Medical Laboratory Technology Program Handbook 2025 – 2027

Tri-County Technical College

7900 Highway 76, Pendleton, SC 29670

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Welcome

Welcome to the Medical Laboratory Technology (MLT) Program at Tri-County Technical College (TCTC). This handbook has been compiled by the faculty to provide information intended to serve as your guide in the Medical Laboratory Technology (MLT) Program at Tri-County Technical College. This handbook covers policies pertaining to both classroom and laboratory portions of the program. It is NOT an all-inclusive document containing everything you need to know and does not duplicate materials found in other College policies. Therefore, you should also be familiar with the TCTC Student Handbook, as this will also apply for the MLT program. The general Student Handbook is part of the TCTC College Catalog: https://tctc.catalog.acalog.com/

After becoming familiar with the contents of this handbook, you will be required to sign the "Student Handbook Disclaimer." You are encouraged to refer to the handbook on an ongoing basis throughout your program of study. A copy of the Student Handbook is loaded in each Blackboard course. The MLT Program faculty reserves the right to change any policy at any time as circumstances require or as dictated by clinical affiliates or outside accrediting agencies.

The MLT program is accredited by:

National Accrediting Agency for Clinical Laboratory Science
5600 N River Bend
Suite 720
Rosemont, IL 60018
773-714-8880
www.naacls.org

Program Faculty: Amber O'Shields MLS(ASCP), Program Director
Jennifer Porter, MAT, MLS(ASCP), Instructor

Medical Laboratory Technology (MLT) Mission Statement:

The Medical Laboratory Technology Program provides opportunities for individuals to acquire the knowledge and skills for employment in medical technology. The graduate is awarded a 2-year associate degree in Medical Laboratory Technology upon successful completion of the program requirements. The awarding of the degree is not contingent upon the graduate passing any type of external certification or licensure examination.

Program Outcomes

The MLT graduate will:

1. Demonstrate professional behaviors, attitudes, and values associated with laboratory health professionals.

2. Adhere to laboratory safety regulations, including the use of safety techniques and protective equipment.

3. Correlate laboratory test results with clinical significance of patient conditions and/or diseases

4. Provide reliable and efficient laboratory test results using methods for evaluating the hematological, chemical, microbiological, and immunological status of a patient.

5. Perform collection and handling of blood and other specimens.

Students are strongly encouraged to become active members of their national professional organization, the American Society for Clinical Laboratory Science (ASCLS), the state organization, South Carolina Society for Clinical Laboratory Science (SCSCLS), and the American Society of Clinical Pathology (ASCP). It is only through your participation in these organizations that your voice is heard. See the Program Director for details or go to the respective web sites at www.ascp.org and www.ascls.org.

Attendance

As a preparation for professional employment, students are required to notify the instructors of their MLT classes, before the class begins, if he/she will be absent or late. Notifications may be emailed, called or discussed with the instructor in person.

Amber O'Shields (864-646-1351/aoshiel2@tctc.edu)
Jennifer Porter (864-646-1349/ jporter7@tctc.edu)
Adjunct Instructors – contact per instructions given in class

Tri-County Technical College believes that class attendance is crucial to student success. As such, the College requires regular attendance to promote academic success and effective workplace skills required by employers. Additionally, the College must maintain compliance with all federal financial aid statutes regarding attendance. Therefore, a student who accumulates more than the allowable number of absences during the semester will be withdrawn from the course. A student may not be absent for more than 14 consecutive calendar days in a fall or spring term. The instructor must administratively withdraw a student who stops attending class after the drop period but prior to the completion of 60% of the session for which the class is offered.

Any student who accumulates more absences during the term than the class is scheduled to meet in a two-week period may be withdrawn from the class. The number of allowable absences during the summer term or other sessions of varying length will be 10% of the total number of class meetings. (The 10% allowable time frame for the summer term is 7 hours for lecture and one lab period for MLT 210 and MLT 205. For MLT 108, it is 5 hours for lecture and one lab period. If a student exceeds this number of allowable absences, he or she will be withdrawn from the class.) (The allowable absences for MLT 251/252/253/254 is 3 days per course.) Extenuating circumstances may be considered with appropriate

documentation provided to the Program Director but will not guarantee that a student may remain in the program.

Note: Unauthorized use of electronic devices during class or lab is unacceptable; therefore, students engaged in texting or viewing social media sites or other websites unrelated to class may be asked to leave and be marked absent. During online sessions, students are expected to display their face. Students may be asked to leave their cell phone in an assigned area away from their desk/work area.

Missed Tests/Labs

Students will only be allowed to make up tests at the discretion of the instructor. Only one test may be made up in any single MLT Course. Should a student miss a second exam, they will receive a zero. The instructor has the option of giving different questions or different types of tests for make-up tests. Tests must be made up on the day that students return to campus. If the test is not made up on the day the student returns to campus, the student will receive a zero for that test grade. (i.e. if students miss a test in a morning class but come to campus later in the day, students will be required to take the missed test on that day or earn a zero). For lab activities, students may be allowed to complete the question portion of the lab to submit for a grade or be given an alternate assignment to submit for the lab grade if available. Students are only allowed to make-up lab activities or lab practicals in extenuating circumstances approved by the instructor. Students who miss online exam deadlines may not be allowed by the instructor to make up the exam.

Final course exams may only be made up at the discretion of the instructor.

Tardiness

A student who arrives late will be marked tardy for that class. Tardiness is defined as arriving after the instructor has begun class/lab. A one-time 5-minute grace period will be allowed in each course. Three (3) tardies will equate to one (1) absence. A student who continually arrives late to class is subject to being withdrawn from the class and ultimately the program.

Academic Dishonesty

Academic honesty is of utmost importance in preparing for a health career. Cheating on tests, exams, or written assignments is NOT acceptable. This includes using another's work without giving proper credit to the source. All work must represent the student's individual efforts. If academic misconduct is confirmed, the instructor will follow procedure and may impose sanctions as defined in the Student Code for the South Carolina Technical College System.

Progression and Completion of MLT Requirements

All MLT curriculum courses taken within a semester must be successfully completed with a grade of at least 75 or "C" before progressing to the next semester. If this requirement is not met, students will be withdrawn from the program. Students may seek readmission to the MLT program by requesting an

interview with the MLT Program Director; however, only two spaces will be available each fall for re-entry students. If there are more than two students seeking readmission, the two spaces will be offered based on GPA, number of MLT courses already completed, and previous attendance records in MLT classes. The students who are not offered one of the two spaces for the upcoming fall may apply for admission for the following fall.

Re-admit students may repeat all MLT courses, or they may restart in the semester after the last successfully completed semester. If this is the option chosen, the student may request a challenge exam for any previously successfully ("C" or better) completed MLT course in that semester. If the score is 80 or above, the student may be exempt from repeating that course.

In the event that a student must withdraw from the program due to non-academic, extenuating circumstances, and has successfully completed the attempted MLT curriculum courses, a temporary stop in program progression may be granted. Re-entry to the MLT program at the point of successful completion must be approved by the MLT Program Director and is dependent on space availability. If a student is granted re-entry due to extenuating circumstances the student would be required to score 80 or above on a challenge exam for each completed MLT course taken in the last completed semester. All MLT curriculum courses must be completed within a 3-year timeframe.

Students may only re-enter the MLT program one time.

In order to graduate, students must earn a "C" or higher in all general education and MLT courses. Graduation is not contingent upon the passing of any type of external certification exam.

MLT Books and Materials

MLT students must purchase MLT textbooks and materials including an electronic device such as a tablet or small laptop for use in MLT classes. They are available in the college bookstore. Materials include a mid-thigh length, liquid- impervious lab coat with fitted sleeves, which must be worn in MLT student labs on campus. A new lab coat must be purchased at the beginning of each semester. Protective gloves must always be worn in MLT labs. Face shields or some type of splash barrier must be used during labs with an increased risk of splashing or spraying. Protective gloves, face shields, and splash barriers are provided by the MLT department.

Student Uniforms

MLT students will wear an approved student uniform during the 2 years of the MLT program beginning in the fall semester of the first year. The uniform is Caribbean blue scrub top and pants and closed-toe, closed heel, liquid impervious, professional shoes. (Canvas or cloth/mesh shoes, sandals, and shoes with holes in the toe area may not be worn in the laboratory. Leather athletic shoes with no cloth or mesh parts are acceptable.) If a shirt is worn under the uniform top, it must be solid white. The uniform cost will be approximately $150.00-$250.00 including shoes. Uniforms are to be worn to all MLT campus classes and to all clinical sites. Be aware that the clinical site to which a student is assigned during the second year may require a different uniform than that which was purchased for the first year.

Approximate MLT Student Costs

First Year
Uniforms/Shoes/Safety Equipment - $300.00
Books/electronic device – $2,500.00
Immunizations - $300.00
Criminal Background Check - $38.00

Second Year
CPR- $85.00
Transcript fee - $6.00- $10.00
Passport fee - $10.00 (Documentation Portal for AnMed)
Criminal Background Check - $38.00
TB testing - $35 - $100
Some clinical affiliates require proof of health insurance.

Total – $3331.00

The above costs are in addition to tuition and college fees and are subject to change.

Fees Included with Tuition

Costs that are paid along with tuition during the 2 years of the MLT program total approximately $500 and include:

Malpractice Insurance: Malpractice insurance must be purchased by every student each year. The cost is added to the tuition (approximately $60.00 - $70.00/year).

Program Fee: Students are charged a "program fee" for handouts for the MLT classes. This cost totals approximately $168.00 for all 5 semesters and is added to tuition.

Drug Screen: A drug screen must be obtained at a cost of approximately $35.00 (subject to change) per year. This drug screen will be administered at TCTC and the cost is added to tuition. Students will be notified of the drug screening procedure through TCTC email. Clinical rotation assignments may not be available should a student have a positive drug screen. Therefore, students may not be allowed to continue in the program.

Certification Exam Fee: Students are eligible to take the ASCP certification exam (currently $225) after completing all curriculum classes with at least a grade of 'C.' This cost is included as a fee within second-year MLT classes.

ASCP BOC exam simulator Fee: This exam simulator (currently $83.40) will be used in the 2nd year to help prepare students for the ASCP Board of Certification exam after graduation. Practice exams are used for assessments in MLT 241, MLT-251, MLT-252, MLT-253 and MLT-254.

Fees Paid Separately:

Passport:

Students will be made aware of safety and security information for the AnMed Health System through Passport online courses at http://www.carelearning.com. Students will be given instructions for completion before the clinical fall semester. When all courses are completed, a transcript must be printed and submitted to the MLT department. The cost is $10.00 (subject to change) and is paid online once the student logs in.

Criminal Background Check:

Criminal Background checks will be required of all incoming freshman students and within 30 days before the beginning of clinical rotations at a cost of $38.00 (subject to change). Instructions for obtaining the background check are found at the MLT webpage at https://tctc.edu/media/2237/tctc-student-how-to-guide.pdf. Only criminal background checks conducted through SR&I will be accepted. Any subsequent arrests, convictions, or criminal charges must be reported to the Health Education Division. A receipt must be printed and submitted to the MLT department by the first day of classes (Program Director may allow an extension for students that complete the Notice of Completion form within 2 weeks of the start of classes.)

Clinical rotation assignments may not be available should a student have a questionable criminal background check. Therefore, students may not be allowed to continue in the program.

Immunization Form:

An immunization form is required and must be kept on file in the MLT Department. You may print a copy to fill out from page 16 of this manual. Immunization form instructions are on page 18 Students may not be permitted to remain in the MLT program unless the program director has received a completed form documenting immunizations within 30 days of the start of the program (Fall semester). Students will NOT be allowed at a clinical rotation if documents are not complete for all required immunizations and all clinical site required forms and educational requirements.

NOTE: CPR, is not needed until the second year of classes, but Hepatitis B, MMR, Varicella, TB, Flu, and Tetanus immunization status must be presented as follows:

Hepatitis B: Freshman MLT students must receive at least one of the three shots of the Hepatitis B vaccine series before attending MLT classes at Tri-County Technical College. Documentation is required. The MLT student must complete the Hepatitis B vaccine series before entering the clinical phase (second year). Documentation of the administration of the vaccine series is required.

MMR: Students must present proof of their immunization against Measles, Mumps, and Rubella.

Varicella: Students must have laboratory evidence of Varicella immunity, or proof of 2 doses of vaccine.

TB: Students must present proof of their two-step PPD (Tuberculin skin test) or a TB blood test such, as T-spot or QuantiFERON Gold, when they enter the program and may be required to obtain a one-step follow up prior to their clinical rotation and/or complete a TB risk assessment.

Flu: Students must present proof of Flu immunization for both years in the program. Deadlines to be determined as health officials make recommendations each year.

Tetanus: Students must present proof of immunization against tetanus (Td or Tdap) within the last 10 years.

COVID-19: Students must present proof of immunization, at least 2 doses. Alternately, students can apply for a medical or religious exemption from each clinical affiliate.

Tri-County Technical College

Health Education Division

COVID - 19 Vaccination Statement

Tri-County Technical College, Health Education Division is committed to the health and safety of our students while continuing to ensure high quality learning experiences and student success.

Recently, the federal government announced a regulation that requires health systems to ensure their employees are vaccinated against COVID – 19. As a result, the hospitals and healthcare agencies where the health education division students attend clinical training have mandated that all students and faculty be vaccinated against COVID – 19.

The Health Education Division policy in the college catalog states that “a student must be able to enter and/or remain in all clinical agencies to progress within a program.” Currently, every health education division student submits a vaccination form, criminal background check, and drug screens report to be accepted into their specific program and to be assigned clinical placement. Without the proof of the

COVID – 19 vaccination, the student will not be able to participate in the program and therefore will be administratively withdrawn from the program in which they are enrolled. This is consistent with the health education reporting requirements for clinical placement for student learners as mandated by clinical affiliates.

COVID – 19 Vaccine Exemption Processes

Each clinical facility has its own medical and religious exemption processes. Medical and religious exemptions are carefully reviewed for consideration by the healthcare agency. Exemption requests may take time and delay a student and/or faculty entry into the clinical facility. This may also affect the ability of a student to remain in the program due to delayed or denied response to their exemption request. The student is responsible to follow the established deadlines and request the exemption within a timely manner to ensure the proper response and clinical placement. Health Education Division will not be responsible for ensuring clinical placement until the student provides COVID – 19 vaccination documentation or proof of acceptance of an exemption.

Please contact the Department Head or Program Director specific to the program in which you are enrolled for the exemption information and processes.

The Health Education Division administration and faculty strongly encourage students and faculty to consider COVID – 19 vaccinations to support continued public health improvement during the pandemic.

Please note: In 2021, the National Council on State Boards of Nursing (NCSBN) and eight other leading nursing organizations, including the American Nurses Association (ANA), developed a policy brief that states in part that nursing education programs are not obligated to provide alternate clinical experiences requested by unvaccinated nursing students when the designated clinical facility mandates the COVID-19 vaccine or other vaccinations. If an alternate clinical practicum site is not available, and if the student cannot complete the clinical requirements for any reason, the student needs to withdraw from the course. If the student continues in the course without meeting the clinical practicum requirements, a grade of F will be earned in the practicum course.

Clinical Practicum Availability

Resources at the clinical facilities may limit spaces for clinical experience. In the event that more students qualify for the clinical practicum than space allows, students will be placed on a clinical practicum waiting list according to GPA and number of absences in MLT classes. Those students on this list must wait for an available clinical site. If there are any questions regarding this policy, please contact Amber O'Shields, MLT Program Director.

Affiliated Hospitals/Medical Centers

Assignments to hospitals are administered by the MLT Department. The second-year MLT student is responsible for adhering to clinical policies as outlined in the Clinical Rotation Manual. Rotations may be performed in the following facilities:

AnMed Health, 800 North Fant Street, Anderson, SC 29621
Baptist Easley Hospital (Prisma), 200 Fleetwood Drive, Easley, SC 29641
Bon Secours St. Francis Health, One St. Francis Drive, Greenville, SC 29601
Oconee Memorial Hospital (Prisma), 298 Memorial Drive, Seneca, SC 29672
Self Regional Medical Center, 1325 Spring Street, Greenwood, SC 29646
Stephens County Hospital, 123 Hospital Drive, Toccoa, GA 30577

Clinical Rotations

Clinical rotations occur over the course of the final 2 semesters in the following courses: MLT 251, 252, 253 or MLT 254. Inn each clinical course each student is assigned to 1 of 4 departmental rotations: Chemistry (includes phlebotomy), Microbiology, Immunohematology, and Hematology (includes Urinalysis), Coagulation is included in wither the Hematology or Chemistry rotation depending on the clinical affiliate. Each clinical course includes bench performance evaluations, affective skill evaluations, professionalism evaluations, and written test grades from the clinical instructors. Each course also includes review materials and tests designed to prepare students for clinical rotations and national certification exams. In addition, students must receive a satisfactory phlebotomy requirement evaluation in either MLT 251, 252, 253, or 254, depending on the course in which a student is enrolled for their chemistry rotation. Any student who does not complete the phlebotomy requirement with a satisfactory rating will be required to complete another phlebotomy rotation scheduled at the discretion of the program director until he/she receives a satisfactory grade.

Students are allowed to perform laboratory procedures, but all work must be verified by the supervising technologist. The affiliated laboratory may not, under any circumstances, use a student to perform service work in lieu of a regular employee. This would violate National Accrediting Agency for Clinical Laboratory Science (NAACLS) accreditation standards for the MLT program. Service work by students in clinical settings outside of regular academic hours must be noncompulsory, paid, supervised on site, and subject to employee regulations.

For further information regarding clinical see the Clinical Rotation Manual.

Technical Standards

Completion of the Technical Standards form is required and must be submitted to the MLT department on the first day of class. The form outlines essential functions needed for students enrolled in health care curricula. The Technical Standards form may be printed from pages 18-19 of this manual.

Academic Advisement

Each student will be assigned a faculty advisor to assist in advisement and scheduling of courses. The student is responsible for scheduling an appointment to be seen by his/her advisor during the early advisement period. Appointments for advisement during this period may be made through faculty after class or they may be scheduled through Starfish. Students are required to meet with the assigned faculty member prior to each registration period.

Once an appointment is scheduled, the student is expected to attend the appointment. If the student is unable to attend, they should notify their Advisor in advance of the appointment. If a student misses two scheduled advising appointments, they will be required to meet with the Health Education Dean.

Program Closure

The Tri-County Medical Laboratory Technician Program will follow the directive of the South Carolina Governor, the Tri-County Technical College President, and The South Carolina Commission on Higher Education (CHE) if the MLT program needs to be closed for any reason. In the event of a closure, a detailed plan will be submitted to NAACLS within 30 days of the official announcement. This plan would include specifics on how currently enrolled students would be able to finish or articulate with another program for transfer.

In response to a pandemic or other instance where a “Stay in Place” order is identified, and students cannot be at any site (campus or clinical facility) the program will assess if online options are available. For didactic classes, online options would be pursued to continue the semester. For clinical rotations, some content could be available online in the form of case studies and/or simulated laboratory experiences. Time missed in rotations might have to be made up at a later time in order to meet all clinical outcomes.

Disruptive Student Behavior

Disruptive behavior in the classroom or other academic setting is strongly discouraged by the Health Education Division at Tri-County Technical College. Disruptive behavior is defined as any behavior that interferes (disrupts) with the collegiate educational process, college administration, and/or sanctioned

college program activities. Determination of a behavior as disruptive is at the discretion of the division faculty or staff and can be dependent on many factors.

- Behavior which health education personnel may declare disruptive includes, but is not limited, to the following:
- Entering class late or leaving early (without permission)
- Eating/drinking in class without permission
- Sleeping in class
- Persistent speaking without faculty invitation to do so as part of the learning process
- Inappropriate use of electronic devices
- Disputing the authority of faculty or staff
- Arguing with faculty, staff, or other students
- Electronic communications which are abusive, harassing, or excessive
- Incivility
- Threats of any kind and/or harassment
- Physical or verbal disruptions or assault

Procedure:

Disruptive behavior occurring within and outside the academic setting will be reported to the Dean of Health Education, the appropriate Department Head, and the Dean of Student Development (if deemed serious or repetitive by the Division Dean). Serious or repetitive disruptive behavior will be generally reported and processed according to the conduct procedures outlined in the Student Code as outlined in the College catalog. There may be instances involving program accreditation guidelines in clinical settings involving safety that are processed immediately by the Program Director.

Disruptive behavior occurring during academic activities will be addressed using the following procedure. The instructor will inform the student that he or she is disruptive. If the behavior continues or escalates, the instructor will ask the student to leave the activity/class/clinical for the day, possibly resulting in grade penalties for work missed. If the student does not leave, the instructor will call Campus Police to escort the student from campus if necessary. If disruptive behavior occurs during academic activities conducted outside a physical classroom, such as in on-line instruction or during clinical or field trips the instructor may dismiss the student from participation in that activity. If disruptive behavior occurs during a college sanctioned event, the instructor or staff member may dismiss the student from participation in that activity. In any of the previously described situations, the instructor should consult with the Dean of Student Development to determine if the disruptive behavior should be reported and processed according to the conduct procedures outlined in the Student Code.

Any student exhibiting repeated disruptive behaviors as listed above, tardiness and attendance may be placed on probation by the MLT program.

Instructors should call Campus Police immediately if any or the following situations occur. The Division Dean and the Dean of Student Development should subsequently be notified.

A student threatens or intimidates faculty, staff or other students

A student engages in violent behavior

Faculty suspect criminal activity

A situation begins to escalate, such as discussion turning into shouting

The instructor of record will retain documentation of disruptive academic behavior in the student's file and will meet with the student within 5 business days after the incident. If the disruption is deemed repetitive and/or serious the behavior will be reported and processed according to the conduct procedures outlined in the Student Code as outlined in the College catalog. There may be instances involving program accreditation guidelines in clinical settings involving safety that are processed immediately by the Program Director.

Probation Notification:

The student will be notified that they have been placed on probation in a conference with a program official, typically the program director. In the event the director is unavailable an MLT faculty member will be assigned to the conference by the program director. This meeting will be followed by a written memorandum. The proceedings will include the reasons for the probation and the plan recommended to the student for correction of the deficiencies.

HEALTH EDUCATION DIVISION GUIDELINES FOR USE OF SOCIAL AND ELECTRONIC MEDIA

PURPOSE:

To provide guidelines outlining how Tri-County Technical College Health Education (HE) students (ADN, PNR, VET, MLT, MED, EDDA, SUR) support area clinical agencies, physician offices, and the division in terms of knowing boundaries of appropriate communication with social media (HIPAA, FERPA).

Social media is defined in the Oxford Dictionary as "Websites and applications that enable users to create and share content or to participate in social networking." This includes any tools that are used for collaborative projects such as wikis, blogs and micro-blogs, content communities, virtual communities, and social media platforms and applications.

Students are prohibited from posting or sharing any personal health information, including patient images or data, on any social media site or application.

The use of social media provides the ability for students to communicate with their peers in an expedient and even real-time basis. However, students should understand that any information posted or shared to social media cannot be considered private and confidential. Information on social media site should

be considered public, as the information can be easily viewed and shared by others and is searchable in order to trace activity back to them as individuals for long periods of time. Negative perceptions or actions resulting from inappropriate use of social media not only affect the student, but also the program, division and the College.

Students in all areas of Health Education are preparing for professions which provide services to the public who expect high standards of care and in the handling of confidential information. Therefore, students should be constantly aware of HIPAA and or FERPA guidelines which require that confidential information related to patients or agencies/offices must not be disclosed. Students may be personally as well as legally responsible for anything that they post on social media sites and applications. In addition, potential employers now commonly utilize analysis of public personal web sites as a determination of possible job offers.

MOBILE DEVICE USE

Mobile devices, including phones, watches, tablets, laptops, and similar devices can provide students with quick and easy access to up-to-date evidenced-based information in both the classroom and clinical setting. However, mobile device use must be appropriate and within established guidelines by an instructor/clinical agency. HIPAA/FERPA guidelines still apply. During clinical and class time, it is expected that any mobile device be utilized only when expressly authorized by TCTC faculty. Mobile devices should be silenced. No personal conversation or texting is allowed at any time in a patient/animal care area. Please remember that in patient areas, mobile devices may act as a reservoir for microorganisms and have the potential to deleteriously affect immunocompromised patients. Misuse of mobile and other electronic devices can be interpreted as a classroom or clinical disruption and students may be dismissed by the instructor (See TCTC Student Code).

TCTC Accounts

Tri-County Technical College (TCTC) uses email as one of several means of communication with HE students. An official TCTC email address is issued to each student at the time of admission to the College. This is the only email address that the College maintains for sending official communications to students. Students must check email on a regular basis (at least three times a week) in order to read important e-mail messages and notifications/ announcements in a timely manner. In addition, certain communications may be time-sensitive, i.e. drug testing dates. Failure to read official College communications sent to the student's official TCTC email address does not absolve the student from knowing and complying with the content of those communications. Each HE student must manage his/her college email account to assure that the Inbox file has sufficient space to allow for email delivery. Students who choose to forward their TCTC account email to another email address risk not receiving important official emails from the College. The HE Division will not be responsible for the non-receipt of any official communication that has been forwarded by a student to another email account.

RESPONSIBLE USE OF COMPUTER TECHNOLOGY AND SOCIAL MEDIA IN HEALTH EDUCATION

All forms of communication and behavior that are conducted in an electronic environment (TCTC procedure titled “External Communications” 1-2-1024.1) demand the same adherence to rules that provide expected levels of civility, safety, privacy, and respect. Students are, therefore, expected to govern their “electronic” behavior (social media) with the same care and self-control they exhibit face-to-face with patients, peers, instructors, and clinical employees.

TRI-COUNTY TECHNICAL COLLEGE – HEALTH EDUCATION DIVISION
IMMUNIZATION RECORD

Name:_____Date of Birth: _____ T#: _____

IMMUNIZATION HISTORY: PLEASE GIVE DATES (MONTH, DAY, AND YEAR) OF IMMUNIZATIONS.

Effective immediately: All Health Education students submitting the completed immunization form for clinical program entry must attach documentation for proof of all requirements.

1. CPR Expiration Date _____ First Aid _____
(If Required by Program) (MED only)

2. CHICKEN POX (Varicella): (Date of Vaccination, **OR** Date of Titer with results)
Date of Vaccination #1_____ #2_____
Date of Titer_____Results _____

3. HEPATITIS B VACCINE OR SCREEN Note: Heplisav is two doses only
Vaccine Series: Date of First Administration _____
Date of Second Administration _____
Date of Third Administration _____
Screen (Some hospitals require) _____ Results _____

4. MMR (Measles, Mumps, & Rubella): (Date of Vaccination, **OR** Date of Titer with results)
Do not receive if pregnant or plan to become pregnant within three months.
Dates of MMR Vaccination #1_____ #2_____
Date of Titer_____Results _____

5. TETANUS:
Date of Vaccination_____

6. COVID-19 VACCINE: #1 Date _____ #2 Date _____ Vaccine Name:_____
(If Required by Program)

Immunization requirement #7 and #8 will have program specific deadline dates. Students should abide by the individual program deadline dates for these immunizations.

7. FLU:
Date of Vaccination_____
(If Required by Program)

8. TUBERCULIN SKIN TEST (PPD)

	Placed:	Read:	Results
First Step	Date _____	Date _____	POS NEG (circle one)
Second Step	Date _____	Date _____	POS NEG (circle one)
If positive: Chest X-ray	Date_____	Results _____	
Annual 1-Step PPD	Date_____	Date_____	POS NEG (circle one)
T-Spot/QuantiFERON	Date _____		POS NEG (circle one)

9. N95 Fit Test: Facility _____ Date _____ Size _____
(If Required by Program)

10. Do you know of any communicable medical disease that could prevent entry into your chosen field?

_____

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT. I UNDERSTAND THAT FALSE INFORMATION WILL BE SUFFICIENT CAUSE FOR THE COLLEGE TO CANCEL MY ENROLLMENT AND REQUIRE WITHDRAWAL. I WILL REPORT ANY CHANGES IN MY HEALTH STATUS TO MY DEPARTMENT HEAD/PROGRAM DIRECTOR. I UNDERSTAND THAT THIS INFORMATION IS CONFIDENTIAL AND WILL NOT BE USED AS A SCREENING PROCEDURE IN THE ADMISSIONS PROCESS. I FURTHER UNDERSTAND THAT THIS INFORMATION IS REQUESTED BY AREA CLINICAL AGENCIES PRIOR TO ANY CLINICAL EDUCATION ASSIGNMENT REQUIRED IN MY PROGRAM OF STUDY, AND I HEREBY GIVE MY PERMISSION TO ALLOW THE COLLEGE TO SHARE THIS RECORD WITH APPROPRIATE AGENCY OFFICIALS.

_____ _____
Student's Signature Date

Instructions for Immunization Record Form

A minimum of a month and year is required for each item listed in the Immunization History.

CPR
Healthcare provider CPR is required, which includes adult, infant, and children CPR with AED and choking. Online CPR Certification or recertification is not acceptable.
*In addition to the above CPR requirements, the Medical Assisting program requires first aid.

Chickenpox (Varicella)
Documentation of Immunity must be determined either with proof of immunization (2 vaccines), or titer (blood test) showing positive immunity. If titer is negative, 2 vaccine series must be completed. History of disease is not sufficient.

Flu
Documentation of Flu vaccination is required annually each fall. No titer can be used for this vaccination. Vaccines should be administered after September 1 of that current year.
(Program specific deadline dates may apply)

Hepatitis B Vaccinations
Age 19 years or older only require two vaccines, 4 weeks apart. Documentation of either the series of two or three vaccinations (depending on manufacturer) must be completed or a titer must be performed showing positive immunity. If the titer is negative, student must repeat vaccine series and repeat the titer. If still negative after repeating the series, student must provide documentation as a non-responder with a Doctors signature. The normal course of administration is one month between the first and second administrations, with the third administration following five months after the second.

MMR (Measles, Mumps, Rubella)
Documentation of Immunity must be determined either with documentation of 2 series immunization, or titer (blood test) showing positive immunity. If titer is negative, on one component (mumps, measles, or rubeola) then student must have a booster shot for that component. If the titer is negative on more than one component then the student must have a 2-vaccine series completed. If born prior to 1957, documentation of one MMR, or live virus vaccine must be provided. If born on or after January 1, 1957, documentation of receipt of two doses MMR must be provided.

Tetanus
Documentation of a Tetanus vaccination is required and must be renewed every ten years. No titer can be used for this vaccination. (Tdap is acceptable and recommended.)

TB Skin Test (program specific requirements and deadline dates may apply)
A two-step TB Skin Tests (PPD) is required for all Health Education students with an annual 1-Step PPD. Previous two steps are accepted, as long as the two-step has been within a year of entering the program, then only a 1-Step PPD will be required thereafter. If a positive skin test occurs, the student will need to have a chest x-ray completed showing that the student has no evidence of TB. Chest x-rays must be repeated every five years. OR, A TB blood test such as QuantiFERON gold or T-spot is also acceptable.

COVID –

This information is requested by area clinical agencies prior to any clinical education assignment required in my program of study. I understand that it is my responsibility to obtain the Covid – 19 vaccine and any required vaccine boosters and provide proof to the Program Director. I understand that it is my responsibility to obtain, if necessary, any medical or religious exemptions at any or all clinical facilities. I understand that if documented proof of the above is not obtained in a timely manner I may lose my clinical placement. This may affect my ability to graduate

as/when expected.

Medical Laboratory Technology Curriculum Plan

FIRST YEAR

	C	L	Credit Hours
FALL SEMESTER			
BIO 112 Anatomy & Physiology	3	3	4
MLT 101 Introduction to MLT	1	3	2
MLT 105 Medical Microbiology	3	3	4
MLT 115 Immunology	2	3	3
MLT 130 Clinical Chemistry	3	3	4
			17
SPRING SEMESTER			
ENG 101 English Composition	3	0	3
MAT 120 Probability and Statistics	3	0	3
MLT 120 Immunohematology	3	3	4
MLT 110 Hematology	3	3	4
MLT 230 Advanced Clinical Chemistry	3	3	4
			18
SUMMER TERM			
MLT 108 Urinalysis and Body Fluids	2	3	3
MLT 205 Advanced Microbiology	3	3	4
MLT 210 Advanced Hematology	3	3	4
SPC 205 Public Speaking	3	0	3
			14

SECOND YEAR

FALL SEMESTER			
XXX ###General Elective	3	0	3
XXX ###Humanities Elective	3	0	3
MLT 251 Clinical Experience I	0	15	5
MLT 252 Clinical Experience II	0	15	5
			16
SPRING SEMESTER			
MLT 241 Medical Lab Transition	3	0	3
MLT 253 Clinical Experience III	0	15	5
MLT 254 Clinical Experience IV	0	15	5
PSY 201 Organizational Psychology	3	0	3
			16

Total Program Hours: **81**

C – class hours per week

L – lab hours per week

TRI-COUNTY TECHNICAL COLLEGE HEALTH EDUCATION DIVISION TECHNICAL STANDARDS

Required of all Health Education Division Students for Admission and Progression in a Health Sciences Program

Applicants and students should be able to perform these essential functions or with reasonable accommodations, such as the help of compensatory techniques and/or assistive devices and be able to demonstrate ability to become proficient in these essential functions.

Essential Function	Technical Standard	Some Examples Of Necessary Activities (not all inclusive)	YES	NO
Critical Thinking	Critical thinking and problem solving ability sufficient for appropriate clinical judgment.	Identify cause-effect relationships in clinical situations, use problem solving methods t assess, plan, carry out, and evaluate nursing or health professions care. Make appropriate judgment decisions in an emergency or where a situation is not clearly governed by specific guidelines.		
Interpersonal Skills	Sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish and maintain effective working relationship with patients, peers, the public and clinical and college personnel.		
Communication Ability	Sufficient for interaction with others in verbal and written form. Read, write and speak with sufficient skill to communicate. Computer literacy desirable.	Communicate, in fluent English, both verbally and in writing with the patient, family, college, and hospital personnel, to transmit and receive information. Hear verbal responses from the patient, and hospital personnel while performing appropriate procedures.		
Physical/ Psychological Ability	Remain continuously on task for several hours while standing, sitting, walking, lifting, bending and/or transporting patients/clients.	Very mobile and able to tolerate long periods of standing, sitting, and heavy work load. Lift and/or move patients and equipment. Withstand the stress and demands of an active position. Refrain from nourishment or restroom breaks for periods up to 6 hours.		
Skin Condition	Skin must be in good condition. Lesions on the face, hands, or forearms, will prevent student from attending clinical (examples include but are not limited to: psoriasis, eczema, etc.)	Perform hand washing and/or surgical scrub and wear appropriate gloves. (A written excuse from a physician is mandatory for students who are latex sensitive.)		
Adequate Height	Ability to reach and operate overhead equipment.	Reach, manipulate, and operate all equipment.		
Mobility	Physical abilities sufficient to move from area to area and maneuver in small spaces; full range of motion; manual and finger dexterity; and hand-eye coordination.	May be exposed to kicking, biting or scratching injuries. May be exposed to equipment-related hazards. Withstand long hours of standing, walking, stooping, bending, and sitting.		
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care of clients and operate equipment. Ability to reach and operate overhead equipment.	Demonstrate manual dexterity and good eye-hand coordination in daily work. Be able to lift independently up to 50 pounds. May be required to lift greater weights on demand. Reach above head at least 18 inches.		

Hearing Ability	Auditory ability sufficient to access non-direct essential information.	Must be able to hear and understand verbal instructions. Must be able to hear soft whispers of clients, equipment alarms, equipment malfunctioning sounds and emergency signals within normal hearing range. Must be able to tolerate loud, sustained, high pitched noises. If corrective hearing devices are required, must be worn while on duty.		
Visual Ability	Normal or corrected visual ability sufficient for observing, assessment and/or treatment of patient/client; ability to discriminate between subtle changes in density (black to gray) of a color in low light/ability to discern color variations.	Read procedure manuals, standard operating procedures, patient identification bracelets, and other pertinent materials for patient care and professional practice. Vision must be able to be corrected to no less than 20/40. If corrective lens devices are required, must be worn while on duty.		
Tactile Ability	Tactile ability sufficient for physical assessment.	Perform palpation, functions of physical examination, functions related to a care giver: perception relating to touch, textures, temperatures, weight, pressure, and one's own body position, presence or movements.		

Have you ever been dismissed from any clinical facility? Yes ☐ No ☐

I understand that in addition to this form a criminal background check, a drug screen and health/immunization form are required for clinical/lab placement.

_____ _____

Student Name (Please Print) Program Enrolled

_____ _____

Student Signature Date

_____ _____

Advisor Signature Date

Revised 2/2011;reviewed 06/2012

Tri-County Technical College Release Form

I give permission for Tri-County Technical College to use my image (photograph or digital image), voice, video, and quotes in publications, advertising, marketing, publicity, web pages, and other promotional activities for Tri-County Technical College and the South Carolina Technical College System. This may include, but is not limited to, television commercials, radio commercials, newspaper ads, billboards, web pages, and others.

Please Print:

Full Name: _____

Address: _____

City, State, Zip: _____

Home Phone:_____ Cell Phone:_____

Work Phone:_____ Date you expect to graduate:_____

College Major:_____ Advisor's Name:_____

Signature:_____Date_____

Student Fees for Certification Exams

Administrative Policy

Allied Health Programs
Health Education Division
Tri-County Technical College

STUDENT FEES FOR CERTIFICATIONS EXAMS
Effective Date: Fall Semester 2014

PURPOSE:
The following defines the financial responsibility of the College and students as it relates to fees collected from students enrolled in a program within the Health Education Division for professional certifications examinations.

POLICY:
Tri-County Technical College will pay the fee for the professional certification examination for a student's/graduate's first attempt. Subsequent financial responsibilities for such exams will be the responsibility of the student/graduate.

PROCEDURE:
1. Student fees must be applied to a course by the program and paid by the student (to the Business Office) to cover the expense of a professional certification exam.
2. Once the student meets the eligibility requirements to attempt the certification exam, the College will pay the expense of the certification exam ONE time only.
3. The College will pay only the cost of the exam and will NOT cover other expenses such as travel.
4. The student's first attempt at the certification exam must be made within four (4) months of graduation. Students who do not test within the four (4) month time-frame will be responsible for all fees associated with the exam.
5. If the student is required to repeat a certification exam or if the window period for eligibility expires, the student is responsible for all expenses incurred to take the certification exam.
6. The student must be in good standing with the business office of the College. If a student has outstanding debt, the cost of the exam will NOT be paid by the College.
7. Student fees are NOT refundable. Therefore, if a student does not complete a program of study and/or is not eligible to attempt a certification exam, the student forfeits any fees paid to the College.

Student Handbook Disclaimer

The statements and provisions in this handbook are not to be regarded as a contract between the student and the College. The College reserves the right to change, when warranted, any provisions, schedules, programs, courses, syllabi or fees. This handbook has been revised to reflect current curriculum changes. Tri-County Technical College does not discriminate on the basis of race, color, national origin, sex, age, (except when age is a bona fide occupational qualification), religion, marital status, political affiliation, sexual orientation, or other non-merit factors, or disability in its education programs, recruitment efforts, employment opportunities, programs or activities.

This handbook becomes effective Fall 2025.

Tri-County Technical College provides its website, catalog, handbooks, and any other printed materials or electronic media for your general guidance. The college does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registrations of www.tctc.edu is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic advisor, program faculty or program director. In addition, a prospective student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the College. Further, the College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise. Links or references to other materials and websites provided in the above referenced sources are also for information purposes only and do not constitute the college's endorsement of products or services referenced.

Your signature on this page is to acknowledge that you have received, read, understand, and had the opportunity to ask questions, and will adhere to the concepts, policies, and guidelines contained in this handbook.

_____ _____

Student's name (printed) Date

_____

Student's Signature