are in addition to all college policies as stated in the college Student Handbook and in the case of a discrepancy, the college catalog and Student Handbook shall prevail. SRTC policies can be found on the college website at <https://southernregional.edu/college-catalog/downloads/current.pdf>

The MLT Program Student Handbook is designed to provide students with thorough policies and procedures that will be used in the classroom, laboratories, and clinical internship rotations. The MLT program reserves the right to alter, add, or delete any statement or policy without prior notice, however, any changes or additions to this policy manual will be in writing and provided to the students. Please read the MLT Student Handbook carefully and ask for clarification of anything that is unclear.

### Equal Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

*The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Darbie Avera and Connie Barrett.*

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies: Darbie Avera and Connie Barrett. At Southern Regional Technical College (SRTC), the Title IX Coordinator is Darbie Avera, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217-4145, [davera@southernregional.edu](mailto:davera@southernregional.edu). The Section 504 Coordinator for SRTC is Connie Barrett, SRTC-Thomasville, Building A, (229) 227-2676, [cbarrett@southernregional.edu](mailto:cbarrett@southernregional.edu).

## PROGRAM MISSION AND PHILOSOPHY

### **Philosophy**

The SRTC Medical Laboratory Technology associate degree program is a program of study that is compatible with the policies of the State Board of the Technical College System of Georgia and encourages each Medical Laboratory Technology associate degree program student to benefit and contribute as a partner in the economic development and stability of the state of Georgia. The philosophy of the Medical Laboratory Technology associate degree program is founded on the value attributed to individual students, the Medical Laboratory Technology profession, and technical education.

The SRTC Medical Laboratory Technology associate degree program is a technical program that provides the knowledge and skills to qualify participants for the Medical laboratory profession. The program provides academic foundations in communications, mathematics, and human relations, as well as technical fundamentals. Upon completion of the Medical Laboratory Technology associate degree program, students are eligible to sit for a national certification examination thus enabling them to achieve professional employment in the field.

The program structure acknowledges individual differences and provides opportunities for students to seek fulfillment of their respective educational goals. The program does not discriminate on the basis of race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.

The faculty and staff of the SRTC MLT program are dedicated to preparing graduates to achieve the greatest academic, personal, and professional potential through quality courses and instruction. With the assistance of its clinical affiliate laboratories, the MLT Program is committed to providing quality didactic and clinical instruction, which comprises the cognitive, psychomotor, and affective domains of learning, to prepare its graduates to work upon career entry as competent medical laboratory technicians in healthcare facilities. The program is committed to meeting the employment needs of clinical laboratories in our service area and beyond.

### **Mission**

The purpose of the SRTC Medical Laboratory Technology associate degree program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed as clinical laboratory technicians. General goals of the program include the following:

1. To provide education that acknowledges individual differences and respects the right of individuals to seek fulfillment of educational needs.
2. To provide an environment which encourages the individual to benefit and contribute as a partner in the economic progress, development, and stability of Georgia.

3. To provide education that will develop into the potential of each student to become a productive, responsible, and caring member of society.
4. To provide quality Medical Laboratory Technology education in an environment that fosters interest in and enthusiasm for learning.
5. To prepare graduates to function as safe and competent practitioners in the Medical Laboratory Technology.
6. To provide educational and related services without regard to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.
7. To foster employer participation, understanding, and confidence in the instructional process and the competence of Medical Laboratory technology associate degree program graduates.
8. To provide guidance to Medical Laboratory Technology associate degree program students to assist them in pursuing educational opportunities that maximize their professional potential.
9. To encourage graduates to recognize and to act upon individual needs continuing education as a function of growth and maintenance of professional competence.

Important attributes for success of program graduates are analytical thinking, problem solving, and the ability to apply technology to the work requirement. Medical Laboratory Technology is a dynamic profession; therefore, careful attention to current curriculum and up-to-date instructional equipment is required. The program promotes the concept of change as the technology evolves and nurtures the spirit of involvement in lifelong professional learning.

Southern Regional Technical College accepts the following concepts concerning education in Clinical Laboratory Technology:

1. The technician is a skilled person who performs laboratory tests on body fluids under the direction of a qualified physician or pathologist.
2. The technician evaluates and correlates clinical laboratory test results performed on a patient but does not make a diagnosis from these results.
3. The student technician should be educated to assess the needs of the patient and provide nursing care within the scope of his/her training.
4. The educational standards and administrative policies of the program in Medical Laboratory Technology should conform to those approved by the National Accrediting Agency for Clinical Laboratory Sciences.
5. All instruction should be geared to the educational level and experience of the individual.
6. An advisory committee which is representative of the professionals concerned with training and employment of clinical laboratory technicians should provide guidance in the planning, organization, and operation of the program.

## PROGRAM OBJECTIVES (GOALS)

The specific objective of the program is to provide skilled medical laboratory technicians/clinical laboratory technicians who perform effectively by:

1. Collecting, processing, and analyzing biological specimens and other substances.
2. Performing analytical tests of body fluids, cells, and other substances.
3. Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated.
4. Performing and monitoring quality control within predetermined limits.
5. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate sources for repair.
6. Applying principles of safety.
7. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
8. Recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care.
9. Applying basic scientific principles in learning new techniques and procedures.
10. Relating laboratory findings to common disease processes.
11. Establishing and maintaining continuing education as a function of growth and maintenance of professional competence.

## ADMISSION

Students are admitted to the college following the Technical College System of Georgia's policy. Once accepted to SRTC, the admission of new students to the Medical Laboratory Technology program is contingent upon their meeting all of the following requirements:

1. **Entrance Date:** Students are able to be admitted at the beginning of any semester. All MLT courses begin fall semester based on admissions criteria.
2. **Entrance Requirements:** Refer to Admissions criteria. Contact the program advisor or admissions for details. <https://southernregional.edu/admissions>  
<https://southernregional.edu/entrance-scores>
3. **Age:** Applicant must be 18 years of age or older.
4. **Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.
5. **Advisor:** A Program Advisor should be consulted prior to enrolling in any course and an advisor will be assigned by admissions upon acceptance to the college.  
**Additional Requirements:** Physical Exam, Criminal Background Check, Drug Toxicology, up-to date immunizations, and Eye Test for Color Blindness



**Note:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination or be allowed to attend a clinical site.

**College Calendar** <https://southernregional.edu/college-catalog/current/college-calendar>

### **Alternate Status**

The SRTC MLT Program's initial enrollment is limited by availability of clinical training space. The number of students allowed per cohort is 12 students. Students will be admitted in order of admission requirements completion. If more than 12 students apply to the CLT program, an alternate waiting list will be generated. Students will be admitted as alternates of dates of completion of CLT program admission requirements and highest GPA.

Students are expected to come to class and clinical prepared for each day's activities. This includes bringing the correct textbook, submission of any assignments which are due, materials for note taking, calculators and supplies to be used in lab or clinical. A student may be dismissed from class or clinical if not prepared. The student may return once the situation is remedied.

### **GENERAL ATTENDANCE EXPECTATIONS**

Punctual attendance is expected for scheduled lecture, laboratory and clinical days for each MLBT courses. Absences for reasons other than illness or emergency will be closely scrutinized. Routine medical or dental appointments, well child check-ups, etc., should be scheduled outside of course time. Specific attendance policies are found in the syllabus of each AHMT course. According to each course's syllabus, excessive absences will result in implementation of the Corrective Actions/Disciplinary Measures Policy possibly resulting in dismissal from the course or program.

#### **1. Classroom**

Students must review the lecture materials and may be required to submit an admission ticket before coming to class.

#### **2. Laboratory**

Absences from student laboratory sessions are unacceptable. Laboratory schedules require a "building block" approach in which skills learned in one lab are utilized as the "building block" of another. The skills learned in student laboratory are essential for entry into the rotations in a clinical laboratory to develop competency. Missed laboratory sessions are very difficult, and sometimes impossible, to recreate due to the nature of the samples or supplies required. Make-up labs to assess critical lab skills will be arranged at the discretion of the instructor. The amount of credit achieved for the activity will vary according to each course's syllabus.

### 3. Clinical

Absences from clinical are unacceptable. Regular and punctual attendance on all clinical days is required. Students should carefully review the attendance policies stated within the clinical courses syllabi. Absences or tardiness from clinical, whether on campus or offsite, for reasons other than health or emergencies will not be tolerated and the student will be subject to the Corrective Actions/Disciplinary Measures policy which may result in withdrawal from the program.

### Program Readmission

Any student dismissed from the MLT program will be readmitted based on availability and meeting current program acceptance requirements. Re-admission into the program or any student transferring into the MLT program will be required to re-take MLBT 1010 Introduction to Clinical Laboratory and pass with a grade of "C" or above. However, student that feel they are competent in MLBT 1010 can take the MLBT comprehensive exam to eliminate MLBT 1010 course. Failure of any CLT occupational course(s) will also require the student to successfully retake CLBT 1010 Introduction to Clinical Laboratory. However, student that feel they are competent in MLBT 1010 can take the MLBT comprehensive exam to eliminate MLBT 1010 course.

Grounds for withdrawal from the program include:

- A grade of "D" or below in one MLT course
- A grade of "D" or below in ANY clinical rotations
- A Professional Evaluation Grade of 2.0 or below
- Unsafe student health practices
- Unacceptable behavior in class or in clinicals

### MLT Re-Admission Criteria

Students who do not progress in CLT Program courses as outlined by the curriculum guide may continue in the program under the following conditions:

2. They meet Southern Regional Technician admission criteria.
3. They meet MLT Program re-admission criteria.
4. Course enrollment will be permitted on a space-available basis and only if prerequisites are met.
5. Students absent from the program for a period exceeding one semester will be required to demonstrate prior course competency by MLBT 1010 comprehensive exam.
6. Failure of the competency exam will require a repeat of the CLBT 1010 course for credit.
7. Students with two unsuccessful attempts in program courses are ineligible for program readmission. Withdrawing from a MLTS course is considered an unsuccessful attempt. A course grade of "D" or "F" is considered an unsuccessful attempt.

Note: Students may appeal the MLT program readmission. The appeal decision will be left up to the MLT Program Chair and the Dean of Allied Health. Please request an appeal at [gsmith@southernregional.edu](mailto:gsmith@southernregional.edu)

A student who withdraws or is withdrawn from the program for any reason is required to complete an exit interview with the MLT Program Director to outline specific steps regarding the re-entry process.

**Readmission is based on space availability.**

1. The student must meet the current admission criteria including current negative TB tests within 12 months and 7-21 days of each other, flu shot, and a clear criminal background check as well as any other admissions requirements currently in effect.
2. The student will fall under the current MLT Student Handbook and current SRTC catalog for completion of the degree.
3. The student must submit a letter requesting readmission/re-entry to the MLT Program Director at least 30 days prior to the MLBT 1010 course starting in the fall of requested entry into the program. If the student does not meet the 30-day deadline, the student is no longer eligible for readmission of the term year. The letter should outline what factors have changed which will enable the student successful completion of the program on the second attempt. This letter serves as a re-entry request, and does NOT guarantee readmission to the program.
4. Once a re-entry request has been received by the deadline stated in the exit interview paperwork, the student will meet with the MLT Program Director. This meeting will be to discuss a plan of action, address any concerns, and expectations. The plan of action may require follow up appointments with the MLT advisor, or remediation with MLT faculty, or any other activities or advising that would assist the student. The meeting must be scheduled prior to scheduling the re-entry exam.
5. Re-entry requests will be evaluated for student compliance with suggestions provided by faculty, department, and/or counselor during the review period.
6. Any student offered re-entry to the program must arrange with the MLT Program Director to take a written re-entry exam, by a specific date, to verify knowledge of all MLBT topics covered prior to the semester of withdrawal. The written exam will be evaluated on a pass/fail basis (80% success) and can only be attempted once.
7. If the student does **not** score a minimum of 80%, the student will be required to enroll in all MLBT corequisite courses, based on the semester of withdrawal:
  - a. If the student withdraws or is withdrawn during the fall semester, the student will be required to enroll in all fall MLBT corequisite courses, regardless of prior grade(s) received.
  - b. If the student withdraws or is withdrawn during the spring semester, the student will be required to enroll in all fall and spring MLBT corequisite courses, for the semester those courses are offered, regardless of prior grade(s) received.
8. If the student scores an 80% or better on the MLBT 1010 re-entry exam, the student can re-enter at the semester of withdrawal if space is available. The student must completed

all prerequisite/corequisite and expired courses required for the semester before reentry, regardless of prior grade(s) received.

9. If granted readmission to the program and the student has passed the re-entry exam, a student must reenter the program at the next semester in which the appropriate courses are offered, once they pass the re-entry exam. Any exceptions will be made in writing by the MLT Program Director.
10. A student may be denied readmission to the MLT Program according to the readmission priority for failing to meet with MLT Program Chair/advisor.
11. A student may be denied readmission to the MLT Program according to the readmission priority for failure to demonstrate safe, professional, and satisfactory clinical behaviors.

Please note that a request for readmission may be **DENIED** by previous academic or clinical behavior identified as unprofessional or unsafe by the faculty and/or MLT Program Chair.

### **READMISSION PRIORITY**

The MLT Program Director will review the files of all students requesting reapplication or readmission to the MLT Program. The following guidelines will determine priority during the application selection and ranking process.

#### First Priority:

Students that applied to the program but have not been enrolled in the MLT Program or who were not accepted into that academic year's cohort.

#### Second Priority:

Students who withdrew for personal/health reasons with passing grades in the didactic/laboratory and clinical courses at the time of withdrawal.

#### Third Priority:

Students who withdrew or are withdrawn from one or more didactic/laboratory courses.

### **Program Closure-Teach Out Plan**

NAACLS requires the MLT program to have a "teach out" plan in case the program closes.

Intentional closure of the SRTC MLT program will be communicated to all students immediately. **Prospective students:**

1. Students will be informed that the program will not take a new cohort due to program closure.
2. Students will be counseled regarding alternative SRTC majors/Areas of Study.
3. Students will be counseled in applying to other local MLT programs.
4. Program closure information will be posted on college website.
5. Students will be assisted in applying to other local MLT programs.

#### **Current students:**

1. Students will be informed of program closure.

2. If closure is announced mid-academic year students will be allowed to complete MLBT courses.
3. If closure is due to a disaster in which classes can no longer be held the MLT faculty will work with clinical sites and other colleges to facilitate completion of the program.
4. A college official will be designated to clear students applying for the certification exam.

In case of disaster the college will inform students of a plan for continuation of their education as soon as that information is available.

### **Clinical Policies**

Clinical course work allows students to apply the knowledge and skills obtained in the didactic component of the curriculum to real life experience in a clinical laboratory. The clinical courses are to provide students with clinical experience in and around the Flathead Valley hospitals and clinic laboratories. Students may also be provided with real or computer simulated learning activities.

Clinical rotations must be viewed as a privilege, not a right. Training students is a very time consuming endeavor due to the nature of the one-on-one training required at the bench. Training students slows down the work process in the department during the days that a student is on-site.

Students must have dependable transportation and may be required to travel for some clinical rotations. Rotations on evenings, nights or weekends may be required. Non-traditional shifts may be created to accommodate the clinical sites. All student rotations are designed such that students attain entry-level competency in specific laboratory skills. Due to the many factors considered in creating the schedule students are not allowed to make changes.

Rotation schedules are created at the final end of the program for the entire clinical year (2 semesters). The goal of the rotations are to allow students to practice under the guidance of qualified clinical staff to achieve entry-level competency in specific laboratory skills. Students will be placed in a variety of sites to expose them to large and small facilities. The rotations are equivalent as all students must be checked off on all skills on their competency check lists.

Should a clinical rotation become unavailable the program will, if possible, look at alternative dates for placement or place the student at an alternate clinical site. If these options do not work and the student is unable to complete the rotation during the semester the rotation is scheduled, the program will make arrangements for the students to complete the rotation in the following semester.

Students will be held to the highest level of work ethics. Excellent attendance, following the policies of the clinical site assigned, reviewing of lecture notes, laboratory procedures, textbooks and attentiveness to instruction provided are high among the expectations. The goal

of each rotation is that the student is able to perform entry-level work at the bench with minimum supervision in most areas, regardless of the time or location of the rotation. Personal relationships with clinical personnel are strictly forbidden.

**MLBT 2200 Review** class is mandatory the last semester of the program. This class is Synchronous with a designated time:  
Tuesdays 6:30pm- 8:00pm

**Failure to comply will result in implementation of the Corrective Actions/Disciplinary Measures policy.**

### **DEMERIT CHECK SHEET**

Allied Health Program students enrolled at Southern Regional Technical College will be subject to the following code of discipline. The appropriate faculty member is responsible for checking the appropriate infraction below and if necessary describing the situation on the next page.

#### **CLINICAL**

##### **One Demerit**

One demerit will be issued upon:

- ❖ Failure to notify instructor/supervisor of absence or tardy.
- ❖ Failure to comply with program/institution dress code.
- ❖ Performance of previously acquired competencies at less than acceptable standards (as indicated by competency check-offs).
- ❖ Unprofessional conduct requiring written notification of the specific unprofessional conduct.
- ❖ Neglecting responsibilities: (Circle One)
  - a. Not maintaining your assigned clinical station.
  - b. Avoiding procedures that are a part of your assignment.
  - c. Little or no effort to assist other students or clinical staff.
  - d. Ignoring patient needs.

##### **Three Demerits**

Three demerits will be issued upon:

- ❖ Second offense of any one-demerit items noted previously.
- ❖ Any act of carelessness regarding patient care or equipment use.
- ❖ Leaving without permission from an assigned clinical area.
- ❖ Failing to give prior notification of absence from an assigned clinical area.

- ❖ Clocking/signing IN or OUT or having someone clock/sign you IN or OUT that misrepresents you being actually present and prepared to assume your responsibilities or represents time that was not actually spent in clinical performance.
- ❖ Absenteeism greater 3
- ❖ Leaving early than assigned time greater than 2 or more
- ❖ Tardiness greater than 2

### **Dismissal**

1. Any act of significant consequence(s) to patient(s), employee(s) or property may be grounds for immediate dismissal of the student.
2. Accumulation of nine demerits
3. Third offense of unprofessional conduct.

### **Clinical Demerits**

The assignment of three (3) demerits in a clinical course will result in the clinical grade being dropped one letter grade during the quarter or course of the offense. If you accrue additional demerits the following semester they will have a bearing on the overall accumulative number of demerits. But only the demerits received that semester will have a bearing on the clinical grade for that semester. Demerits will accumulate through the entire time you are in the program. The accumulation of nine (9) demerits will result in dismissal from the program. Any student may request due process in accordance with Southern Regional Technical College's "Student Complaints or Appeals Process" published in the Southwest Southern Regional College Student Handbook. Please be aware that some allied health programs may have requirements or constraints specific to that program.

**Accumulation of Demerits**

Demerits will accumulate throughout your tenure in the program. Demerits from each semester will accumulate and an accumulation of nine (9) demerits will cause your termination from the program. However, clinical demerits accumulated in one semester will cause a grade reduction and be carried over to subsequent semester, but will not cause a grade reduction in the subsequent semester.

**Number of clinical demerits issued this incident**

**Number of clinical demerits accumulated to date (includes today's infractions):**

**The assignment of demerits in a course will have a negative influence on the work ethic grade. This may have a bearing on your ability to seek gainful employment since your work ethic grade is an integral part of your transcript.**

Use this section for making appropriate comments about the issued demerits	
<b>Student Comments (initial box)</b>	<b>Faculty Comments</b>
I do concur	Student failed to notify clinical site or the clinical coordinator about missing clinic on date: (        ) 1 <sup>st</sup> offense



<p>I do not concur.</p> <hr/> <p>Failure to complete written paper will result in a demerit for this course. Due within 5 days from the demerit date. Student Comment:</p>	<ol style="list-style-type: none"><li>1. Student will be issued 1 demerit for the infraction.</li><li>2. Student is required to type a 1-page paper on the importance of not showing up to work at the assigned time and described the importance of time management. The student is required to also discuss why graduating from this program is important.</li><li>3. Time will be made up according to the availability.</li></ol> <p>Other comments:</p> <p>Other disciplines:</p>
<p>Use this section for making appropriate comments about the issued demerits</p>	

Student Name:

Student Signature:

Current Date

Faculty Signature:

Current Date

Witness (recommended if  
Student refuses to sign)

Current Date

**Clinical sites are listed on the MLT Website page**

<https://southernregional.edu/college-catalog/current/programs/medical-laboratory-technology--aas>

**Service Work Policy**

Medical Laboratory Technician students are not expected to perform service work and are not allowed to take the place of qualified staff during any clinical rotation. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures.

A clinical institution which employs a currently enrolled MLT student will schedule the student for work during **non-instructional** hours. These paid hours may not count as clinical time as the student is performing the duties of an employee not a student in training.

**Clinical Visitation**

Students are permitted in the hospital in the role of “MLT Student” only during the designated clinical rotation and clinical preparation times. Additional time in the clinical laboratory must be arranged with the clinical instructor. When not in the role of “MLT Student,” students assume the role of visitor and abide by hospital and clinic regulations. Uniforms, lab coats, or name tags should not be worn while the student is in the role of visitor.

**Other policies**

**Textbook and supplies**

Medical Laboratory Technology textbooks are available for purchase at the SRTC Campus Bookstore. Please visit the bookstore site for more information at: <https://southernregional.edu/campus-store> .The purchase or rental of the required textbooks for each course is **mandatory**. The course syllabus will list the required textbooks.

Students are responsible for providing the following:

1. 3-5 Royal blue scrubs purchased through the designated store.
2. Approved shoes
3. Watch
4. Black or blue ink pen
5. Sharpie or other type of permanent, black or blue, waterproof marker
6. Two-inch three ring binder with dividers for each course(lab)
7. Physicals and any training license requirements related to clinicals requirement
8. Spiral notebook for clinicals rotation

9. Precheck-Clinicals rotations--- <https://www.precheck.com/>
10. ACEMAPS-Clinicals rotations---- <https://acemapp.org/>
11. Trajecsyst-Clinicals rotations----- <https://www.trajecsyst.com/>

It is strongly advisable that students have a dependable home personal computer with Internet access. The college provides student access to Internet accessible computers located in each SRTC building.

Students will be required to turn in all required skilled check off documents

### **Program website-Outcomes**

<https://southernregional.edu/college-catalog/2023-2024-college-catalog/programs/medical-laboratorytechnology--aas>

### **Grade and other Academic Appeals**

**Note:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination or be allowed to attend a clinical site.

### **Tuition and Fees**

<https://southernregional.edu/college-catalog/downloads/2023-2024-college-catalog.pdf>

### **Campus Based Route**

A maximum of 12 students are accepted each fall semester. Once accepted, students will begin a structured curriculum that includes online courses and supervised clinical experience. Students graduating with an Associate of Science degree in Medical Laboratory Technology will be eligible to sit for the national certification examination at the Medical Laboratory Technician level

### **Alternate Status**

The SRTC MLT Program's initial enrollment is limited by availability of clinical training space. The number of students allowed per cohort is 12 students. Students will be admitted in order of admission requirements completion. If more than 12 students apply to the CLT program, an alternate waiting list will be generated. Students will be admitted as alternates of dates of completion of CLT program admission requirements and highest GPA.

### **Academic Calendar**

[College Catalog | Southern Regional Technical College](#)

### **Class Schedule**

Most classes are scheduled between 8:00 a.m. and 10:00 p.m. according to the contact hours prescribed by the program guide. Clinical hours reflect shifts at clinical sites. Classes do not necessarily have to meet in the classroom or laboratory area that is usually assigned to the program. Instructors

may schedule field trips or live work projects that will be of educational benefit to the students' welfare. It is expected that all students will participate in such projects as assigned by the instructor.

**Entry Level Competencies:**

At entry level, the clinical laboratory technician will possess the entry level competencies necessary to perform the full range of clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/blood banking, Microbiology, Urine and body fluid analysis and Laboratory Operations, and other emerging diagnostics, and will play a role in the development and evaluation of test systems and interpretive algorithms.

The clinical laboratory technician will have diverse responsibilities in areas of analysis and clinical decision-making, regulatory compliance with applicable regulations, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed.

**Student Advisement Sheet**



**Student Advisement Sheet**

**Program:** Medical Laboratory Technology - AAS

Student Name:

Student ID:

Course #	Prerequisites	Course Description	Sem Seq	Completion Date	Grade	Cr Hr	Contact Hours
<b>First Semester (Summer)</b>							
BIOL 2113	Program Admission Co: BIOL 2113L, ENGL 1101	Anatomy and Physiology I	1			3	45
BIOL 2113L	Co: BIOL 2113	Anatomy and Physiology Lab I	1			1	45

COLL 1500		Student Success	1			3	45
ENGL 1101	Degree Level Placement Scores	Composition and Rhetoric	1			3	45
MATH 1111	Degree Level Placement Scores	College Algebra	1			3	45
<b>Second Semester (Fall)</b>							
BIOL 2114	BIOL 2113, BIOL 2113L  Co: BIOL 2114L	Anatomy and Physiology II	2			3	45

BIOL 2114L	BIOL 2113, BIOL 2113L  Co: BIOL 2114	Anatomy and Physiology Lab II	2			1	45
CHEM 1151	MATH 1101 or MATH 1111  Co: CHEM 1151L	Survey of Inorganic Chemistry	2			3	45
CHEM 1151L	MATH 1101 or MATH 1111  Co: CHEM 1151	Survey of Inorganic Chemistry Lab	2			1	45
Elec- Human	Pre/Co: ENGL 1101	Degree Level Humanities Elective	2			3	45
Elec- Social	Degree Level Placement Scores	Degree Level Social Science Elective	2			3	45
MLBT 1010*	Program Admission	Introduction to Medical Technology	3			2	60
<b>Third Semester (Spring)</b>							

MLBT 1040	BIOL 2113, BIOL 2113L Co: MLBT 1010	Hematology/Coagulation	3			5	135
MLBT 1050	Pre/Co: MLBT 1010	Serology/Immunology	3			3	75
MLBT 1080	Pre/Co: MLBT 1010	Microbiology	3			5	150
BIOL 2117	BIOL 2113, BIOL 2113L Co: BIOL 2117L	Intro Microbiology	3			3	45
BIOL 2117L	BIOL 2113, BIOL 2113L Co: BIOL 2117L	Intro Microbiology Lab	3			1	45
<b>Fourth Semester (Summer)</b>							

MLBT 1060	CLBT 1050	Immunohematology	4			4	120
MLBT 1070	BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, CHEM 1211, CHEM 1211L, MLBT 1010	Clinical Chemistry	4			4	120
<b>Fifth Semester (Fall)</b>							
MLBT 1030	MLBT 1010, BIOL 2113, BIOL 2113L	Urinalysis / Body Fluids	4			2	60
MLBT 2090	MLBT 1010, MLBT 1030, MLBT 1050	Clinical Urinalysis, Serology, and Preanalytic Specimen Practicum	5			3	135

MLBT 2100	MLBT 1060	Clinical Immunohematology Pract	5			4	180
MLBT 2110	MLBT 1040	Clinical Hematology/Coagulation Pr	5			4	180
<b>Sixth Semester (Spring)</b>							
MLBT 2120	CLBT 1080	Clinical Microbiology Practicum	6			4	180
MLBT 2130	CLBT 1070	Clinical Chemistry Practicum	6			4	180
MLBT 2200	MLBT 1030, MLBT 1040, MLBT 1050, MLBT 1060, MLBT 1070, MLBT 1080	MLT Certification Review	6			2	60
<b>Request for Graduation (Medical Laboratory Technology AAS)</b>					<b>Date:</b>		
Total Credits Needed to Graduate = 77							

**\* Students must complete the entry level occupational Work Ethics course during the selected introductory course in order to graduate.**

**\*\* Students must complete the capstone level occupational Work Ethics course during the selected capstone course in order to graduate.**

**PROGRAM CLOSURE TEACH OUT PLAN**

In the event that the MLT program unexpectedly closes due to a natural or unnatural disaster, the following steps will be taken. Intentional closure of the program will be communicated to all students immediately. In case of a disaster, the college will inform students of a plan for continuation of their education as soon as that information is

available. For example, students to continue an online learning environment to complete their courses maybe feasible. NAACLS will be notified and a teach out plan will be provided to them within 30 days of the official announcement of program closure.

Prospective students:

- In the case of permanent closure, students will be informed that the program will not take a new cohort due to program closure.
- In the case of a natural or unnatural disaster, the program will work with other laboratory science programs to continue education and training until training can resume at the college.
- Students will be counseled in applying to other local programs.
- Program closure information will be posted on the college website.

Current students:

- Students will be informed of program closure.
- In the case of a natural or unnatural disaster, the program will work with other laboratory science programs to continue education and training until training can resume at the college.
- In the event of a mandated permanent closure, currently enrolled students will be allowed to complete program.
- A college official will be designated to clear students applying for the certification Exam

### **Disability Services**

The Southern Regional Technical College (SRTC) Disability Services seeks to assure applicants and students with disability equal access to its programs of study, activities, and services.

Disability Services are provided to ensure equal access to all aspects of the technical college experience for students with disabilities through the most appropriate accommodations. Services may be provided from the point of application through graduation and are based on each individual's needs

Services/accommodations may be made available to those students who self-identify and provide appropriate documentation of their disabilities. All services are provided at no charge to qualified students. SRTC strives to provide reasonable, quality services/accommodations based on the nature of the disability. The type of service/accommodation provided will not be disruptive and will not fundamentally alter the nature of the program.

If a student has a disability and is in need of accommodations, he or she is encouraged to contact the Disability Services Coordinator to self-identify and provide appropriate documentation. Accommodations will be provided based on individual need and medical



documentation. Self-disclosures regarding the existence of a disability, or the functional limitations imposed by a disability, are made on a confidential basis. A statement regarding the process of self-disclosure for applicants with disability is included in the Southern Regional Technical College Catalog and Student Handbook.

A Special Populations survey is provided to each student attending new student orientation, identified as new by an instructor, or enrolled in COLL 1500 upon which the student may request more information regarding Disability Services. Referrals for disability services may come from within the College, other colleges or agencies. However, the student must self-identify and request assistance from the Disability Services Coordinator before accommodations can be provided. Disability Services files are confidential and are kept in a secured location within the office of the Disability Services Coordinator. These files may not be accessed without written permission of the student or as otherwise provided by law. These files contain information concerning the nature of the student's disability, appropriate documentation, services requested, and case notes recording services provided.

### **Procedure for Acquiring and Utilizing Disability Services Accommodations**

1. Student provides appropriate documentation of disability.
2. Disability Services Coordinator reviews documentation submitted by student, determines eligibility, selects appropriate accommodations, and notifies students' instructors by form
3. It is the student's responsibility to contact the Disability Services Coordinator each term to request continued accommodations.
4. Follow-up is conducted throughout the term to review, update, or continue accommodations.

### **Warranty Statement**

Southern Regional Technical College (SRTC), in accordance with the State Board Technical College System of Georgia (SBTSG) Policy 5.1.7: Warranty of Degree, Diploma, and Technical Certificate of Credit Graduates and the Technical College System of Georgia (TCSG) Procedure 5.1.7p: Warranty of Degree, Diploma, and Technical Certificate of Credit Graduates, guarantees that graduates of the College have demonstrated proficiency in those competencies included in the approved in the State Curriculum Standards.

Within two years of graduation, should any graduate employee not be able to perform one or more competencies contained in the industry-validated standards, including failure to pass a state required licensing exam or national licensing examination, the College agrees to provide specific retraining to the graduate at no charge for instructional costs to either the employer or graduate for tuition or instructional fees.

All graduates of any Southern Regional Technical College degree, diploma, or technical certificate of credit are to be provided written notice of warranty. This notice is published on every syllabus. Additionally, the following items contain a copy of the warranty policy: New Student Orientation

documentation, Reverse side of the Student Transcript, Employer Follow-up Survey, Graduate Exit Survey, and Graduate Follow-up Survey.

Contact

Mason Miller

Vice President for Academic Affairs

229-225-5200 or [mm@southernregional.edu](mailto:mm@southernregional.edu)

**Medical Laboratory Technology Program**

<https://southernregional.edu/college-catalog/current/programs/medical-laboratory-technology--aas>

**Questions**

For questions or more information contact Program Chair

Georgia Smith 229-225-5203

[gsmith@southernregional.edu](mailto:gsmith@southernregional.edu)

**ASCLS CODE OF ETHICS**

**Preamble**

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals 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.

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.

### **Notice and Responsibilities Regarding this Catalog**

The information in this College Catalog and Student Handbook accurately reflects current policies and procedures at the time of publication. Students are admitted to the College under and are subject to the provisions of the SRTC Catalog and Student Handbooks for the term they initially enroll. Students in all programs are admitted under and are subject to the provisions of the College Catalog and Student Handbook and applicable addendums for the term they are admitted to the program at Southern Regional Technical College. If for any reason, a break in enrollment occurs, students must reapply and satisfy the College Catalog and Student Handbook requirements for the term of their re-entry to any program. The provisions of this catalog are not to be regarded as an irrevocable contract between Southern Regional Technical College and the student. The College reserves the right to change any provision or requirement at any time.

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15689 US Highway 19 North • Thomasville, Georgia

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