



SOUTHERN REGIONAL
TECHNICAL COLLEGE

CLINICAL LABORATORY TECHNOLOGY PROGRAM

Student Handbook

2022(Fall)-2024(Spring)

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INTRODUCTION AND WELCOME

Welcome to the Clinical Laboratory Technician (CLT) 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.

CLT PROGRAM OFFICIALS

Clinical Laboratory Technology Program Chair, Advisor, and Instructor:
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Clinical Laboratory Technology Clinical Coordinator:
Mary Coleen L. Felias, MPH, BSMT (AMT)
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Claudia Grooms
cgrooms@southernregional.edu

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

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 Clinical Laboratory Technology (CLT) program. Curriculum and policy for CLT 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/2021-2022/student-handbook>.

The CLT 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 CLT 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 CLT Student Handbook carefully and ask for clarification of anything that is unclear.

NONDISCRIMINATION

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(s) has been designated to handle inquiries regarding the nondiscrimination policies: Lisa Newton and Dr. Jeanine Long. At Southern Regional Technical College (SRTC), the Title IX Coordinator is Lisa Newton, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217-4132, lnewton@southernregional.edu. The Section 504 Coordinator for SRTC is Dr. Jeanine Long, SRTC Thomasville, Building A, (229) 227-2668, jlong@southernregional.edu.

PROGRAM MISSION AND PHILOSOPHY

Philosophy

The SRTC Clinical 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 Clinical 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 Clinical Laboratory Technology associate degree program is founded on the value attributed to individual students, the Clinical Laboratory Technology profession, and technical education.

The SRTC Clinical 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 Clinical 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 CLT 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 CLT 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 Clinical 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 Clinical 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 Clinical 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 Clinical Laboratory technology associate degree program graduates.
8. To provide guidance to Clinical 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. Clinical 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 Clinical 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

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.

Clinical Laboratory Areas

Some of the areas that are included in the clinical laboratory and how they influence a patient's treatment are:

- Hematology – study of blood cells in order to diagnose and treat infections, anemia and leukemia.
- Chemistry – measurement of glucose, cholesterol, potassium, medication levels, cancer tumor markers, thyroid and liver function to name a few.
- Microbiology – identification of bacteria and other microorganisms, and provide antimicrobial susceptibility testing.
- Blood Bank – collection, storage, and pre-transfusion testing of blood and plasma components for transfusion to patients.

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 Clinical 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 CLT 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 Pre-Clinicals Rotations: Physical Exam, Criminal Background Check, Drug Toxicology, up-to-date immunizations, and Eye Test for Color Blindness

Administrative Withdrawals

Students may be withdrawn from the program and/or from a clinical affiliate for lack of competence; if determined to pose a threat to the health or safety of others; for failure to comply with the SRTC Code of Conduct or failure to comply with the policies of a clinical affiliate.

Program Readmission Criteria

Any student dismissed from the CLT program will be readmitted based on availability and meeting current program acceptance requirements. Re-admission into the program or any student transferring into the program Failure of any CLT occupational course(s) will also require the student to successfully re-take CLBT 1010 Introduction to Clinical Laboratory.

CLT 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 CLT Program 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 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 CLTS course is considered an unsuccessful attempt. A course grade of “D” or “F” is considered an unsuccessful attempt.

Program website-Outcomes

<https://southernregional.edu/college-catalog/2022-2023-college-catalog/programs/clinical-laboratory-technology--aas>

Grade and other Academic Appeals

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

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/2022-2023-college-catalog/tuition-and-fees>

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 Clinical Laboratory Technology will be eligible to sit for the national certification examination at the Clinical Laboratory Technician level

Alternate Status

The SRTC CLT 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. At entry level, the clinical laboratory technician scientist will have the following basic knowledge and skills in:

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

Dr. Ron O'Meara
Vice President for Academic Affairs
229-217-4137
romeara@southernregional.edu

Counseling

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 (have) 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. The Section 504 Coordinator for SRTC is Connie Barrett, SRTC-Thomasville, Building A, (229) 227-2676, cbarrett@southernregional.edu.

Clinical Laboratory Technology Program Web Page

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

Questions

For questions or more information contact Program Chair
Georgia Smith
229-225-5203
gsmith@southernregional.edu

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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