GEORGIA PIEDMONT
TECHNICAL COLLEGE

Clinical Laboratory Technology & Phlebotomy Programs

Policy Handbook

School of Health, Education & Professional Services
Clarkston Campus

495 N. Indian Creek Dr.
Clarkston, GA, 30021

NAACLS (National Accrediting Agency for Clinical Laboratory Science) Accredited Program
5600 N River Rd, Suite 720
Rosemont, IL 60018
Telephone: 773-714-8880

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WELCOME

Welcome to Georgia Piedmont Technical College (GPTC) and congratulations on being accepted to the Clinical Laboratory Technology (CLT) Program. The Clinical Laboratory Technology is an associate's degree program that is a sequence of courses that prepares students for technician positions in medical laboratories and related businesses and industries.

Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates have the qualifications of a Clinical Laboratory Technician and are eligible for certification.

This handbook is a guide for questions that will arise during the student's time here at GPTC and the student is encouraged to keep this information readily available. The CLT faculty hope that the student's experiences during his or her time here at GPTC are personally rewarding and gratifying.

Faculty and staff

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List of Clinical Site

1. Children's Healthcare of Atlanta
   1600 Tullie Circle
   Atlanta, GA 30329

2. Emory Decatur Hospital
   2701 North Decatur Road
   Decatur, GA 30033

3. Emory Hillandale Hospital
   2801 Dekalb Medical Parkway
   Lithonia, GA, 30058

4. Emory University Hospital Midtown
   550 Peachtree St, Davis-Fischer Bldg,
   Rm.1330
   Atlanta, GA 30308 (Phlebotomy only)

5. Grady Memorial Hospital
   80 Jesse Hill, Jr. Drive
   Clinical Laboratory
   P.O. Box 248
   Atlanta, GA 30303

6. Kaiser Permanente
   4000 Dekalb Technology Parkway Bld
   300Ste 300, Atlanta, GA 30340

7. Northside Hospital
   1000 Johnson Ferry Road, N.E.
   Atlanta, GA 30342-1611

8. Northside Hospital GCS
   1835 Savoy Dr.
   Atlanta, GA, 3041
   (Hematology & Chemistry only)

9. Piedmont Henry Hospital
   1133 Eagle's Landing Parkway.
   Stockbridge, GA 30281

10. Piedmont Newton Hospital
    5126 Hospital Dr. NE.
    Covington, GA, 30016

11. Piedmont Rockdale Hospital
    1412 Milstead Avenue
    Conyers, GA, 30012

12. Quest Diagnostics
    1777 Montreal Circle
    Tucker, Ga. 30084

Updated Disclaimer:

As set forth in its student catalog, Georgia Piedmont Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Candice Buckley, the ADA Coordinator, at 404/297-9522, ext. 1111, ADA504Coordinator@gptc.edu or at the main DeKalb campus, 495 N. Indian Creek Drive, Clarkston, GA 30021 Room A-103B; or Sadie Washington, the Title IX Coordinator, at 404/297-9522, ext. 1210, TitleIXCoordinator@gptc.edu or at the main DeKalb campus, 495 N. Indian Creek Drive, Clarkston, GA 30021 Room A-157 for assistance

CLT Program Mission Statement

The purpose of the Clinical Laboratory Technology Program is to provide students with career and economic opportunities in laboratory medicine. This will be accomplished by facilitating the development of the individual's knowledge, skills, and attitudes necessary to become successful in the laboratory setting and meet the demands of technical growth.

Program Philosophy

The basic beliefs, attitudes, and concepts that are the foundation of the Clinical Laboratory Technology program are expressed in the following statements.

Clinical Laboratory Technology is a program of study that is compatible with the Technical College System of Georgia's policies and encourages each Clinical Laboratory Technology student to benefit and contribute as a partner in the economic development and stability of Georgia. The philosophy of the Clinical Laboratory Technology program is founded on the value attributed to individual students, the clinical laboratory technology profession, and technical education.

The Clinical Laboratory Technology program of study is consistent with the philosophy and purpose of the college. The program provides academic foundations in communications, mathematics, and human relations as well as technical fundamentals. Program graduates are trained in the fundamentals of clinical laboratory technology and are well prepared for employment and subsequent upward mobility.

The Clinical Laboratory Technology program is a technical program that provides the knowledge and skills to qualify participants for the medical laboratory profession. This profession is presently experiencing technical growth, and the employment market is experiencing shortages of trained clinical laboratory technicians. Competencies achieved in the study of clinical chemistry, immune-hematology, hematology, microbiology, phlebotomy, serology, and urinalysis meet the qualification criteria for national program certification. Upon completing the Clinical Laboratory Technology program, students are eligible to sit for a national certification exam, thus enabling them to achieve professional employment.

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

To assist each student in attaining his or her respective potential within the program, both the instructor and the student incur an obligation in the learning process. The instructor is a manager of instructional resources and organizes instruction in a manner that promotes learning. The student assumes responsibility for learning by actively participating in the learning process.

Program Goals

The goals of the CLT & Phlebotomy Programs are to:

1. Provide education which acknowledges individual differences and respects the right of individuals to seek fulfillment of educational needs.
2. Provide an environment which encourages the individual to benefit and contribute as a partner in the economic progress, development, and stability of Georgia.
3. Provide education which develops the potential of each student to become a productive, responsible, and upwardly mobile member of society.
4. Provide quality clinical laboratory technology education in an atmosphere that fosters interest in and enthusiasm for learning.
5. Prepare graduates to function as accountable and responsible members within their field of endeavor.
6. Prepare graduates to function as safe and competent practitioners in the medical laboratory technology field.
7. Prepare program graduates with the highest level of competence possible given the constraints of the interests and ability levels of the individual.
8. Provide educational and related services without regard to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.
9. Foster employer participation, understanding, and confidence in the instructional process, and the competence of Clinical Laboratory Technology program graduates.
10. Provide guidance to Clinical Laboratory Technology program students to assist them in pursuing educational opportunities that maximize their professional growth.
11. Encourage program graduates to recognize and to act upon individual needs for continuing education as a function of growth and maintenance of professional competence.

CLT program Objectives

The objectives of the Clinical Laboratory Technology program are to:

1. Provide current curriculum, instructional materials, and equipment (in accordance with available funding) which teach knowledge, skills, and attitudes appropriate to industry needs.
2. Provide educational facilities which foster learning and provide safe healthy environments available and accessible to all students who can benefit from the program.
3. Provide academic instruction which supports effective learning within the program and which enhances professional performance on the job.
4. Provide employability skills which foster work attitudes and work habits that will enable the graduates of the program to perform as good employees.
5. Nurture the desire for learning so that graduates will pursue their own continuing education a lifelong endeavor.
6. Provide an educational atmosphere which promotes a positive self-image and a sense of personal well-being.
7. Provide education that fosters development of good safety habits.
8. Provide admissions, education, and placement services without regard to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.
9. Provide information to the public regarding the program that will facilitate recruitment and enrollment of students.
10. Promote good public relations via contacts and regular communications with business, industry and the public sector.

11. Promote faculty and student rapport and communications to enhance student success in the program.

Technical Warranty Statement

If one of our graduates educated under a standard program or his/her employer finds that the graduate is deficient in one or more competencies as defined in the standards, the technical college will re-train the employee at no instructional cost to the employee or the employer.

The Technical Education Warranty applies to any Georgia Piedmont Technical College graduate who is employed in the field of his/her training and is in effect for a period of two years after graduation.

Teach-out Plans

If the program ceases to operate, before all enrolled students have completed their program of study, the Georgia Piedmont Technical College will implement a *teach-out plan. Teach-out plans* provide for the equitable treatment of students enrolled in the program to ensure that the students get the opportunity to complete their educational programs. Teach-out plans must be approved by the accrediting agency, SACSCOC, in advance of implementation.

To be approved, a teach-out plan must include the following information:

1. Date of closure (date when new students will no longer be admitted)
2. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure
3. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption
4. An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified
5. Copies of signed teach-out agreements with other institutions, if any
6. How faculty and staff will be redeployed or helped to find new employment
7. If closing an institution, arrangement for the storing of student records, disposition of final financial resources and other assets

CLT Essential Functions

The CLT Program of Georgia Piedmont Technical College endorses Section 504 of the Rehabilitation Act. The CLT Program of Georgia Piedmont Technical College endorses Section 504 of the Rehabilitation Act. In accordance with the Technical College System of Georgia policy, reasonable accommodations may be provided for individuals with disabilities when requested.

Physical, cognitive, psychomotor, affective domains are required in unique combinations to provide safe and effective care within all health science programs.

The applicant/student must be able to demonstrate the ability to meet the essential functions with or without reasonable accommodations throughout the student's program of learning. Admission, progression, and completion of this program are contingent upon one's ability to demonstrate the required essential functions for the CLT program at Georgia Piedmont Technical College with or without reasonable accommodations. The CLT program and or its affiliated clinical agencies may identify additional essential functions. The CLT program reserves the right to amend the essential functions as deemed necessary by changes in the work environment.

The essential functions delineated are those deemed necessary by the CLT program and are required as a functional level of ability to perform the duties required by this program with or without reasonable accommodations. Similarly, any reasonable accommodations made will be determined and applied to the CLT Program and may vary from healthcare employers' reasonable accommodations.

Standards	CLT Essential Functions	Examples of daily job performance functions
Critical and Analytic Thinking	Critical thinking ability to recognize, correct performance, and problem solve unexpected observations or outcomes of laboratory test procedures. [1,4]	• Recognize problems in pre-analytic, analytic and post analytic testing phases. • Ability to resolve problems detected in the above phases. • Ability to measure, calculate, reason, analyze and synthesize, integrate and apply information. • Ability to think and process information quickly, apply knowledge and perform testing in a timely manner.
Motor skills	Gross and fine motor abilities to perform manual laboratory testing and tasks required within the scope of practice in the workplace. [1,4]	• Motor skill ability to collect blood specimens • Finger dexterity to perform pipetting and manual laboratory testing. • Ability to manipulate instruments that require eye-hand coordination • Fine motor ability to perform maintenance on laboratory equipment. • Ability to operate laboratory computers
Mobility	Physical mobility to move around laboratory instrumentation and patient care areas; ability to have full range of motion to perform laboratory tasks and patient care testing. [1,2,4]	• Move within confined spaces, in laboratory, clinic and/or patient rooms • Stand, reach, squat over, around and under equipment which cannot be adjusted for height. • Twist/bend, stoop/squat, reach above and below waist to perform laboratory tasks • Position oneself in the environment to perform laboratory testing or instrument maintenance or render care without obstructing the position of other team members or equipment.
Physical strength /Stamina	Physical strength and stamina to remain on task for extended lengths of time while standing, sitting, moving, lifting and bending to perform laboratory activities. [3,4]	• Stand/walk/bend/stretch for extended periods of time. • Reach over and into large analyzers; move into and behind instruments while changing reagents. • Use arms/legs to access hard to reach areas. • Independent ability to move or relocate reagents, lab equipment or lab supplies weighing up to 50 pounds.
Visual Observation	Visual ability to observe and perform laboratory testing including color differentiation, detecting variations in visual images and fine agglutination reactions. [1,4]	Independently has: • Visual ability to characterize color, clarity and viscosity of biological samples, reagents and chemical reaction products. • Visual ability to differentiate normal and abnormal cellular components using a binocular microscope. • Visual ability to determine color changes in lab test procedures/results. • Visual ability to distinguish fine agglutination reactions in manual testing.
Auditory Observation	Auditory ability to monitor equipment, alarms, timers and access patient health care needs. [1,2,4]	• Independently monitors and responds to equipment prompts, alarms and emergency signals. • Independently answers phones and converses with health care personnel concerning patient care • Independently has auditory ability to hear normal human speaking voices to respond to patient and colleague questions and cries for help.
Olfactory Observation	Olfactory ability to detect significant biological, environmental and laboratory odors. [1,4]	• Differentiate odor characteristics of microorganisms for identification. • Assess odors in gross examinations of body fluids. • Detect reagent or chemical reaction products.
Tactile Sense	Tactile ability to perform patient physical assessment; detect sensation and temperature. [1,2,4]	• Independently palpitate patients veins for venipuncture • Respond to environmental changes and regulate temperature for laboratory instrumentation requirements.
Communication	Communication ability to use verbal and written professional interactions by means of English as the primary language. [1,2,4]	Independently has: • Communication ability to give and receive verbal directions • Ability to follow written technical procedures in English with accuracy and documents results clearly • Communication ability to communicates critical values to appropriate health care staff and follow TJC “Called to/Read back by” regulation.

Professional relationships	Interpersonal skills to engage in professional interactions with a diverse population of individuals, families and groups. [2,4]	• Conducts self in composed, respectful manner • Establishes rapport with patients/clients and colleagues • Capacity to engage in successful conflict resolution • Peer accountability
Behavioral/social attributes	Emotional health to assume responsibility and accountability for actions; work in a loud and sometimes stressful setting. [1,4]	• Ability to be flexible and functionally independent as problems may arise in the workplace. • Adapt to change and accept criticism • Ability to work, at times, under extreme pressure with samples that may be difficult to handle (smell, appearance) • Ability to handle a noisy environment and stay focused on task
Background Checks and drug screens	• Clinical rotation sites require a background check and drug screen prior to the clinical rotation practicum.	
Immunizations	• Clinical rotation sites require proof of immunizations to specific diseases prior to the clinical rotation practicum	

∗ Sources: [1] NAACLS News, Essential Functions, Volume 76, fall (2000); [2] Southern Regional Education Board, Implications for Nursing Education (SREB) (2004); [3] O*Net Online Medical Laboratory Technician and Technologist Job description; [4] Hospital/Clinical Site Job Descriptions.

∗ **Completion of clinical rotations is required to graduate from the CLT program**

STUDENT ACKNOWLEDGEMENT

I have reviewed the Essential Functions for this program and I certify that to the best of my knowledge, I have the ability to perform these functions. I understand that a further evaluation of my ability may be required and conducted by the Health Science faculty if deemed necessary to evaluate my ability prior to admission to the program and for retention and progression through the program. I understand that clinical assignment facilities may also require a further evaluation of my ability to perform these functions deemed necessary to provide safe and effective patient care in the clinical setting.

I understand that Georgia Piedmont Technical College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the health science program or provide accommodations that inflict an undue burden on the respective college or clinical affiliate.

I understand that if my health status changes during the program of learning so that essential functions cannot be met with or without reasonable accommodations, that I may be withdrawn from the health science program.

I understand that it is my responsibility to contact the appropriate College official if I need accommodations. Georgia Piedmont Technical College information for Disability Services is located at disability-services https://www.gptc.edu/current-students/campus-services-amenities/disability-services/

Students may contact the Disability Services Advisor at phone 404 297-9522, Ext. 1155 or email: greenwop@gptc.edu.

Student Signature_____ Date: _____

Instructor Signature_____Date:_____

Prospective Students

Because of the high number of applicants, the CLT program uses a GPA based competitive admission process.

CLT Program Admission Requirements

The CLT program has one entry per year, which begins in the fall of each year. The admission process into the CLT program begins when the student first contacts the program instructors for advisement. For the fall program start, a student can sign up for the program until 4:00 pm the first Thursday in May. To participate in the admission process, a student must have completed all prerequisites before or by the end of the spring semester preceding the fall program start

To be eligible for entry into the CLT program, a student must have completed the following prerequisite courses with a C or better grade.

COURSE NUMBER	COURSE NAME	CREDIT HOURS	Earned Grade
ENGL 1101	Composition and Rhetoric I	3.0	
MATH 1101, 1103 or 11111	Math Modeling, Quantitative Skills and Reasoning or College Algebra	3.0	
CHEM 1211	Chemistry I	3.0	
CHEM 1211L	Chemistry I Lab	1.0	
BIOL 2113	Anatomy/Physiology I	3.0	
BIOL 2113L	Anatomy/Physiology I Lab	1.0	
BIOL 2114	Anatomy/Physiology II	3.0	
BIOL 2114L	Anatomy/Physiology II Lab	1.0	
PSYC 1101	Introductory Psychology	3.0	
Humanities /Fine ARTS	ARTS 1101, ENGL 2130, HUMN 1101, MUSC Appreciation 1101 or RELG 1101	3	
Area I, II, III or IV	Elective	3	
	Total pre-requisite credit hours	27	

Transfer Students / Transfer Credit

A student must be admitted to the Georgia Piedmont Technical College prior to applying to the CLT Program**.**

Transfer of Class Credit Information:

General education classes must be with a "C" or better. Chemistry and Biology classes must be passed **with a "C" or better and must be less than 10-years old**. English, mathematics, psychology, humanities, and elective classes do not expire.

If you have transfer credit, you MUST bring in an official copy of your transcripts for proof of grade. Otherwise, the grades are transferred in as a "C".

During advisement, student's names and email addresses are added to an admission waiting list. The program information session will be held in the summer semester. Each student on the waiting list will be invited to attend the orientation session. The invitation is emailed only using a GPTC student email.

GPA calculation for program admission

Due to limited space, CLT program admission is based on grade-point-average (GPA) in Math, English, and the Science courses, labs included. Each student's grades will be entered into a spreadsheet, and the 24 students who have the highest total grade points will be accepted into the CLT class. The CLT program will notify the twenty-four (24) candidates with the highest combined scores of their acceptance into the program via GPTC email only, in order to comply with FERPA regulations. Students who are notified of admission must respond via email to the program director within three business days stating their decision to accept their seat in the class. Since admission into the CLT Program is based grade-point-average (GPA), it must be noted that completion of the prerequisite courses in itself does not guarantee admission into the CLT Program.

Orientation session

Candidates will attend a mandatory orientation meeting during the first week of June. Candidates will be notified via GPTC email, the date, time, and venue for the orientation session. The student's presence and punctuality at the meeting signify his or her desire to accept and maintain a seat in the CLT program. Students not in attendance or who are tardy for the meeting will forfeit their seat in the program. This incident will also count as the first attempt for the CLT program. If a student forfeits his or her seat in the class, the next student with the highest Total Composite Score will be offered a seat in the program and will attend orientation either with the group or with a CLT faculty member on a date scheduled by the faculty.

Health Screening & immunization records

After admission into the CLT program, students must complete and submit the following:

1. Health screening examination to include immunization documentation and current immune status for Tdap, Measles, Mumps, Rubella, Varicella, Hepatitis B, and influenza, see attached health screening form.
2. Tuberculosis screening examination (some facilities require 2 negative PPD test or blood test)
3. Background check
4. Drug screen

These tests will be performed at the student's expense. These items are not a GPTC requirement to attend classes, but are clinical facilities' requirements for the student to attend clinical rotation. **Noncompliance forfeits clinical placemen**t. Certain immunizations must be updated annually in order to comply with hospital requirements. Students will be notified of specific clinical site requirements.

Background Check & Drug Screen Requirements

Background checks and drug screens are required before clinical assignment. Each student must understand t Background checks and drug screens are required before clinical assignment. Each student must understand that commission of a felony or misdemeanor may prevent or impede clinical site placement. A student must have a clear background check and drug screen to attend the clinical practicum. The CLT faculty have no jurisdiction over clinical sites and cannot request clinical placement for students who do not meet the standard.

Students will sign permission forms allowing the release of information regarding academics, background checks and drug screen, and immunization records to the various clinical facilities utilized by GPTC.

CLT DRESS CODE

The purpose of a dress code is to present a competent and professional image. Your professional image is a component of your work ethics grade. These guidelines are to assist you in projecting a professional appearance both in the classroom and at the clinical facility.

IDENTIFICATION:

1. All students are required to wear ID badges while on campus.
2. Students are required to wear ID badges while at clinical facilities

ENFORCEMENT:

1. Any student who fails to follow the dress code will first be counseled. Repeat offenders will be counseled by appropriate administrative personnel and appropriate disciplinary action may result.
2. Students must wear scrubs during class and lab

DRESS:

1. Uniform scrubs, lab coats, and sweaters are to be clean and pressed.
2. CLT students will wear the same style and color of uniform scrubs.
3. A rolled up cuff on pants or shirtsleeve is not acceptable.
4. During cold weather, white long sleeve turtle neck shirts or white, not non-patterned long underwear may be worn under the uniform for warmth. NO TEE SHIRTS!
5. Leg warmers are not allowed.
6. Appropriate undergarments are required for both sexes.
7. Shoes, including shoestrings, are to be clean, white and polished, if necessary. Shoes are to worn at all times.
8. Students must wear hosiery or socks. No footies or athletic socks.
9. Hosiery for women should be clean, free of runs or holes and plain weave. White or skin tone shades only.
10. Closed-toed, closed-back white uniform shoes are acceptable. White, all leather sneaker style shoes are acceptable. Cloth sneakers, high tops or equivalent, are not acceptable.

11. Clothing with advertising slogans other than Georgia Piedmont Technical College, GPTC-CLT shirts are not acceptable. GPTC and GPTC-CLT shirts are sold in the book store.

JEWELRY:

1. Engagement and/or wedding rings and wrist style watch of normal size is acceptable.
2. One pair of small, ball type earrings, or small loop style is acceptable.
3. Body rings or piercings that are visible is not acceptable.
4. No necklaces or bracelets – no exceptions – these are safety hazards around equipment and children.

GENERAL HYGIENE:

1. Hair is to be neat, clean, off the face and of an appropriate style and color.
2. Longer hair must be tied up or back, for safety purpose.
3. All students are to bathe daily, use deodorant, and have daily oral hygiene.
4. No perfumes or aftershaves. Use unscented personal hygiene products (deodorant, hair spray, etc.) whenever possible because of individuals with allergies.
5. No acrylic nails. Nails should be well manicured, neatly trimmed, and a clear or neutral shade such as light pink or peach polish should be used.
6. Make-up must be appropriate and natural. Excess make-up should not be used.
7. Male students should be clean-shaven; however, neatly trimmed mustaches and short beards are acceptable.

Student Name _____ Signature _____ Date_____

CLT Program courses

Program Name: Clinical Laboratory Technician
Credential Level: Associate of Applied Science Degree
Major Code: CLT3
Credit hours required: 73 (27 prerequisite & 46 program courses)

Term ONE Program courses	Course Credit Hours	Semester Credit Hours
CLBT 1010: Introduction to Clinical Laboratory Technology	2	2
CLBT 1030: **Urinalysis and Body Fluids**	2	2
CLBT 1050: **Serology and Immunology**	3	3
Term TWO	**Course Credit Hours**	**Semester Credit Hours**
CLBT 1040: **Hematology and Coagulation**	5	5
CLBT 1080: Clinical Microbiology	5	5
Term THREE	**Course Credit Hours**	**Semester Credit Hours**
CLBT 1060: Immunohematology	**4**	**4**
CLBT 1070: Clinical Chemistry	**4**	**4**
Term FOUR	**Course Credit Hours**	**Semester Credit Hours**
Clinical practicum	**Varies by student**	
Term FIVE	**Course Credit Hours**	**Semester Credit Hours**
CLBT 2200: CLT Certification Review	**2**	
Clinical practicum	**Varies by student**	

List of clinical practicum courses offered every fall and spring semesters (4th & 5th semesters).

Offered Fall	Offered fall	Offered Spring	Credit hour
CLBT 2090	**UA, Sero & Preanalytical Clinical practicum**	**UA, Sero & Preanalytical Clinical practicum**	3
CLBT 2100	**Clinical Immunohematology practicum**	**Clinical Immunohematology practicum**	4
CLBT 2110	**Clinical Hematology & Coag practicum**	**Clinical Hematology & Coag practicum**	4
CLBT 2120	**Clinical Microbiology practicum**	**Clinical Microbiology practicum**	4
CLBT 2130	**Clinical Chemistry practicum**	**Clinical Chemistry practicum**	**4**

Policies on Course Progression

Course Progression

The CLT program has sequential courses for a steady progression through the didactic portion of the program. Successful completion of each course is a prerequisite for admission into successive courses. All CLT program courses must be taken and passed sequentially. A student cannot be assigned to a clinical site without all the didactic information; therefore, a student who fails any course in the sequential order will not continue in the program. A student who cannot progress in the CLT program due to unsatisfactory academic performance is eligible to reapply for admission into the next CLT cohort following the Readmission guidelines in this document. Re-entry is contingent upon passing a readmission exam, as described below.

Program re-entry:

- After failing or withdrawing from any of the CLT courses, a student seeking a re-admission into our program must have **a minimum cumulative grade point average (GPA) of 2.0** and pass re-entry exams in the last successfully attempted courses with a 70% or higher. The student must also pass selected lab tests in the last successfully completed course(s) with a minimum score of 70% or higher.
- If the student fails to pass either the theory or the lab re-admission test or both, the student will have to reapply for the CLT program and follow the competitive admission process. The student is **NOT** guaranteed a place in the new CLT class.
- *A student who fails or withdraws twice from the CLT program is not eligible for re-admission until after 5-years waiting period.*

- **Can a student who failed all the first semester courses reapply? Yes. Irrespective of the number of failed courses, the student must have a minimum cumulative grade point average (GPA) of 2.0 to participate in the re-entry or competitive admission process.**

Transfer students

Students transferring to GPTC CLT program from other colleges must meet prerequisite course requirements Students transferring to the GPTC CLT program from other colleges must meet prerequisite course requirements and the Program re-entry criteria in the above paragraph.

Clinical lab students wishing to transfer Clinical lab course credits into the CLT program at GPTC must submit official transcripts and course descriptions to the Office of the Registrar. All CLBT courses that are over

one year old at the time of admission into the CLT program or courses that are not approved for transfer by the Registrar must be repeated.

Besides, a student who desires to transfer to our Program must take and pass all final exams or a composite lecture final exams or progression exams for the last successfully completed courses (CLBT 1030, 1040, or 1080 or any course(s) offered during the first or second semester of our Program), with a 70% or higher. The student must also pass lab tests in the last successfully attempted course(s) (CLBT 1030, 1040, or 1080 (or any course(s) offered during the first or second semester of our Program) with a minimum score of 70%.

In either case, the exam must be scheduled with the program director and or individual course instructor after application to the Program has been accepted.

- Due to program residency requirements, no re-entry or transfer into the CLT Program is accepted after the start of the 2nd semester.
- If the student fails to pass either the theory or the lab tests, the student may apply for the CLT program and follow the competitive admission process. The student is **NOT** guaranteed a place in the new CLT class.

Student responsibilities

Because of the nature and philosophy of the Clinical Laboratory Technology, the responsibility for learning rests with the student. It is, therefore, necessary for the student to complete reading assignments and submit written work when due, attend class, and be adequately prepared to participate in all class discussions, both during didactic, clinical practicum, and online classes.

Attendance

- GPTC is a non-attendance bearing institution. However, due to the accreditation requirement and to meet the required competence, the program sets forth the minimum requirements in the lecture, lab, and clinical practicum to meet the graduation requirements. It is the student's responsibility to attend all classes and clinical sessions. Failure to do so may result in poor performance in theoretical knowledge and/or clinical application of the material.
- It is also the student's responsibility to obtain any and all course contents, materials, and assignments for any days absent.
- If a student cannot attend a scheduled lab or clinical experience, the student must notify the course/clinical instructor in advance.
- Specific responsibilities relating to each course will be clarified in the course syllabus. Refer to the Clinical Guidelines and syllabi section of this handbook for specific information regarding clinical absences.
- Clinical hours must be made up prior to the end of the course for the student to pass the course.
- Clinical hours will be scheduled at the discretion of the instructors and at a time best to serve the clinical facility's hours and staffing patterns.
- Students must follow clinical facility policies while in the role of student trainees. Failure to do so will result in the student being removed from the clinical area, thus preventing the completion of objectives.

Retention Strategies

1. ***The policy of the CLT Program is to encourage students to succeed and to provide students with the opportunity*** The policy of the CLT Program is to encourage students to succeed and to provide students with the opportunity and to do their very best. The following is a list of how this task will be accomplished.
2. Each semester, the instructors will provide a schedule of office hours so students can make appointments to obtain extra help.
3. Provide scheduled tutoring sessions for those students who need extra discussions.
4. Handouts, tutorials, and videos are posted on Blackboard to be accessible to students.
5. Students may use the classroom for study groups when an instructor is on campus.
6. Students may review any of the audiovisuals in the laboratory when an instructor is on campus.

7. Library hours will be posted each semester. Students may take advantage of their facilities for research or study.
8. Throughout the semester, instructors will hold open hours for students to individual schedule sessions to discuss their progress and for the instructor to offer suggestions for improvement.
9. Video procedures will be uploaded to the course page so that students may view procedures as many times as necessary to prepare them for laboratory tasks.
9. Open lab hours will be held on request.

Grading Policy

To demonstrate competence and pass CLT courses, the student must maintain a 70% average in all courses. To obtain a passing grade in the skills evaluation component, the student must successfully validate each required skill in the skills check-off component AND demonstrate competence on each asterisked (*) critical criterion of the clinical evaluation form for a given course. Course syllabi and the clinical evaluation forms identify the required skills and critical criteria. When the skills check-off grade is satisfactory, a letter grade for each course will be established from the lab and lecture component according to the following scale:

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 -69 (any grade below a "C" is unacceptable for any course in the CLT program)
F = 59 or below

Students not achieving a 70% average on overall course grade must withdraw from the program.

Evaluation policies and procedures

In an effort to inform students of their standing in each class during the CLT Program, the following procedures are implemented for every course:

1. detailed course evaluation, including the number of written tests, laboratory assignments, daily grades, and other assignments required in the course and final exam,
2. The percentage breakdown of the evaluations is outlined in the course syllabus delivered via blackboard. A student is encouraged to keep a record of their grades and follow their progress.

Example:

EVALUTATION:

Written Tests Average…….40% (6 tests @ 9% each)
Lab Tests Average……30% (10 labs @ 3.0% each)
Daily Grades…… 6% (a combined score for case studies, quizzes, homework)
Final Exam……24% (Comprehensive Final)

If the student is absent on a test day, he/she will be allowed to make up the test within a reasonable time frame, but no longer than 2 weeks, at a date and time determined by the course instructor. However, the test will not be the same test given at the appointed time, and maybe only in an essay format.

3. The instructor will grade the tests as quickly as possible and enter them into "Grade Book" in Blackboard or on Banner on the internet. Students have access to Grade Book from any computer and can check on their grades at any time. They are encouraged to keep up with their grades. Students are encouraged to use open lab hours, tutoring sessions and actively participate during the review sessions.
4. Students not performing up to standards are counseled informally and privately after each written test and each lab test during the entire semester.

5. Open lab/office hours, tutoring sessions will be scheduled during the semester by the instructor and upon request to support student learning.
1. Students will be counseled formally at the mid-semester point to assess their performance. During counseling, suggestions for improvement will be given to the student. Attached is a copy of the Progress Report.
6. Student's laboratories are evaluated on an ongoing basis and graded laboratory performances are used as formative assessments to aid the student's learning and progress.

Mid-semester counseling
Progress report

I, _____, have been counseled
and advised of my current standing in the following classes

_____

_____

_____

Mr. Abdi & Ms. Khoram have reviewed my work ethics, test averages, and lab averages in my current courses and have suggested ways that I might use to bring up my grades.

COMMENTS: _____

_____

_____ _____

Student Signature Date

_____ _____

Anita Khoram

_____ _____

Ibsa Abdi

Degree completion

- Upon successfully completing the didactic training, clinical practicum, and related course assessments, the student is granted a degree, an Associate of Applied Science Degree in Clinical (Medical) Laboratory Technology. Graduation from the CLT program is **NOT** contingent on passing a national registry examination; however, students are encouraged to take a national registry as soon as possible.

Grievances policies and procedures

- In cases of grievances, a student is encouraged to first discuss the issue with the instructor or advisor. If the instructor is unable to assist you or address your concern for whatever reason, you may bring the issue to the attention of the Program Director. If your issues remain unresolved after bringing it to the Program Director's attention, please make an appointment with the Dean of the School of Health, Education, and Professional Services. If the Dean is unable to provide assistance, and the problem continues to exist, the student may follow the GPTC student handbook steps in resolving the issue. See the GPTC student handbook for details of the grievance procedure.

Inclement Weather

Before the year begins everyone should understand what to do and when to come and when not to come to school during inclement weather.

We are NOT part of DeKalb County Schools, so if they announce that DeKalb County Schools are closed that does not mean that Georgia Piedmont Technical College is closed. Please remember that we cannot control what the media may announce. Every effort is made to give our radio and television media outlets a short and concise statement.

GEORGIA PIEDMONT TECHNICAL COLLEGE STUDENTS SHOULD NOT RELY ON THE MEDIA FOR INFORMATION CONCERNING WHETHER OR NOT THEY SHOULD REPORT TO SCHOOL.

SO, WHAT ARE STUDENTS TO DO?

If the President makes a decision to close or delay opening due to inclement weather, an announcement will be placed on our telephone answering system, in addition to notifying the radio and television outlets.
Students should call 404-297-9522 or 770-786-9522 for the official announcement. If one number doesn't answer, please call the other. Please listen carefully to the announcement. Please check the college website for updates. Sign up for the college emergency alert system. Note that the closing announcement may affect one campus but not the other.

If after listening to the announcement you are still uncertain as to whether or not you should report to school, **please call your instructor at 404-297-9522 ext. 1269.**

If there is no announcement on our media outlets (WSB radio and TV & WGFS radio in Covington) or on our telephone answering system or the college website, then the assumption should be that GPTC is **open**.

REMEMBER, SAFETY FIRST!

Because some of you live in communities many miles from the campus where you attend school, your local weather may be quite different from what is happening in DeKalb or Newton County. Each student must consider their personal safety when driving conditions deteriorate due to bad weather.

If GPTC is open and you are unable to commute to the school due to inclement weather safely, please be sure to notify your instructor immediately.

GEORGIA PIEDMONT TECHNICAL COLLEGE
CLINICAL LABORATORY TECHNICIAN PROGRAM
HEALTH SCREENING FORM FOR CLINICAL PARTICIPATION

Please have this form completed and returned to the Clinical Laboratory Technology Program. The medical form must be completed and on file before you may participate in clinical/lab practicum.

Student Name: _____
Last First Middle Maiden

Phone No.: _____ Student ID #: _____ DOB: _____
Month Day Year

I. IMMUNIZATIONS: Please complete form with appropriate information. Must include laboratory supporting data:

1. Tetanus Booster (Date must be within past 10 years): _____
2. MMR Date Dose #1 administered: _____
   Date Dose #2 administered: _____
   OR
   Measles/Mumps: Born before 1957: Date of Birth: _____
   Rubella Immunization Required: Date Dose Administered: _____
3. Chickenpox/Varicella: Immunization Date: _____
   OR Date of Disease: _____
4. Two negative PPD skin test are required. Second PPD test must be within two months of clinical rotation):
   1st. _____ Signature _____

   2nd _____ Signature _____

Do NOT have a PPD skin test if you have ever tested positive or if you have been immunized for tuberculosis:
Annual negative Quanti-FERON Gold blood test (recommended with prior BCG vaccination) or
Annual negative T-SPOT blood test or

a. Test Results _____ Date _____ (If positive, state mm of induration)
b. Negative screening for TB: _____
c. Chest x-ray (If indicated by PPD) Date: _____
   Results: _____

5. Hepatitis B Vaccine: 1st Dose – Date: _____ Admin. by: _____
   2nd Dose – Date: _____ Admin. by: _____
   3rd Dose – Date: _____ Admin. by: _____
   (NOTE: Must furnish verification of Dose #2 and Dose #3 as completed.)

6. Flu vaccine: _____ Administered by:_____. Date: _____

II. PHYSICAL ENDORSEMENT: This section must be completed by a physician or physician designee and signed.

After completing a physical assessment/examination, I certify that _____
(Student)
is capable of performing all the duties required of a student in the Clinical Laboratory Technology Program.

_____ _____
Health Care Provider (Please Print) Signature

_____ _____
Date Phone Number

_____

Address

ESSENTIAL REQUIRMENTS FOR CLT

The following is a list of essential requirements needed in performing the duties of a Clinical Laboratory Technician.

MOTOR

1. The ability to perform medium work requiring the ability to lift up to 50 pounds with frequent lifting and/or carrying objects weighing up to 25 pounds, including the ability to push or pull carts weighing up to 50 pounds.

2. The ability to have adequate motor functions to work with both patients and laboratory equipment to carry out assigned duties. Examples include: performing blood collection, manual pipetting, data entry, bending, lifting, squatting, stooping, kneeling, reaching, and manual manipulation of laboratory and related instrumentation. This will include the ability to frequently sit, stand and walk.

COMMUNICATION

3. The ability to communicate effectively with patients/clients and other members of the health care team. He/she must be able to interact with patients and other members of the health care team to obtain information, identify patients, record and report results, take telephone orders, use a FAX machine, computer information system and describe a patient situation, including perception of body language. Communication includes both oral, written and computer information systems.

OBSERVATION

4. The ability to see and obtain impressions through the eyes of shape, size, distance, motions or other characteristics of objects. This requires a visual acuity of near 20/20 (or corrected) vision with clarity of vision of 20 inches or less, depth perception, 4 way field vision, sharp eye focus and the ability to identify and distinguish color.

5. The ability to observe patients and equipment accurately. Examples of observation include microscopic examination of blood smears, microbiological stains, urine sediment, reading digital displays, reading report forms, locating veins for collecting blood, distinguishing morphology of microbiology cultures, detecting serological or chemical color changes, and detecting agglutination or hemolysis reactions.

BEHAVIOR

6. The student must possess the emotional health required for total utilization of his/her intellectual abilities. Students need to be able to tolerate a physically taxing workload and to function during stressful situations.

7. The student must be able to appropriately interact with both patients and other members of the health care team and accept corrective feedback.

8. The student must possess critical thinking skills and be capable of assessing situations, determining the appropriate action and accepting responsibility for those actions.

PHYSICAL ENDORSEMENT: This section must be completed by a physician or physician designee and signed.

After completing a physical assessment/examination, I certify that _____
(Student)
is capable of performing all the duties required of a student in the Clinical Laboratory Technology Program.

_____ _____
Health Care Provider (Please Print) Signature

_____ _____
Date Phone Number

_____

Address

CLT Program Essential Functions

I, _____, UNDERSTAND THAT AS A
(PRINT NAME)

CLT STUDENT, I MUST BE ABLE TO PERFORM THE FOLLOWING REQUIRED ESSENTIAL FUNCTIONS:

Motor Skills

1. The ability to perform medium work requiring the ability to lift up to 50 pounds with frequent lifting and/or carrying objects weighing up to 25 pounds, including the ability to push or pull carts weighing up to 50 pounds.
2. The ability to have adequate motor functions to work with both patients and laboratory equipment to carry out assigned duties. Examples include: performing blood collection, manual pipetting, data entry, bending, lifting, squatting, stooping, kneeling, reaching, and manual manipulation of laboratory and related instrumentation. This will include the ability to frequently sit, stand and walk.

Communication Skills

3. The ability to communicate effectively with patients/clients and other members of the health care team. He/she must be able to interact with patients and other members of the health care team to obtain information, identify patients, record and report results, take telephone orders, use a FAX machine, computer information system and describe a patient situation, including perception of body language. Communication includes both oral, written and computer information systems.

Observation Skills

4. The ability to see and obtain impressions through the eyes of shape, size, distance, motions or other characteristics of objects. This requires a visual acuity of near 20/20 (or corrected) vision with clarity of vision of 20 inches or less, depth perception, 4 way field vision, sharp eye focus and the ability to identify and distinguish color.
5. The ability to observe patients and equipment accurately. Examples of observation include microscopic examination of blood smears, microbiological stains, urine sediment, reading digital displays, reading report forms, locating veins for collecting blood, distinguishing morphology of microbiology cultures, detecting serological or chemical color changes, and detecting agglutination or hemolysis reactions.

Behavior Skills

6. The student must possess the emotional health required for total utilization of his/her intellectual abilities. Students need to be able to tolerate a physically taxing workload and to function during stressful situations.
7. The student must be able to appropriately interact with both patients and other members of the health care team and accept corrective feedback.
8. The student must possess critical thinking skills and be capable of assessing situations, determining the appropriate action and accepting responsibility for those actions.

STUDENT AFFIDAVIT

MY SIGNATURE BELOW INDICATES THAT I UNDERSTAND THE CLT PROGRAM ESSENTIAL FUNCTIONS AS STATED ABOVE.

_____

STUDENT SIGNATURE DATE

_____

WITNESS DATE

CLINICAL REQUIRMENTS FOR CLT

Working Environment – Works inside well-lighted and ventilated laboratory and patient care areas. May possibly receive cuts and infections from sharp instruments and infections from contaminated equipment and personnel. May be exposed to communicable diseases. May possibly incur strains due to handling heavy equipment.

OSHA Risk Factor – Category I. A chance of exposure to blood and other body fluids is high and a condition of course completion. The course exposes the student to noxious smells, either toxic or non-toxic fumes, gases, vapors, mists, and liquids or to latex which could, depending on the chemical, cause general or localized disabling conditions as a result of inhalation, ingestion or action on the skin. HBV vaccination is recommended prior to Clinical.

Other Essential Behavioral Attitudes: Ability to engage in activities consistent with safe clinical laboratory practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair behavior or judgment. The student must demonstrate responsibility and accountability for actions as a student in the CLT program and as a developing Clinical Laboratory professional.

Physical Demands – Medium work that requires frequent lifting, ability to lift up to 50 pounds and carrying objects weighing up to 25 pounds. The ability to push or pull equipment weighing up to 50 pounds is required. Occasional stooping, kneeling, reaching, frequent sitting, standing, and/or walking and dexterity are required. Expressing or exchanging ideas by spoken word is required. The ability to see and obtain impressions through the eyes of shape, size, distance, color, motions or other characteristics of objects is required with a visual acuity of near 20/20 vision, with clarity of vision of twenty inches or less, depth perception, four-way field of vision, sharp eye focus, and ability to identify and distinguish color. The ability to hear and smell is essential. The ability to work under mental and physical stress is required. The ability to think critically is essential.

ESSENTIAL TECHNICAL SKILLS REQUIREMENTS

1. Assist in lifting, transferring, and moving of patients, lab equipment or supplies according to safety standards.
2. Perform specimen collection techniques and sterile and isolation techniques as appropriate.
3. Answer telephone in professional manner to take/give information accurately and completely.
4. Perform, evaluate, interpret, record and report accurately laboratory test results, including quality control procedures.
5. Perform all types of manual, automated and semi-automated laboratory procedures accurately using applicable universal and safety precautions.
6. Move throughout the clinical site in an efficient manner.
7. Accurately perform applicable data entry and information retrieval procedures using computer information systems.
8. Communicate verbally with tact and understanding, and nonverbally, including maintaining eye contact when dealing with patients, families, and co-workers.
9. Perform CPR and maintain current certification.
10. Demonstrate progressive independence without constant supervision.
11. Demonstrate persistent appropriate personal grooming in class and clinical practice.
12. Follow the policies and procedure of the facility used for clinical practice.
13. Read, comprehend and apply complex technical material as it relates to clinical laboratory procedures and equipment.
14. Maintain a professional demeanor when interacting with patients, families, co-workers and other healthcare professionals
15. The ability to see and obtain impressions through the eyes of shape, size, distance, motions or other characteristics of objects. This requires a visual acuity of near 20/20 (or corrected) vision with clarity of vision of 20 inches or less, depth perception, 4-way field vision, sharp eye focus and the ability to identify and distinguish color.

Classroom/Lab rules and conducts

1. You are expected to be in class AND on time every day. If you are going to be absent for the day, call the instructor for that class and leave a message prior to class time. If you are going to be late, call the instructor and let them know when you plan to arrive. See Attendance Policy in Student Handbook and on the Syllabus for each class.

2. Sign in book – be sure to sign in when you enter the classroom. Put the correct time you arrived.

   It's called documentation; if you don't sign-in you were not here. I will fill out the attendance sheets once a week using the sign-in log. If your signature is not there you are considered absent.

3. Any student failing to complete **ANY** course due to academic or clinical dismissal understands that they will **NOT** be allowed to complete the remainder of the program.
   They are eligible to reapply for the next Clinical Laboratory Technology Program. Refer to program re-entry or regular application procedures and competitive admission process will be followed for any student seeking readmission to the program.

4. **NO CELL PHONES ARE ALLOWED TO OPERATE IN CLASS when class is in session**. It is impolite and disturbs the learning process for all students in the class. Be sure to turn off or mute cell phones prior to the beginning of class.

5. On test day all personal belongings are to be stored at the front of the classroom. All you are allowed on your desk is a scantron, pens, pencils, highlighters, a calculator and/or ruler if needed. No one is allowed to leave the room for any reason during the test. No one is allowed to enter his or her book bag for any reason during the test. Everyone will make an attempt to keep his or her scantrons covered during the test.

6. When time is called on a test, the test will be submitted immediately failure to turn in within one minute will result in the student receiving a zero for that test grade.

7. When the students receive their test back, they may challenge a question, however all challenges on questions and answers from tests must be made in writing describing why the student's answer is BETTER than the answer marked correct on the test. This procedure must be followed within five days of receiving the test or the student forfeits the right to appeal the answer.

8. All lab reports are considered legal documents. You must be prepared to treat all written work as legal documents. No erasing, no whiting out, no copying results over on a clean sheet of paper. If you make a mistake, you will draw a single line through your answer, put your initials beside the error and write the correct answer beside, above, or below it.

9. You are going to be in these labs for a year, please make every effort to keep the labs neat and clean. Neatness counts in the lab and in your work.

Pick up little pieces of paper on the desks and on the floor around you. Please push your chair in when you get up to leave. Please keep your drawer neat and clean.

10. Be aware of the duties assigned to you and do them without being asked.

11. Be respectful of others in your class. Do not take things from other student's area. Do not interrupt your classmates while they are working, it slows them down and YOU need to learn to work independently.

12. At no time in the program are students allowed to perform service work. Students are not substituted for regular qualified staff in the clinical areas. After demonstrating proficiency in a department, the student may perform additional procedures as practice with supervision.

SAFETY AGREEMENT FORM FOR CLT STUDENTS

Although there are many hazards present, it is possible to make the laboratory a safe working environment. Each student must agree to observe all instructor and clinical site safety rules. No set of rules can cover all of the hazards that may be present; the student must assume a degree of personal responsibility. However, there are several general rules listed below that must be memorized and followed while a student in the CLT Program:

Dress Rules:

1. Long hair should be secured away from the face.
2. Do not wear long chains, bracelets, rings, large loop earrings or other loose hanging jewelry
3. Wear close-toed shoes.
4. Do not wear acrylic nails.

Behavior Rules:

1. **Remove gloves and lab coats prior to leaving the laboratory.**
2. Refrain from horseplay.
3. Do not eat, drink, smoke or apply make-up in the laboratory.
4. Do not store any food or beverages in a refrigerator that is located in the laboratory.
5. Wear gloves when performing venipuncture or handling any biological specimens.
6. Wash hands before and after performing venipuncture, after finishing laboratory procedures and any other time necessary.
7. Standard precautions should be used when handling any biological specimens, including human blood, and diagnostic products made from human blood.
8. Never re-cap, break, or bend needles, they should be discarded in a puncture proof container.
9. Put all contaminated materials in the biohazard bags provided.
10. Report any accident (including accidental needle punctures) to the instructor immediately.
11. If a spill occurs, inform the instructors immediately, directions will be given as to the appropriate procedure for decontamination and clean up.
12. Handle all laboratory equipment with care.
13. Report any damaged equipment, any broken, frayed, or exposed electrical wires, or any broken glass (do not clean up the glass until the instructor gives directions).
14. Store equipment properly.

15. Be familiar with location and operation of fire extinguishers, eyewash stations, fire blankets and other safety equipment.
16. At no time should a student remove any materials or supplies from the lab, for any reason. Failure to do so could result in the dismissal of the student from the program.
With the dangerous pathogens to which laboratory personnel are exposed - it is imperative to follow all safety standards

SAFETY IS A PERSONAL COMMITMENT - SAFETY IS CRITICAL

Please read and initial the items listed below:

Initials:

_____ I agree to follow all set rules and regulations as required by the instructor, including those listed above.

_____ I have been informed that biological specimens and blood products may possess the potential of transmitting diseases such as hepatitis and AIDS (Acquired Immuno-deficiency Virus).

Student Name (please print) _____

Student Signature _____ **Date** _____

POST-EXPOSURE PLAN
FOR CLT STUDENTS ON CAMPUS

Exposure is defined as a needle stick, splashing mucous membranes, or contamination of ANY break in the skin with contaminated fluids.

1. Wash the wound thoroughly and immediately.
2. Report the incident to your instructor IMMEDIATELY.
3. If possible, the person's blood with which you have been exposed will be tested for HIV, hepatitis B (HBV) and hepatitis C (HCV).
4. You may elect to go to the physician or hospital of your choice. Georgia Piedmont Technical College has no input in that decision.
5. The student will go the Business Office and get an insurance form to fill out
6. **ON THE SAME DAY AS THE EXPOSURE** the student must fill out an incident report with one of the CLT instructors.
7. The instructor will forward the incident report to the proper persons.
8. You must fill out the insurance form and return it to Georgia Piedmont Technical College's Business Office, they will forward them on the insurance company. The insurance carrier makes the determination as to what will be paid.

THE FOLLOWING STEPS MUST BE TAKEN BY YOU:

1. You must be tested for HIV, and hepatitis B. This is for a baseline, so you will know your status at the time the incident occurred.
2. The day of the exposure you will be counseled about your exposure and your responsibility over the next few months as well as on precautions you need to take due to the exposure.
3. You are responsible for obtaining any further testing deemed necessary by your physician or caregiver.

Eligibility Criteria for clinical placement:

- Assignments to affiliating hospitals cannot be made for students at the time of acceptance or enrollment in the Clinical Laboratory Technology program.
- Clinical affiliates offer their institution's laboratory year to year based on the number of new employee training, the number of teaching technologists available, and any other extenuating circumstances that exert undue stress on the laboratory. Therefore, the Program Director, CLT instructor, and administration of the School of Health, Education & Professional Services, must maintain the prerogative of making clinical assignments that best suit the students. When assigning clinical, we will consider the number of affiliation sites, the number of students to place, commuting distance, cumulative GPA, student's choice, and work ethics. Every effort will be made to place a student at a training site that best suits the student.
- However, if a training site is not available, a waiting list will be utilized. Students who show the most dedication to the program, evidenced by their work ethics and completion of health screen and immunization records, will be given priority. If more students meet the above requirements than we have space for in the clinical sites, the student that has shown the most dedication by highest grade-point average will be placed first.
- While in the clinical internship, students are expected to abide by the rule and regulations for student conduct for the individual clinical site, including employer policies not in conflict with federal, state, or college policies. See here for gptc student handbook.
- If a student has been placed at a clinical internship site and then not accepted by the clinical site due to an unacceptable background / criminal history, GPTC is not obligated to place the student at a second clinical site.

Service Work Policy:

During the clinical internship, as required by the NAACLS accreditation standards, CLT students cannot substitute for regular clinical laboratory personnel. CLT students should focus on the clinical internship first and are not required to perform work outside regular training hours. The clinical site may hire CLT students, but this should not interfere with the student's progression in the clinical internship, cannot occur during the training hours, and cannot be counted toward the clinical training hours.

Externship related expenses

Immunization and health screening, background checks, and drug screens are requirements for clinical assignment and performed at the student's expense.

Furthermore, some clinical sites use a third party, such as ACEMAPP, to process student credentialing for clinical practicum. If a student is assigned to a facility that uses a third party for credentialing, the student must pay the credentialing fee.

Policies on plagiarism, cheating, academic dishonesty, and collaboration

Cheating includes any attempt to defraud, deceive, or mislead the instructor in arriving at an honest grade assessment. Examples of cheating are talking during an exam, passing notes, writing information on body parts, glancing or turning toward other students' computers, copying, saving and/or printing the exam, loud outbursts, viewing any electronic and/or written material, and the like. Plagiarism involves presenting the ideas or work of another person as being one's own. Violations of cheating will result in immediate removal from the testing area, and the student will receive a grade of zero on that examination or assignment.

If the student's grade average is above 70% at the time of the occurrence with the zero averaged in, the student will be allowed to continue in the CLT program. Remember, there are no retakes of

exams for students who cheat. Through the appeals process, the student may appeal a grade assigned to him or her because of an alleged cheating or plagiarism violation.
Academic dishonesty is defined as giving or receiving help during tests, submitting papers or reports that are not entirely the reporting student's work, and citing source material improperly. Any student found to have violated the academic dishonesty policy will follow the disciplinary procedure for the cheating policy.
Each student will do all work independently and without collaboration, unless directed by the instructor to treat the assignment as a group activity. Any removal or copying of test items from the CLT Program, talking during testing, and/or collaboration on written papers, including lab procedures, will constitute a violation of the ethics standards of the CLT program and the profession.

Student acknowledgement of receipt of the policy Handbook

Please review this CLT policy handbook in its entirety. Faculty will be available to answer or explain any pertinent questions you may have regarding the program and the CLT policy handbook. Please print the acknowledgment form (next page), sign, and file it in your folder located in the Program Director's office.

GPTC CLT Policy Handbook

Student acknowledgement of receipt of the CLT Policy Handbook

I acknowledge that I have received an electronic copy of the CLT policy handbook. I have read and understood its contents. By placing my signature in the signature space provided below, I certify that I understand and agree to uphold the policies, procedures, and guidelines indicated in the CLT policy handbook. I understand and accept the discipline and consequences which may occur as a result of non-compliance with the policies. I also agree to follow the chain of command for the CLT program at GPTC at all times, as discussed.

Student's Printed Full Name: _____

Student Signature: _____

Student's ID: 900-_____

Date: _____