



Medical Laboratory Technology

STUDENT POLICY HANDBOOK

Revised June 2026

Panola Medical Laboratory Technology Program hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this Student Handbook at any time and in any manner deemed to be in the best interest of Panola College. Currently enrolled students will be notified of any changes.

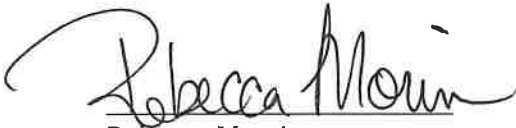
The policies and procedures contained in the Medical Laboratory Technology Student Handbook have been approved by the following officials of Panola College:



Christina Parrott
Chair/Professor, Medical Laboratory Technology

8-6-26

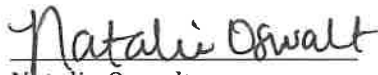
Date



Rebecca Morris
Dean of Career and Technical Programs

7-30-26

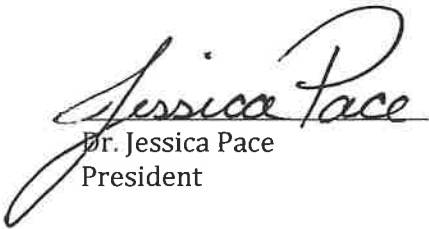
Date



Natalie Oswalt
Vice President of Instruction

8/6/26

Date



Dr. Jessica Pace
President

8/6/26

Date

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MISSION STATEMENT

The Medical Laboratory Technology Program at Panola College is aligned with the College's mission to respond to the educational and workforce needs of its service area. The program addresses the growing demand for qualified healthcare professionals, particularly in the allied health field of Medical Laboratory Technology.

Through a comprehensive curriculum, the program prepares students with the knowledge, technical skills, and professional behaviors required to practice as competent, compassionate, and ethical allied health professionals.

The primary goal of the Panola College Medical Laboratory Technology Program is to prepare entry-level, competent Medical Laboratory Technicians who are ready to enter the healthcare workforce.

Graduates of the Associate of Applied Science (AAS) in Medical Laboratory Technology are eligible to apply for certification examinations offered by the American Society for Clinical Pathology (ASCP) and the American Medical Technologists (AMT).

AFFILIATIONS

CONTROLLING AGENCY:

The controlling agency is Panola College, Carthage, Texas.

ADMINISTRATION AND FACULTY:

PANOLA COLLEGE:

President	Dr. Jessica Pace
Vice President of Instruction	Natalie Oswalt
Dean of Career and Technical Programs	Rebecca Morris
Chair, Medical Laboratory Technology	Christina Parrott

ACCREDITATION AND APPROVAL:

Panola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees. Panola College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Panola College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org)

Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability, or genetic information.

PROGRAM ACCREDITING AGENCIES:

Medical Laboratory Technology Program is accredited through:
National Accrediting Agency for Clinical Laboratory Science (NAACLS)
5600 N. River Rd., Ste 720
Rosemont, IL 60018



AFFILIATED CLINICAL AGENCIES/FACILITIES:

A number of facilities are used for clinical assignments in the Medical Laboratory Technology Programs. Clinical Affiliation Agreements are signed for each facility used. Students are guests in the facilities and should follow the policies of the facilities as well as the policies outlined in this handbook.

STATEMENT ON DISABILITIES:

Academic students with disabilities, including learning disabilities, who wish to request academic adjustments in the Allied Health Program, should notify the Disability Services office early in the semester so that the appropriate accommodations may be made. In accordance with federal law, a student requesting academic adjustments must provide documentation of his / her disability to the Disability Services counselor. At the beginning of the class, the student must inform the instructor so that arrangements can be made to accommodate those needs.

Students with disabilities must meet program objectives without major or unreasonable accommodation to the school or clinical setting. An applicant would be considered ineligible when his / her physical, emotional and / or intellectual disability:

1. Prohibits the student from achieving the knowledge and / or manipulative skills required of the respective Medical Laboratory Technology Program.
2. Creates a potential hazard to the student and / or recipient of health care services, faculty or another student.

PREGNANT AND PARENTING STUDENTS

Panola College follows Texas Senate Bill 412 in full compliance. Students whom are pregnant or parenting can find the Panola College Pregnant and Parenting Policy online.
<https://www.panola.edu/pregnant-and-parenting-students>

COURSE OF STUDY FOR MEDICAL LABORATORY TECHNOLOGY PROGRAM:

Curriculum for each program can be found in the Panola College catalog-
<https://pccatalog.panola.edu/medical-laboratory-technology/associate-of-applied-science/clinical-medical-laboratory-technician>

ABILITIES AND SKILLS NECESSARY FOR THE ALLIED HEALTH PROGRAM:

As an Allied Health student and a beginning health care provider, it is necessary for the student to possess certain physical and mental abilities and related skills including but not limited to:

1. Physical proficiency and dexterity to perform the tasks related to the duties of the profession.
2. Mental / Emotional stability to demonstrate appropriate behavior at all times.
3. Energy to fulfill responsibilities required of the profession.
4. Adequate visual acuity and adequate color vision (with corrective devices as needed).
5. Adequate auditory acuity (with corrective devices as needed).
6. Speech which is understood by *all* persons across the life span.
7. Adequate tactile ability.
8. Manual dexterity of all limbs.
9. Strength to push, pull, and lift in accordance with assignments.
10. Strength / ability to carry, stoop, squat and bend in accordance with assignments.
11. Ability to:
 - a. Reach above shoulder area.
 - b. Stand / walk for long periods of time
 - c. Organize and effectively manage time to meet deadlines.
 - d. Perform neat and accurate work.
 - e. Respond to increasing pressure, emergencies and workloads.
 - f. Set priorities.
 - g. Communicate effectively with the health care team and client, both verbally and non-verbally.

RISKS FOR HEALTH CARE PROVIDERS:

There are potential risks during clinicals at the various facilities which may include but are not limited to the following: Communicable and infectious diseases, cuts, punctures, slippery floors, electrical and chemical hazards, assault and battery.

RESOURCES AVAILABLE FOR STUDENTS:

ADVISING SERVICES:

Advising services are available through Panola College Student Services. The primary function of the advising program is to help students adjust to the college environment as well as to provide academic and career counseling. To assist students in accomplishing their educational goals Panola College has assessed the needs of their students and implemented targeted improvement measures to remove student barriers. Students may find Student Resources online at <https://www.panola.edu/resources>.

Students in the Medical Laboratory Technology program may also receive career guidance from program instructors. Students are responsible for identifying advising needs (both academic and personal) and requesting assistance or referrals.

LIBRARY FACILITIES:

The M.P. Baker library on the main campus is also known as the Learning Resources Center (LRC). The LRC includes the library collection and the Instructional Media Services Department. The growing collection of books and audiovisuals supports all programs at Panola College. The library services are available on-line. Students in the Medical Laboratory Technology program may be given assignments that require the use of the LRC. It is the student's responsibility to know how to access the resources of the library. Orientation tours and reference classes are available on request. <https://www.panola.edu/library>

STUDENT FINANCIAL AID SERVICES:

There are numerous financial aid opportunities available through the Panola College Financial Aid office (see *Panola College Catalog*). Occasionally grants or scholarships become available specifically for health science students. Students are encouraged to have a financial aid application on file. <https://pccatalog.panola.edu/financial-aid-opportunities>

HEALTH SCIENCE COMPUTER LAB:

The Dr. Powell Science Center building houses a well-equipped computer lab for use by all of the Science and Health Science students enrolled in classes. Many computer-aided-instruction programs are available in this lab. Students may be given assignments in various courses that require use of the lab. Students are asked to respect the equipment in this lab by not eating or drinking in the area. Students are asked to respect other students by not talking in this area. Please note there are other computer labs available on campus including the library and that free wifi is available throughout most of the campus.

A photocopier is available for student use. **A \$30 print card must be purchased at the library in order to use this photocopier. This \$30 allows you to print 250 copies.** Cards may be purchased in the library or download wepa.com and set up an account with funds. **Paper copies may not be made for students by the department secretary. Please do not ask.**

TEXTBOOKS:

The faculty chooses textbooks for the Medical Laboratory Technology program based on currency and appropriateness to the curriculum design. Textbooks/e-books are available in the Panola College bookstore. Required textbooks/e-books will be noted in the course syllabus along with other recommended readings.

MESSAGES:

The department secretary will take only emergency messages for students. **Please encourage family and employers not to call the Medical Laboratory Technology Department except in emergencies.**

CONFERENCES:

Conferences will be scheduled individually at any time the instructors feel a conference is warranted. All instructors will have posted office hours. Students may request a conference at any time. If needed, the student may also schedule a conference with the appropriate Chair of in the Medical Laboratory Technology Program to express any concerns or problems.

ACADEMIC SUPPORT:

Panola College offers tutoring in-person on all three campuses for math and English and online tutoring through Upswing.

STUDENT HEALTH AND SAFETY

INFECTION CONTROL GUIDELINES

The Panola College Medical Laboratory Technology program promotes safety for all students, staff, faculty, and patients. The Medical Laboratory Technology program complies with accepted policies, standards, and guidelines set forth by the Centers for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA), and Standards for MLT practice for the State of Texas. In the event a student becomes exposed to blood or body fluids, the exposure should be reported to the clinical instructor, program Chair, and the authorities in the health care agency. Guidelines from the agency for such exposure should be followed including documentation.

ACCIDENTS/INJURY

- It is the responsibility of the student to notify the instructor **IMMEDIATELY** if they are involved in a patient care incident. Appropriate action, as dictated by the facility's policy, will be taken.
- If any class room injuries occur to student- call 911, if appropriate, and notify Human Resources and the Vice President of Instruction.
- If an injury occurs to a student at the clinical site that warrants an emergency response call 911. If injury is not an emergency, the student must follow up with their medical doctor (at their own expense).
- An incident report must be completed, a copy kept in students file, and Human Resources notified.
- The student must obtain a medical release from their medical doctor and present it to the instructor before they can return to clinical rotation.
- Students who are unable to attend class because of extenuating circumstances such as illness, accident, or hospitalization should notify the instructor and be prepared to supply the instructor and others with any written verifications of the absence request. Absences will be considered on a case by case as related to extenuating circumstances as listed within the policies in this manual and the *Student Handbook*. The Chair of the Medical Laboratory Technician program in coordination with the course instructor and student will develop an individualized plan in response to specific needs.

CAMPUS SECURITY

The Panola College Police Department's overriding mission is to protect and serve the college community by enhancing the safety and quality of life for students, faculty, and staff through education, problem solving, and enforcement.

The Panola College Police Department is here to serve and protect the social and academic environment that sustains and encourages moral and intellectual growth while preserving the legal rights of individuals.

Composed of certified law enforcement officers, our officers have the power to enforce all Texas laws and college regulations on the property owned or operated under the direction of Panola College.

Available 24/7, our officers and/or additional staff members are available to assist you in person or by telephone. The force serves the staff and students by helping to maintain the safety and security of each person and his/her possessions while on campus.

Located in the Maintenance Building, our police department is on the Carthage campus beside the student apartments.

Police Contact

EMERGENCY (Police/Fire/Ambulance)	911
NON-EMERGENCY (Crimes/Theft/Auto Accidents without Injuries, Etc.)	
On-Campus Landline	ext. 1111
Campus Police	(903) 693-1111
Carthage Police Department	(903) 693-3866
Center Police Department	(936) 598-2788
Marshall Police Department	(903) 935-4575

MEDICAL LABORATORY TECHNOLOGY HANDBOOK:

All Medical Laboratory Technology students at Panola College are required to abide by the guidelines and policies set forth in this student handbook. Students in the Medical Laboratory Technology Program are also required to abide by the guidelines and policies in the Panola College Catalog and the on-line student handbook, *The Student Handbook*.

The Handbook for the Medical Laboratory Technology Program will be reviewed with the student after acceptance and/or advising into their respective program. All students must be aware of and abide by the policies contained therein.

Students will sign a statement before the first day of class to verify they have received and read the handbook and agree to abide by the guidelines set forth. Attachment A.

Panola College Medical Laboratory Technology Programs hereby reserve and retain the right to amend, alter, change, delete, or modify any of the provisions for the Medical Laboratory Technology Student Handbook at any time and in any manner deemed to be in the best interest of Panola College. Currently enrolled students will be informed of any changes.

MEDICAL LABORATORY TECHNOLOGY PROGRAM POLICIES

I. REQUIRED CRITERIA:

1. Admission

The **Medical Laboratory Technology** Program is an Open program. Students may apply through the Student Services department. Students must have a 2.5 GPA and maintain a C average throughout the program.

2. Age

Student must be at least seventeen (17) years old.

3. Health

Student must be physically and mentally capable of performing the necessary tasks and skills required of the profession. Please speak to the instructor **IMMEDIATELY** if you have any functional limitations and complete the Limitations and Liability Release Form

4. Pregnancy:

In order to enter or remain in a Medical Laboratory Technology Program, a pregnant student **MUST** submit the following:

- (a.) A statement from her physician as to any limitations while in or continuing in the program. *This must be provided before going to lab or clinical:* A "limitations and liability" witnessed document from the student to the effect that neither the school nor the clinical facility will be held responsible for any unforeseen consequence, completed **prior** to clinical.
- (c) A pregnant student who does not have a current negative tuberculosis (TB) skin test must present a document from her doctor stating she is free from tuberculosis, **prior** to clinical.
- (d) If student is unable to provide required documentation **prior** to clinical the student will receive a grade of "F" or "No Credit" for the course and will not be allowed to complete / start clinical.

5. Immunizations:

Source of immunization requirements: Title 25 Health Services, §§97.61-97.72 of the Texas Administrative Code.

All required immunizations must be kept current. Students provide proof of required immunizations to Program Director prior to the end of the 1st semester of the first year of the MLT program. In addition, students must meet the college immunization requirements as well as any individual facility requirements when attending clinicals. This section applies to all students enrolled in health-related courses, which will involve direct patient contact.

Students are required to have all required vaccinations and acceptable evidence of vaccination on record with the department prior to the end of the 1st semester of the first year of the program. **NO EXCEPTIONS.**

Required Vaccinations for Students Enrolled in Health-related Courses in Institutions of Higher Education:

1. Serologic confirmation of immunity (titer) for measles, mumps, rubella, hepatitis B, and varicella illnesses. Acceptable evidence is a laboratory report that indicates either confirmation of immunity or infection.
2. Polio vaccine is not required but students are encouraged to ascertain that they are immune to poliomyelitis.
3. One dose of tetanus/diphtheria/acellular Pertussis (TDAP) is required within the last 10 years.
4. Students who were born on or after January 1, 1957 and do not present with a positive MMR titer must show acceptable evidence of vaccination of two doses of measles, mumps, and rubella (MMR) vaccine administered since January 1, 1968 and a positive rubella titer.
5. Students shall receive a complete series of hepatitis B vaccine (3) **AND show serologic confirmation of immunity (titer)** to hepatitis B virus. If, after six (6) doses of vaccine, the student produces a negative titer then the student shall be deemed a non-responder and is considered to have met the criteria. Declination

must follow Department of State Health Services Policy Title 25 Part 1 Chapter 97 Subchapter B Rule 97.65. Students may also be required to complete a declination as required by the clinical facility.

6. Students shall show documentation of a positive varicella titer. Students showing a negative titer shall receive the varicella vaccination and titer a second time.
7. An annual TB test (negative ppd) must be verified. If positive, a negative chest exam must be verified by primary provider.

Acceptable Evidence of Vaccinations:

- a) Vaccines administered after September 1, 1991, shall include the month, day and year each vaccine was administered.
- b) Documentation of vaccines administered that include the signature or stamp of the physician or his/her designee, or public health personnel is acceptable.
- c) An official immunization record generated from a state or local health authority, such as a registry, is acceptable.
- d) A record received from school officials including a record from another state is acceptable

6. Criminal Background Check and Drug Screening

The purpose of a certified background check and drug screen policy is to:

1. Promote and protect patient/client safety.
2. Comply with clinical affiliates that require a student background check and drug screening as a condition of their contract.
3. Provide early identification of students who may have difficulty meeting licensing/certifying/registry agencies' eligibility for licensure/certification/registration requirements.

The background and drug screening company will be chosen by Panola College. Instructions will be given to students for obtaining the drug screen and background check. The results of drug screening and background will be provided to the Medical Laboratory Technology Director. All information will be kept in confidential paper or electronic files and archived as indicated by each programs' accrediting agency requirements.

The student will sign consent for drug screen and background check. Cost for these tests is part of clinical course fees. Any additional testing required, such as confirmatory testing, will be the responsibility of the student.

Students that take prescription medication will need to complete a Student Medical Record (form 2.4) prior to the drug screen. A student with an unexplained positive drug screen (after confirmatory testing) will be disallowed from clinical practice until they have met the requirements of the Substance Abuse Policy. *Due to insurance risk and liability, students on mood-altering prescribed controlled substances will not be allowed to participate in clinical experiences until cleared by their personal physician.*

In addition to the Texas Health and Safety Code Chapter 250.006, Panola College reserves the right to refuse admission to any applicant to the Medical Laboratory Technology Program that have arrests for DWI, POCS, assault, theft, burglary, robbery, deadly conduct, or felony regardless of the date of offense.

STUDENT RIGHTS:

If the student believes his or her background information is incorrect, he/she will have an opportunity to demonstrate the inaccuracy of the information to the investigating agency. All researching of court records and documents will be the responsibility of the student. Students may appeal if issues related to the background checks are not resolved. Appeals are to be submitted to the agency responsible for the background check procedures.

7. CPR Certification

Medical Laboratory Technology students are required to maintain a current **Basic Life Support (BLS) for Healthcare Providers** CPR certification before beginning their clinical rotations. CPR training is provided prior to the first clinical course, and the cost is included in the clinical course fees. The certification is valid for two years.

Students must complete this requirement no later than the **fifth (5th) class day** of the semester in which they are enrolled in their first clinical course. Students who have not completed the CPR certification by this deadline will not be eligible to participate in clinical rotations that semester and will be withdrawn from the clinical course until the requirement has been met.

Students whose CPR certification expires before completing the MLT curriculum will be required to renew their certification through Panola College Continuing Education. The cost of the renewal course is the responsibility of the student.

8. Physical Examination

Students are required to have a physical examination before attending clinical rotation. Form must be completed, signed by student and primary provider, and one file in the department prior to the end of the 1st semester of the first year of the program. Failure to meet this requirement will result in the student being dropped from the clinical course and excluded from clinicals for the semester. If a student has a mental or physical issue that could interfere with their education, then the student should make an appointment with the ADA counselor.

9. Additional Expenses

In addition to fees collected at registration, other expenses will be incurred. The following are only meant to serve as a guideline, as expenses may vary.

1. Books and fees (as required).
2. Initial and possible subsequent drug testing.
3. Criminal background check fee(s).
4. Uniforms/monogramming/shoes as detailed in section VIII.
5. Clinical sites are chosen to provide the best experience available for a student.
Clinical sites may be as far as 70 miles or greater from Carthage.

TRANSPORTATION TO AND FROM CLINICAL SITES IS THE RESPONSIBILITY OF THE STUDENT.

6. Optional expenses: cap, gown, stole, invitations (purchased through bookstore for students participating in graduation ceremonies).
7. Don't forget to budget for childcare! Students may be eligible for childcare assistance: <https://www.panola.edu/student-success/childcare-assistance/>

II. PROFESSIONALISM:

Success in one's career is almost as dependent on professional behavior as on one's academic knowledge and abilities. Students are expected to exhibit professional behavior in the classroom and in all activities associated with this course. Medical Laboratory Technology students are responsible for being professional on campus, in class, at clinical sites, and in the public while in uniform. ***Please read the following carefully. ANY violation of this professionalism policy will result in reprimand of the student UP TO AND INCLUDING DISMISSAL.***

All Medical Laboratory Technology Students are responsible and will abide with the following:

1. **Attending Class and Clinical and Being on Time** - The student attends every class period, *arrives on time for class activities* and informs the instructor in a timely manner of unavoidable situations that cause the student to be late or miss class. ***If the class is online, attendance is considered as online participation in all activities and discussions.***
 - A. Regular and **punctual** attendance is required. The instructor will take roll at each class meeting.
 - B. **Tardiness:** Arriving on time is an important part of professionalism and demonstrates respect for your classmates, instructor, and the learning environment. Students are expected to arrive on time and be prepared to begin class as scheduled. Repeated tardiness may be addressed as a professionalism concern. **Students who arrive late to class or after a quiz or exam has begun may not be permitted to enter or complete the assessment at the instructor's discretion.**
 - C. Attendance at **all** required "clinical assignments" and exams are **mandatory**.
 - a) "No-shows" to clinicals without valid excuse (explained below) will not be tolerated and may result in dismissal from program.
 - b) **THERE ARE NO MAKE-UP EXAMS** without VALID excuse (see below)
 - ❖ **VALID EXCUSES:**
 1. Extreme cases of sickness (contagion or hospitalization, etc. with a doctor's excuse)
 2. Death of an *immediate* family member (father, mother, grandparent, sibling, spouse, or child-must have documentation).

Student must provide supporting documentation before make-up Exam or Clinical Schedule is altered. All documentation will be verified.
It is the responsibility of the student to contact the instructor for make-up work and/or exams and to provide documentation.

2. **Dependability** - The student meets assignment deadlines and follows through to completion of responsibilities.

- A. You are responsible for what goes on in class EVEN if you are not here. Check your calendar and be prepared when you return to class. Saturday lab classes are mandatory. Make-up labs will only be allowed in extreme circumstances. If you miss a lab and do not make it up, then you will receive zeros for all associated lab assignments.
 - B. Papers are due at the beginning of class on the day they are assigned. Technical difficulties (printer didn't work, ran out of ink, couldn't open file, etc.) are not valid excuses. Neither is forgetting your paper or forgetting to print it. Do not come to class late because you were printing your paper, and do not ask to leave early to print it. Complete your work on-time and anticipate possible problems. Excuses are not acceptable in these programs or in the healthcare field.
 - C. Paper copies are to be turned in at beginning of class ONLY.
3. **Effective interpersonal and team skills** - The student relates well to people, shows respect for others, deals tactfully and effectively with others, influences as opposed to directs, provides constructive criticism without alienating others, negotiates or mediates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude.
 4. **Effective communication skills** - The student listens, speaks using correct grammar and without excess fillers, (e.g. *um, you know, like*) or inappropriate language. Cursing, profanity, sexual remarks, or any related gestures will not be tolerated on campus, at clinicals, or while the student is in uniform (even off campus). This will not be tolerated and will result in disciplinary procedures.
 5. **Ethical conduct** - The student maintains honesty, integrity, and confidentiality of patient, provider, fellow student and college information.
 - A. **Respect should be shown to instructors, patients, other students, and staff at facilities as well as the public. Foolishness and fighting are never appropriate.**
 - B. Cheating and plagiarism will not be tolerated. Students caught cheating or plagiarizing on assignments will receive an immediate "F" in the class and will not be allowed to continue in the program.
 - o Copy/Paste from the internet or another person is plagiarism.
 - o Two or more students "sharing" answers and/or copying and turning in identical/similar classwork is considered cheating/plagiarism.
 - o DO YOUR OWN WORK!
 6. **Electronic Devices** - The use of electronic devices, including cell phones, tablets, and laptops, is permitted only as directed by the instructor and when they support classroom learning. Students are expected to use these devices in a professional and respectful manner. If an electronic device becomes a distraction or is used inappropriately, the instructor may ask the student to discontinue its use. Continued disregard for the instructor's directions may result in disciplinary action in accordance with the course professionalism policy and, if necessary, may affect the student's course grade.

III. PROGRESS AND EVALUATION

1. Courses / Grades / Exams:

Academic integrity and forward progression through Medical Laboratory Technology Programs must be sufficient. Students that neglect coursework will be removed from the program according to the following rules:

- MLT students must receive a grade of "C" or better in all Medical Laboratory Technology department courses (courses beginning with HITT, MLAB, PLAB, or HPRS). This also applies to any and all pre-requisite courses of biology, chemistry, and math. Students receiving a grade lower than "C" in a course will be required to REPEAT that course. If a student receives a **final grade of "D" or "F"** in any Medical Laboratory Technology course or combination of courses- the student will be placed on Academic Probation and MUST make all "C's" in the next semester or they will be permanently dismissed from their respective program. **A student who receives two or more final grades of "D" or "F" will be dismissed from the program.**
- Cheating, attempting to cheat, plagiarism, blatant dishonesty and/or falsification records will result in immediate a grade of "F" for the course.
- Disruptive behavior **of any kind** during clinical / classroom / skills lab setting or on Panola College property will not be tolerated and can cause an immediate "F" in the course. Students are always expected to act as mature adults.
 - Disruptive behavior can include but not limited to: Cursing/profanity, screaming/yelling, throwing/shoving/or turning over equipment /objects, obscene / sexual gestures and or remarks, fighting / kicking, threatening students or instructors, damaging or attempting to damage college /public/private property.
 - Any student receiving an "F" due to disruptive behavior will not be allowed to progress in the program.

2. Clinical Rotations:

- Disruptive /disrespectful behavior of any kind, whether witnessed by the instructor /classmates /clinical staff / residents, during clinical at a facility inside or outside of the facility may result in a warning, or, if serious enough, an "F" for the class. Disruptive or disrespectful behavior may include failing to provide appropriate care to patients as instructed, putting patients' safety at risk, poor infection control practices, using profanity, disregard to patients' belongings or the laboratory facilities' equipment.
- In the event a student receives a grade of "F" in the clinical, the student is subject to removal from the program.
- Students will be required to sign a Confidentiality Form stating they understand HIPAA and will abide by the guidelines.

3. Conferences:

Individual conferences with students will be held whenever the Instructor or the student finds it necessary. Confidential discussions will take place, and the conference will be documented. A counseling form will be used and will be kept in the students file and a copy given to the student. This form will be used as documentation of counseling, warnings, and reasons for "F" in a course.

IV. ACCIDENTS/ INJURY:

1. It is the responsibility of the student to notify the instructor **IMMEDIATELY** if they are involved in a patient care incident. Appropriate action, as dictated by the laboratory policy, will be taken.
2. If any class room injuries occur to student- call 911, if appropriate, and notify Human Resources and the Vice President of Instruction.
3. If an injury occurs to a student at the clinical site that warrants an emergency response call 911. If injury is not an emergency, the student must follow up with their medical doctor (at their own expense).
4. An incident report must be completed, a copy kept in students file, and Human Resources notified.
5. The student must obtain a medical release from their medical doctor and present it to the instructor before they can return to clinical rotation.

V. CLASSROOM:

The classroom is to be used for scheduled classes. The classroom **IS NOT** to be used for socializing or any inappropriate behavior. Food and chewing gum is not permitted during Lab.

VI. TOBACCO/SMOKING:

Panola College is a tobacco-free campus. Tobacco use is prohibited anywhere on campus or in College owned property. Tobacco use by students is not permitted on the premises of any clinical site at any time. To protect the patients from offensive odors, students are discouraged from smoking prior to arrival at the clinical area. When in uniform, do not smoke.

VII. HEALTH SCIENCES SUBSTANCE ABUSE POLICY

Any student enrolled in a Health Science program will be tested for drugs before clinicals (see Policy 2.4). In addition, testing will occur when there is a reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e. drugs which are controlled substances under federal law that are not being used under the supervision of a licensed health care professional (as prescribed), or otherwise in accordance with the law. The Student will be subject to disciplinary guidelines as indicated in the Student Handbook for Panola College and/or the department.

Procedure:

1. Students will be asked to submit to drug screening by their program Director in the following circumstances:
 - a. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherence, marijuana or alcohol odors
 - b. Possession of drugs, apparent paraphernalia or alcoholic beverages.
 - c. Detailed, factual and persistent reports of misuse by multiple colleagues.
 - d. Abnormal or erratic behavior, such as sudden outburst, mood swings, hostility or unusual anxiety which suggests possible drug use or alcohol misuse.
 - e. Involvement in suspicious accidents.
 - f. Apparent lapses in judgment or memory.
2. Faculty and students will adhere to the following testing guidelines:
 - a. The student will sign consent to undergo drug screening upon admission (Form 4.8.a).

- b. The instructor(s) will document student's behavior and confer with Program Director (see Form 4.8.b). If a program Director is the faculty member concerned about the student's behavior or if the program Director is unavailable, the conference will be with the Vice President of Instruction or VP's designee.
 - c. A request for a drug screen will be initiated.
 - d. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
3. The student is excluded from all clinical/field and/or classroom and lab activities pending results of the drug screen.
4. Drug screen findings will be interpreted by the designated testing center as soon as possible.
5. Positive results will be kept in a confidential, locked file in the Department. Records may be released only to the student or the decision maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of a positive drug test.
6. The College will bear the cost of the initial drug screen. If the drug screen is positive, the cost of testing will be billed to the student.
7. Student may have positive drug sample detailed and verified by a second testing center at cost to the student. Student should be advised additional testing may cost in excess of \$200.
8. During the review process with the Vice President of Instruction and the program Chair, the student will have the opportunity to:
 - a. Explain the cause of the positive drug screen
 - b. Provide the name of the physician authorizing any prescription medications.
9. The Dean or Chair will contact the attending physician for verification. If verification is obtained, the student will be monitored to assure medication use is appropriate.
 - a. Any evidence of impairment (inability to function in the role defined by the program) due to prescribed medications will result in probation. The student, in collaboration with his/her physician and the program Director will develop a plan for reducing the impairment. Failure to develop or follow the plan will result in dismissal from the program.
 - b. Any evidence of impairment due to misuse of prescribed medication will be documented and result in dismissal from the program.
10. If drug screen is positive and unexplained, the student will be:
 - a. Dismissed from the program (see readmission below)
 - b. Reported to the state licensing agency, if applicable
11. The student may appeal the dismissal using the student Appeal Procedure in the Student Handbook (Student Handbook, online).
12. A student who tests positive will be provided a list of community resources for treatment.
13. If the drug screen is negative, the student will be immediately reinstated by the program Director and will be provided opportunity to make up assignments. The student will be subject to all other policies related to safe behavior and care of clients.

Substance Abuse Recovery – Student Applicant or Readmission

Panola College believes that persons identified as having substance abuse problems can benefit from therapeutic counseling regarding substance withdrawal and rehabilitation from a reliable

source. No recovering student shall be denied learning opportunities purely based on history of substance abuse. A student applicant with a positive pre-admission test result or with a prior history of substance abuse (whether they have previously been dismissed from a health science program) will be required to do the following before entering:

- A. Demonstrate one or two years of abstinence by providing negative quarterly drug screens immediately prior to application clinical site placement.
- B. Provide letters of reference from all employers within the last one or two years.
- C. Provide a report of participation and current status from an acceptable treatment or support source(s), if applicable.
- D. Sign an agreement to participate in random drug screenings consistent with the policy of Panola College Health Sciences Division and the clinical agency where student is assigned for patient care. Testing will be paid for by the student.

VIII. UNIFORM / DRESS CODE:

THE UNIFORM DRESS CODE HAS BEEN FORMULATED ON THE PRINCIPLES OF MEDICAL ASEPTIC, SAFETY, AND PROFESSIONAL PRIDE AND ETHICS. THIS DRESS CODE APPLIES TO THE CLASSROOM AND CLINICAL SETTING.

1. Uniform: (student's expense) (MLT =Red) Scrub uniform of program choice. Uniform must be clean, free from wrinkles, and in good repair. A matching scrub jacket (with the college logo) may be worn for warmth, but sweaters, hoodies, or other jackets are not permitted at all during clinical. (MLT students may wear white scrub jacket/lab coat of any length if desired). Students may wear a white, black, gray, or navy-blue long sleeve shirt underneath scrubs for warmth. If student desires a scrub dress or skirt for personal or religious reasons, the length of skirt must fall at or below the student's knee. Scrubs must fit properly, be in good repair, clean, and wrinkle-free. Undergarments shall not be observed through the uniform scrubs.
2. Shoes: (student's expense) neutral-colored closed-toe and closed-heel athletic shoes. Must be clean and in good repair. No high heels, clogs, sandals, etc. Soles must have good non-slip soles.
3. Good grooming: includes daily bath with the use of an antiperspirant or deodorant. (Perspiration and odor increase with physical activity, nervousness, and excitement). Good oral hygiene should be maintained. A report from instructors, patients, family, staff, or clinical instructor regarding body odors of any nature (including smoke) will result in counseling.
4. Hair: (men and women) must be kept clean, neat, and off the collar and professional in appearance. Long hair must be kept up and off the shoulders. All MLT students with hair longer than shoulder length must have hair tied back in clinical and laboratory environments. No un-natural hair coloring will be allowed, (bright pink, red, purple, green, etc.) Male students: Facial hair are allowed if kept clean and neatly trimmed.
5. Visible tattoos: must be covered at all times while representing Panola College, both in the classroom, during clinical, and while in Panola College uniform.
6. Earrings / Jewelry / Body Piercing: No excessive jewelry is allowed in uniform (this includes large and/or dangly earrings, clunky bracelets, and long necklaces). Jewelry will be limited to wedding rings, a watch and **small** stud earrings. Earrings are only allowed in the ears and limited to one in each ear during class room and clinical setting. Open gauged ears are not allowed. Gauges must be appropriately covered and not visible. **No facial / tongue rings / nose rings/ brow rings, etc. will be allowed in the classroom and clinical setting.**

7. ID Badge/Name Tag:

Clinical Name tags will be provided by Panola College. Name tag must always be worn in the clinical and classroom setting. Name tag must be worn on the left upper shoulder. Program patch or Embroidery will be placed on the right front shoulder of the scrub top only.

8. Fingernails: Fingernails must be kept short and clean. Only clear nail polish is allowed. No colored polish. ***No artificial fingernails will be worn by Medical Laboratory Technology Students in the classroom, clinical or laboratory setting. Artificial nails are a breeding ground for bacteria and are not allowed under any circumstances. Students presenting to class or clinical with artificial fingernails will be dismissed from class and reprimanded. Students that refuse to or do not remove artificial nails will be reprimanded- continued failure to remove artificial nails will result in dismissal to the program.***

IX. GRIEVANCES

Student grievances that cannot be resolved by the instructor must follow the grievance procedure as outlined in the Student Policy Handbook: *The Student Handbook*.

X. APPLIED EXPERIENCE POLICY

Students will not be excused from clinical practicum rotations or phlebotomy practice for disabilities or health reasons. Participation in the educational experience may be modified as necessary to fit their disability. Each student's case will be handled on an individual basis. Completion of clinical hours is required for course credit and graduation with corresponding degree and/or certificate without exception.

The Medical Laboratory Technology department works with many different health care facility practicum/clinical sites to provide applied education as necessary to qualified students. In the event a site cannot participate and/or complete clinical instruction for the student, an alternative site will be assigned for completion of student clinical requirements.

In the unlikely event that a student cannot be placed in a clinical experience during the desired semester, the student will receive priority for clinical placement in the following semester.

Medical Laboratory Technology (MLT) Student Clinical Placement Policy

Purpose

The purpose of this policy is to outline expectations for Medical Laboratory Technology (MLT) students in securing an appropriate laboratory facility for the completion of their required clinical education experiences.

Policy Statement

Students will be asked to provide their **top three preferred clinical sites** based on their geographic location. The MLT Program will make every reasonable effort to place students at one of their preferred sites; however, placement at a requested facility cannot be guaranteed.

Clinical assignments are based on several factors, including site availability, student capacity, affiliation agreements, and the educational needs of the program. If a student's preferred sites are

unavailable or unable to accept additional students, the MLT Program will assign the student to another approved affiliated clinical site.

Students are expected to be flexible and prepared to complete their clinical education at the site assigned by the Program. All clinical placements are determined by the MLT Program and are subject to the availability and acceptance of the clinical facility.

Student Responsibilities

1. Locating a Facility

- Students may seek out laboratories, hospitals, or clinics near their home location as potential clinical sites. Students are not guaranteed clinical sites near their home. These sites should be within the 70 mile radius of Panola College's Carthage campus.
- Facilities must be appropriately accredited or licensed under applicable state and federal regulations.

2. Providing Information

- Students must submit the facility's name, address, and contact person to the MLT Program Chair **no later than six (6) months prior to the start of the scheduled clinical rotation.**
- The Program Chair will initiate the review and approval process and determine whether the site meets program standards.

3. Professional Conduct

- Students must represent themselves and the College in a professional manner during all communications with potential clinical sites.

College Responsibilities

1. Review and Approval

- The MLT Program Chair will review all potential clinical sites to ensure they meet accreditation, program, and educational requirements.

2. Affiliation Agreement

- The College will establish an official affiliation agreement with the facility before clinical training begins. Students cannot begin clinicals until this agreement is finalized.

Failure to Secure a Preferred Clinical Site

- **Students are strongly encouraged to submit their top three clinical site preferences by the six-month deadline.** Meeting this deadline provides the greatest opportunity to secure one of their preferred clinical locations and allows sufficient time for placement planning.
- **Clinical placement is based on site availability, clinical capacity, and existing affiliation agreements.** While every effort is made to place students at one of their preferred sites, placement at a specific facility cannot be guaranteed.

ATTACHMENT A: ACKNOWLEDGEMENT OF RECEIPT OF MLT STUDENT CLINICAL PLACEMENT POLICY

I, _____ (print full name), acknowledge that I have received, read, and understand the **MLT Student Clinical Placement Policy**.

I understand that:

1. I will submit my **top three preferred clinical sites** that are conveniently located near my home or workplace for consideration in completing my required clinical rotations.
2. I will provide the **name of institution and address for my preferred clinical sites to the MLT Program Chair at least six (6) months** before the start of my scheduled clinical rotations. Submitting this information by the deadline provides the best opportunity for placement at one of my preferred locations.
3. All proposed clinical sites are subject to review and approval by the MLT Program Chair and Panola College before a placement can be confirmed.
4. An official affiliation agreement between Panola College and the clinical facility must be in place before I may begin my clinical experience. I understand that establishing a new affiliation agreement may take **up to four months** to complete.
5. While every effort will be made to place me at one of my preferred clinical sites, placement is based on factors such as site availability, clinical capacity, and existing affiliation agreements. If placement at one of my preferred sites is not possible, the MLT Program will work to assign me to another approved affiliated clinical site.
6. I understand that submitting my clinical site preferences after the six-month deadline may reduce the number of placement options available and could affect the timing of my clinical rotations.
7. When communicating with potential clinical sites, I will conduct myself in a professional manner and represent Panola College and the MLT Program with courtesy and professionalism.

By signing below, I affirm that I understand and agree to follow the above requirements.

Student Name (print): _____

Student Signature: _____

Date: _____

MLT Program Chair Signature: _____

Date: _____

**Attachment B: ACKNOWLEDGEMENT OF RECEIPT OF MEDICAL LABORATORY
TECHNOLOGY STUDENT HANDBOOK**

I have read and understood the Handbook and I agree to abide by all policies as stated in this handbook.

I know that if I receive more than two grades of "D" or "F" in any Medical Laboratory Technology course or combination of courses, that I will be dismissed from my respective program per the MLT student handbook.

I understand that inappropriate behavior in the classroom/ lab and or the clinical setting will cause me to be dismissed from this program and receive an "F" or no credit in this class.

I understand that I must conduct myself in a professional and ethical manner at all times and will be respectful of my instructor, preceptors, patients, fellow students and anyone I encounter during my classroom and clinical instruction.

I understand that there is NO make-up time or make-up testing except in extreme measures outlined in this handbook.

By signing below, I affirm that I understand and agree to follow the above requirements.

Student Name (print): _____

Student Signature: _____

Date: _____

MLT Program Chair Signature: _____

Date: _____