

# Medical Laboratory Technology



## Student Handbook

2025-2026

Grayson College  
MLT-AAS Program

*Please Note: Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating hours may be altered, interrupted and/or ceased for a limited or extended period of time. Such changes will be posted on the College website.*

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## INTRODUCTION

**Welcome to Grayson College MLT-AAS Program!** We, the MLT faculty, are dedicated to helping you become the best Medical Laboratory Technician possible.

You have chosen an exciting profession which demands a commitment to caring, quality, accuracy, reliability, and responsibility. This *Student Handbook* has been prepared to help you reach your goals during the months ahead.

The regulations in this handbook are not intended to be discriminatory to anyone. The policies, regulations and procedures are those which are now in effect and **may be changed at any time** to reflect current board policies, administrative regulations and procedures, and amendments by state law.

IT IS THE STUDENT'S RESPONSIBILITY TO BECOME THOROUGHLY FAMILIAR WITH MLT PROGRAM POLICIES AS WELL AS THE GRAYSON COLLEGE (GC) POLICIES. GC POLICIES MAY BE FOUND IN THE POLICIES AND PROCEDURES MANUAL LOCATED ON THE COLLEGE'S WEBPAGE.

As for any profession, there is a *Code of Ethics* for Medical Laboratory Technology. Ethics is a mode of conduct and behavior. It is absolutely essential that members of the health care team understand that the patient comes first! The ethical responsibilities of a health care professional make it necessary for those involved to consider their actions both on and off duty.

### CODE OF ETHICS FOR THE MLT STUDENT

I, as a student of Medical Laboratory Technology, will apply the following code of ethics to my actions toward patients, physicians, and hospital personnel in my clinical training and in my future work. This code will apply to my personal as well as professional attitude and conduct.

As a professional I will:

1. Assume a professional manner in attire and conduct;
2. Establish a rapport with hospital staff, supervisors, and physicians;
3. Hold in confidence information relating to patients;
4. Strive for increased efficiency and quality through organization;
5. Be willing to accept responsibility for my own work and results;
6. Strive to learn the theories of laboratory determinations;
7. Establish confidence of the patient through kindness and empathy.

In personal conduct I will:

1. Achieve the highest degree of honesty and integrity;
2. Maintain adaptability in action and attitude;
3. Establish a sense of fraternity among fellow students;
4. Strive to have a pleasant manner in the laboratory and with the patients;
5. Remember that I am a colleague as well as a Medical Laboratory Technology student; therefore, I should strive to be an educated individual outside my technical field.

Your first and closest associates during these months will be your fellow students. Each new class develops its own personality. As a member of the class, you will need to learn cooperation. Attitudes and ideals of some class members may differ from yours. Each of you will need to be tolerant of others so that the goals of the class may be reached successfully. Listen to others, ask questions, express opinions, correct mistakes and make use of your abilities. Discuss and solve problems together. Take pride in the progress the class makes. A competitive atmosphere is desirable. Don't envy someone who does better than you--study harder. The goal is not TO BE THE BEST but TO DO YOUR BEST.

## **PROGRAM PHILOSOPHY, GOALS AND PURPOSE**

The Medical Laboratory Technology Program at Grayson College is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

### **Mission**

The mission of the Grayson College Medical Laboratory Technology Program is to prepare students for productive careers in the clinical laboratory and to provide students with the education and skills necessary to function effectively in the healthcare community.

### **Philosophy**

We, the faculty of the Medical Laboratory Technology Program, believe and accept the underlying philosophy and objectives of Grayson College and the Health Science Division. We believe that the inclusion of the Medical Laboratory Technician's preparation in the College curriculum provides a suitable setting for the education of the intermediate level of laboratory technology. We believe that the College provides an atmosphere in which the student can complement technical education through the study of other disciplines. We believe that experience in a clinical laboratory throughout the program increases the student's technical competency.

We believe the Medical Laboratory Technology curriculum should develop knowledge, attitudes, and technical competency for the graduate to attain a safe career entry level. We further believe that effective learning is increased with specific learning objectives. We believe it is the responsibility of the instructor to guide the student and to provide a diversity of learning experiences to achieve these objectives. We believe the student must assume the responsibility for individual learning and should be permitted to progress at the individual's rate, meeting required objectives for each semester. We believe that an essential aspect of instruction is to provide immediate evaluation and to allow the student to channel learning into a positive direction. We believe that through periodic evaluation the curriculum shall continually reflect the philosophy of the Medical Laboratory Technology Program.

We believe that the graduate through continuing education continues technical and professional improvement.

## Goals

The Medical Laboratory Technology Program expects to achieve the following goals:

1. To provide education in Medical Laboratory Technology and related sciences through a framework of higher education.
2. To provide suitable Clinical Internship Experience (Clinical) through affiliation with health care facilities.
3. To provide carefully designed curriculum, so that graduates may become gainfully employed.
4. To provide graduates who are professional in action and appearance and who will assume their place on the health care team.

## Purpose

The purpose of the Medical Laboratory Technology Program is to provide the basic education and clinical experience to enable graduates to enter the field of laboratory technology with entry level skills as cited in the current NAACLS' *Standards of Accredited Educational Programs for the Clinical Laboratory Technician / Medical Laboratory Technician*.

Medical laboratory technicians are competent in:

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

Upon completion of the Associate Degree in Medical Laboratory Technology, the graduate will be able to demonstrate entry-level competencies in the following areas of professional practice:

1. Demonstrate proficiency in the areas of pre-analytical, analytical, and post-analytical processes in all disciplines of the clinical laboratory.
2. Demonstrate the theoretical knowledge needed to assure accuracy and validity of test results by clinical correlation and quality control performance.
3. Exhibit the professional attitudes and behaviors that are necessary for gaining and maintaining the confidence of the health care community.
4. Meet requirements to take a national certifying examination for Medical Laboratory Technicians.

## ADMISSION POLICY

1. Students admitted to the MLT Program must be eligible for admission to Grayson College.
2. An application to the MLT Program must be submitted.
3. The following test scores, examination results and documents must be submitted for the application to be considered complete.
  - a. TSI scores (or previously accepted version of college entrance exams)
  - b. TAKS, STARR, and/or ACT or SAT College Entrance examination scores (if available)
  - c. Transcripts from high school and/or colleges attended (GED scores if not a high school graduate)
4. The following documents must be submitted for student clinical placement. All students are encouraged to submit these documents within the first few weeks of acceptance to the program.
  - a. Medical Examination Statement and proof of immunizations
  - b. Current CPR certification issued from the American Heart Association (AHA)
5. Students who have appropriate experience as a phlebotomist may receive credit for Phlebotomy (PLAB 1223) and/or its Clinical (PLAB 1160/PLAB1161) component. Credit may be given under the following conditions:
  - a. Gain experience equivalent to requirements for PLAB 1223 and
  - b. PLAB 1160 / PLAB1161.
  - c. Have experience documented by employer on form furnished by MLT program.
  - d. Pass the written exit exam for PLAB 1223.
  - e. Successfully perform (grade of 70% or better) the venipuncture check-off.
6. Applicants must meet certain essential functions as defined by the National Accrediting Agency for Clinical Laboratory Sciences. If you feel that you do not meet these essential functions, careful consideration should be made and advisement received before entering the program. Inability to perform the skills required of a laboratory professional will result in removal from the program. The nonacademic criteria (essential functions) which all MLT applicants are expected to meet are listed below.
  - a. Observation: The applicant must be able to participate actively in all demonstrations, laboratory exercises and clinical experiences in the program and to assess and comprehend the condition of all patients assigned for testing.
  - b. Communication: The applicant must be able to communicate effectively and sensitively with patients in order to elicit information; assess non-verbal communications and be able to effectively and efficiently transmit information to

patients, fellow students, faculty and staff and all members of the health care team.

- c. **Motor:** The applicant must have sufficient motor function to be able to perform basic tests; possess all skills necessary to carry out diagnostic procedures; be able to interpret movements reasonably required to provide general care and emergency treatment to patients.
  - d. **Intellectual/Conceptual Integrative and Quantitative Abilities:** The applicant must be able to measure, calculate, reason, analyze, evaluate and synthesize. Problem solving, the critical skill demanded of allied health practitioners, requires all of these intellectual abilities. In addition, the applicant must be able to comprehend three dimensional relationships and understand the spatial relationships of structure.
  - e. **Behavioral and Social Attributes:** The applicant must possess the emotional health required for full utilization of the applicant's intellectual abilities; the exercise of good judgement; the prompt completion of all assigned responsibilities and the development of mature, sensitive and effective relationships with patients and colleagues. Applicants must be able to tolerate taxing workloads, function effectively under stress, adapt to changing environment, display flexibility and learn to function in the face of uncertainties inherent in clinical problems of many patients. Compassion, integrity, concern for others, interest and motivation are personal qualities which each applicant should possess.
7. The number of students who can be admitted to the MLT Program is limited by the number of available clinical facilities. If the number of qualified applicants exceeds the number of class openings, applicants who have completed required science courses and submitted a complete application will be evaluated first. Qualified applicants are those who meet the admission criteria. When the maximum number is reached, additional applicants will be placed on a waiting list. The same criteria will be used to select students from the waiting list if additional openings occur. MLAB 2660 and MLAB 2661, the major clinical internship of the program, may be offered in both the Fall and Spring Semesters. Students will be assigned to these clinical rotations based on availability of space and GPA of all required MLT courses (see #7 below). Students may be required to commute to a clinical site outside Grayson County if there are not enough local facilities available (See page 11 for a list of clinical facilities).

In the event that there is no availability of clinical sites, clinical placement and possibly classroom simulation would be continued as able by the procedure outlined in the Grayson College Emergency Response Guide. Please see "Specific to the Medical Laboratory Technology" addendum found on page 43 of the Guide. Clinical sites are not guaranteed.

8. If the number of students eligible for enrollment in MLAB 2660 and MLAB 2661 exceeds the number of clinical spaces, a selection process will be used. Students who have completed all required academic and MLT courses will be eligible to enroll in MLAB 2660 and MLAB 2661 for the next semester. The GPA for MLT courses will determine the order in which the students are placed at clinical sites. Students, who, for any reason, have not completed all MLT courses prior to clinical, will be considered last.



Students who are not placed at a clinical site may enroll in MLAB 2660 and MLAB 2661 for the following semester.

## **LENGTH OF PROGRAM**

The two-year MLT-AAS curriculum is designed to be completed in 22 months. A student may choose to take longer to complete the program; however, all MLT courses must be completed within a three-year period.

### **Extended Duration of Curriculum without Academic Deficiency**

1. This term shall apply when a student extends the duration of his/her medical laboratory training beyond the maximum three years.
2. Extension of curriculum will be considered by the program director when:
  - a. Requested by a student in writing, including a detailed description of the student's plans and the rationale behind the request.
  - b. Documents of academic records support the student is in good standing of a GPA greater than 2.0 in the MLT (MLAB and PLAB) courses.

## **READMISSION POLICY**

1. A student may or may not be readmitted based on faculty and preceptor input.
2. If a student withdraws from a course in good academic standing (withdrawal passing) or withdraws prior to the census date, the student will not have this counted as an admission attempt.
3. Readmission into the MLT program must be within the next two semesters. If more than two semesters have passed since the student was in the MLT program, the student must re-enter as a first semester student.
4. The student who is eligible for readmission or re-enrollment must submit a letter prior to the desired re-entry date. The letter to the MLT director should address the following:
  - a. Academic strengths and weaknesses.
  - b. Clinical strengths and weaknesses.
  - c. Improvements or actions that the student has made in order to successfully complete the MLT program.
5. **Readmission is not available for those students who were dismissed from the program for any critical offense.**

## FINANCIAL AID

Information about financial aid is available from the Financial Aid Office located on the main campus.

## COUNSELING

The student should feel free to talk to the MLT faculty about scheduling of classes and any academic problems which occur. The MLT faculty is interested in each student as a person and is willing to offer guidance when asked and when appropriate; however, trained counselors are available in the Guidance Center for help with problems which are beyond the realm of our expertise.

## TUTORIAL HELP

Tutorial help is available for academic courses, and for the MLAB courses when qualified tutors are available students who need it, for students who need it. Further information is available from the Academic Success Center on the main campus.

## ATTENDANCE POLICY

Regular attendance for lecture and campus lab is **required at all times and arrival by the beginning of the class period is expected**. Roll will be taken at every class and laboratory meeting. Students who arrive late may be counted absent and students who sleep during class will be counted absent. Guidelines related to clinical absences are listed below.

More than two (2) absences in lecture or campus lab are considered to be excessive.

A student who is absent or late to class risks missing important information, quizzes, exams, labs, etc. Students who miss a scheduled lab class will be required to make-up the lab time during a time when the course is offered, facilities, and faculty are available, and/or complete assigned work, and submit documentation of the completed work by a designated date. The student who does not submit this documentation by the designated date will be penalized.

Absences that occur as a result of pregnancy, childbirth, or any resulting medical status or condition will be exempt from the absence policy.

See Grading Policies for procedure for making up examinations.

Regular attendance and being on time for clinical is an important part of your preparation for being a dependable employee. Each work place has attendance and tardy guidelines which employees must follow. The MLT program has designed the following guidelines in order to emphasize the importance of this aspect of employment. The guidelines will also assure continuity of instruction since both MLT faculty and clinical instructors believe that sporadic attendance interferes with the learning process.

## PREGNANCY AND MARITAL STATUS

Please refer to the Grayson College Student Handbook on information regarding pregnancy and parenting status.

## ETHICS

As an MLT student of Grayson College you represent and reflect the MLT Program, and as such, are expected to abide by all program policies. Inherent in this expectation is the ethical behavior that includes supporting the program as a learned, mature, continuing student and a potential graduate. As such, it is an explicit violation of the ethics code to engage in malicious, false, defamatory, or slanderous remarks or activities about the college, the program, its employees, its affiliates, or fellow students with any clinical employee, college employee, patient, or fellow student while a student in the MLT Program, whether on campus or at clinical. Any concerns of this nature need to be directed to the appropriate individual, as outlined in the GC grievance policy. Violation of this aspect of the ethics code will result in probation, failure of the course, and/or dismissal from the MLT Program.

## GUIDELINES FOR CLINICAL ABSENCES

1. Whenever possible, the clinical site must be notified of each absence or each late arrival at least 15 minutes prior to the expected time of arrival.
2. The MLT faculty must be called by the student to report each absence by 8:00 a.m. on each day of absence.
3. An absence form must be completed for each absence and turned in to the MLT faculty at the first clinical conference following the absence.
4. A signed physician's statement or some other documentation (e.g., prescription receipt, etc.) must be submitted for an illness requiring more than one day of absence. The documentation must be turned in at the first clinical conference following the absences.
5. An illness requiring several days' absence may result in an incomplete grade for the semester. The clinical rotation will be rescheduled if rescheduling does not conflict with another student's scheduled time. Rescheduling will not be done without approval from the clinical coordinator at the clinical site.
6. Two tardies during one rotation will equal one absence.
7. Make up days must be approved by both clinical and MLT faculty. Make up days will not be scheduled on holidays, weekends or outside of normal clinical hours. In cases of a planned absence, which is necessary (e.g. elective surgery, court appearance, school related activities, etc.), days may be made up in advance on a day for day basis.
8. Make up time will be as follows:

Days Absent During Semester	Number of Days to Make Up
First	One day
Second	Two days
Third	Three days
Fourth	Removal from clinical site/withdrawal from course

9. Exceptions to this policy can be made only at the request of the clinical site.

## REQUIREMENTS FOR GRADUATION

1. The MLT Program curriculum must be completed.
2. A grade of "C" or better must be earned in all MLT (MLAB) courses.
3. An overall 2.0 GPA is required by the College to graduate.
4. **An exam average of 70% or better for each MLT (MLAB) course. The program instructors will automatically default the overall grade to the low exam average if an average of 70% is not achieved.**
5. The student must discharge all financial obligations to the College.
6. The student must make formal application for graduation. Specific dates are announced by the College.

## PROGRAM COMPLETION AWARDS

Upon satisfactory completion of the MLT-AAS curriculum, and upon meeting all other graduation requirements, the graduate will receive the Associate of Applied Science Degree (AAS).

The graduate is then eligible to take a national certification examination. Certification may be from the following organization (among others):

Medical Laboratory Technician (American Society for Clinical Pathology Board of Registry) -- MLT(ASCP)

The granting of your degree, however, **IS NOT** contingent upon you passing any type of external certification.

## PROGRAM TEACH-OUT PLAN

In the event of a program closure, the institution must make a good faith effort to assist all currently enrolled students and faculty so that there is a minimal amount of disruption in the pursuit of their course of study or professional careers.

In all cases, individuals should be notified of the decision to close a program as soon as possible so that they can make appropriate plans. Students who have not completed their program should be advised by faculty or professional counselors regarding suitable options including transfer to comparable programs.

Grayson College will work with students, to the extent feasible, to ensure that students are given reasonable opportunities to complete their education without additional charge. If a comparable, area program is available to enroll active Grayson College MLT students, a Teach-Out Agreement (See Page 29) between the "School B" and Grayson College will be utilized.

NAACLS (National Accreditation Agency of Clinical Laboratory Science) is to be notified via a completed teach-out plan submission within 30 days of program closure notification.

## **OPPORTUNITIES FOR ADVANCEMENT**

### **1. OPPORTUNITIES FOR CONTINUED STUDY FOR A BACHELOR'S DEGREE**

Numerous opportunities are available for advanced education to graduates of the MLT-AAS Program. A Bachelor's Degree awarded by continued study at another college or university qualifies the graduate to seek additional certifications and career advancements. Some of the available opportunities are listed below:

- a. MLTs certified by the ASCP Board of Registry are eligible upon completion of a Bachelor's Degree (with required courses) and 2 years acceptable experience to take the Medical Laboratory Scientist certification examination.
- b. A 2+2 program is available at some universities whereby after two more years of academic work a Bachelor's Degree in Medical Laboratory Science is awarded. Graduates are then eligible to take the ASCP Board of Registry Medical Laboratory Scientist certification examination.

See MLT Faculty for details about these, and other, opportunities.

## **SIGNIFICANCE OF CONTINUED PROFESSIONAL DEVELOPMENT**

Continuing Professional Development (CPD) is defined as the education of Medical Laboratory Technicians (MLT) following completion of their formal training. CPD will enhance professional strength by allowing MLTs to keep pace with rapid advances in biomedical technology in terms of knowledge, skills and practical experience. It will also ensure that MLT are competent in providing quality service in a multi-disciplinary healthcare environment.

CPD consists of any educational activity which helps to maintain, develop or increase knowledge, problem-solving, technical skills or professional performance standards all with the goal that technicians can provide better health care. CPD includes 'formal' activities, such as courses, conferences, webcasts, teleconferences and workshops, as well as self-directed activities such as journal, online and self-study CE courses. The American Society for Clinical Pathology Board of Registry, requires participation in their Certification Maintenance Program (CMP) for all individuals who became newly certified on or after January 1, 2004. In addition to helping you maintain your professional certification; the CMP can help you stay current on developments in your field and provide opportunities for both professional and personal enrichment.

All medical laboratory professionals are expected to become active members of their national professional organization, the American Society for Clinical Laboratory Science (ASCLS) and the American Society of Clinical Pathology (ASCP). It is through professional organization that laboratorians can control the destiny of their profession.

Students are encouraged to join both organizations. ASCP membership is free and applications are available at <https://www.ascp.org>. Information on becoming an ASCLS member, along with applications, can be obtained at: <https://www.ascls.org>. The fee for joining ASCLS is \$25.00.

## **ACADEMIC RESPONSIBILITIES**

### **Program Responsibilities**

The MLT-AAS Program assumes the following responsibilities:

1. To treat each student with fairness, courtesy and respect
2. To provide the student with a quality curriculum designed to fulfill the requirements to take the ASCP certification examination
3. To maintain accreditation of the Program in accordance with NAACLS standards
4. To present basic laboratory skills in Campus Lab
5. To inform students of safety and infection control procedures and recommend appropriate behavior to prevent injury and disease
6. To arrange clinical internship rotation schedules with clinical affiliates
7. To provide a clinical coordinator at each clinical site for the purpose of assigning and assisting clinical instructors in their evaluation of each student's technical ability
8. To instill a sense of professionalism
9. To provide counseling for students to ensure a strong academic background
10. To recruit new students.

### **Clinical Responsibilities**

The Grayson College MLT-AAS Program is affiliated with the following health care facilities:

1. Texoma Medical Center - Denison, TX
2. Sherman Medical Center - Sherman, TX
3. Hunt Regional Medical Center - Greenville, TX
4. Alliance Health - Durant, OK
5. Medical City of McKinney – McKinney, TX
6. Texoma Medical Center - Bonham Hospital – Bonham, TX
7. Medical City of Plano – Plano, TX (limited areas)
8. Wise County Health System – Decatur, TX
9. Texas Health Resources – Plano, TX
10. North Texas Medical Center – Gainesville, TX
11. Texas Health Resources – Allen, TX
12. TridentCare – Carrollton, TX
13. Medical City of Lewisville – Lewisville, TX
14. Baylor Scott & White Surgical Hospital at Sherman (phlebotomy only)
15. Center for Family Medicine – Sherman, TX (phlebotomy only)
16. Dallas Medical Center – Farmers Branch, TX
17. Choctaw Nation Regional Medical Clinic – Durant, OK

The Clinical Affiliates, Primary Clinical Faculty and Clinical Instructors assume the following responsibilities:

1. To demonstrate clinical laboratory procedures
2. To orient the student to hospital and departmental protocol and procedures as well as with the location of manuals and reference materials
3. To supervise the student as he/she gains practical experience performing clinical procedures and practicing skills by:
  - a. observing student performance
  - b. providing guidance and performance feedback as formative evaluation
4. To counsel students concerning non-compliance with the policies of the MLT-AD Program or of the clinical affiliate and initiate disciplinary hearings if the need arises. The Clinical Coordinator should be informed that a problem exists. If necessary, a conference will be arranged with the MLT Coordinator.
5. To evaluate the student's performance in clinical by:
  - a. verifying the student's ability to function in a clinical lab by completing clinical forms listed
    - i) Weekly Progress Reports - Weekly
    - ii) Performance Appraisal Forms - As procedures are evaluated
    - iii) Evaluation Forms - At the end of the rotation
  - b. check off the student as competent to perform a task before allowing the student to report out any laboratory results
  - c. preparing an exit exam to be given at the end of each rotation (may be written or practical or a combination of the two)
6. To participate in Program Review process by recommending changes in curriculum, library holdings, textbooks, etc.
7. To recommend revision of clinical evaluation tools as necessary
8. To attend an annual meeting to plan instruction for the coming year and evaluate the past school year
9. To recruit students at every opportunity
10. To provide emergency care in case of accident or illness (The student is responsible for any financial obligation related to such care. See the Health Science Division Policies.)

### **Student Responsibilities**

Lecture and Campus Lab:

1. To read and review objectives as stated in the course syllabus
2. To promptly attend all scheduled lectures and campus lab sessions
3. To observe attendance policies as set forth by the Program and the College
4. To come to each lecture and campus lab session prepared to participate in the learning process
5. To contact the instructor concerning absences
6. To obtain and regularly use required textbooks as listed in the course syllabus
7. To cooperate in campus lab by attempting to achieve the Terminal Performance Objectives stated in the course syllabus
8. To obtain sufficient knowledge and experience to successfully take certification examinations.

## **CLINICAL INTERNSHIP POLICIES**

### **Clinical Internship:**

1. To review clinical objectives, modules, lecture notes, etc. prior to clinical rotation
2. To report to clinical sessions on time
3. To phone 15 minutes prior to start of clinical session when going to be absent or late (See Attendance Policy)
4. To complete Student Check List to reflect procedures performed and observed
5. To record time of arrival and departure in designated space on Time Record
6. To sign and date Weekly Progress Reports after having clinical instructors complete them. Bring the Progress Reports to Clinical Conference each week (MLAB 2660/2661)
7. To complete Clinical Absence Form for each absence. Make up time must be arranged with the clinical affiliate and MLT faculty. The absence form should be completed even if time is made up. (See Attendance Policy)
8. To request clinical instructor to complete Progress Reports weekly, Performance Appraisals as procedures are evaluated, and Evaluation Forms at the end of each rotation
9. To complete each day's objectives (See Instructional Plan)
10. To take the initiative to observe and practice procedures
11. To take the initiative to seek clarification when needed from procedure manuals, reference material, and/or the clinical instructor
12. To be checked off as being competent to perform a procedure before reporting results.

### **Emergency/Medical Care**

Health Science students must comply with prescribed protocols, safety regulations, and work practices. In the event of an acute illness or injury while on campus, the student should follow the Grayson College Campus Safety Procedures posted in each classroom or laboratory.

Grayson College is not responsible for illness/ injury that occurs during the normal course of classroom/ lab/ clinical experiences.

A student who has any significant change in his/ her health that may affect or be affected by his/ her Health Science coursework will be required to obtain a healthcare provider's release. The release must specify the conditions that the student is able to return to the classroom and clinical activities. Examples of significant changes in health status include pregnancy, surgery, infectious diseases, and significant physical injury or illness.

The student is financially responsible for any emergency and/or medical care which might be received as a result of any illness or injury that occurs during the normal course of classroom / lab / clinical experiences.

### **Latex Allergy/ Sensitivity**

Students should be aware of the potential for latex allergy/sensitivity in the clinical/laboratory setting. Many products in the health care industry are made of latex. Reactions may range from minor skin conditions and rashes to serious respiratory disorders, and even respiratory arrest. Severe allergies to latex may compromise the student's health/life, therefore if latex



allergy/sensitivity exists or develops, the student should seek the advice and / or treatment of a healthcare provider.

### Attendance

Students should report to their assigned clinical sites no more than fifteen (15) minutes early and are expected to stay the entire length of the assigned session. The MLT faculty does not award recognition nor credit for attendance at clinical outside the assigned hours.

Only one clinical absence is allowed per semester. Any missed clinical time exceeding the one clinical day must be made up during a time in which the course is offered, clinical faculty, and clinical sites are available. Absences that occur as a result of pregnancy, childbirth, or any resulting medical status or condition will be exempt from the one absence rule.

### Lunch Breaks

Students must take assigned lunch breaks. Lunch breaks will be assigned if the clinical session lasts for more than six hours. Students are expected to take a fifteen-minute break sometime in the middle of each four hours of an assigned clinical session. Smoking, eating and drinking are allowed only in designated areas.

### Collecting Policy

1. 1. All students enrolled in MLAB 2660 and MLAB 2661 will participate in morning collections. (See Instructional Plans)
  - a. If a patient has one IV running, the student will draw the sample from the other arm.
  - b. If an IV is running in both arms, the student will not attempt a venipuncture. The student will return the request slips to the laboratory and inform his or her supervisor.
  - c. The student will not perform arterial punctures.
  - d. MISSING A VEIN - If the student is unsuccessful in obtaining a blood sample during a venipuncture, a second attempt may be made, providing the opposite arm is accessible and adequate, the patient is willing and written hospital policy allows it. The student **must** be confident that they will be successful on a second attempt. If, at any time, the student is unable to obtain an adequate sample, he/she must:
    - i. immediately inform nurse of the situation and tell him/her that another phlebotomist will attempt it promptly
    - ii. immediately inform the laboratory supervisor
2. Students will be encouraged to collect later requests within the department assigned where collecting does not interfere with a procedure already started by the student.
3. In unusual circumstances a supervisor may ask the student to collect requests outside the assigned department. The clinical coordinator must be made aware of the request.
4. Students in PLAB 1160/PLAB1161 should record the number of successful venipunctures and attempted venipunctures each day in the appropriate spaces on the Student Progress Report. The cumulative number should indicate successfully completed venipunctures. A total of 50 **successful** venipunctures are required for PLAB 1160 and PLAB 1161. A successful venipuncture is defined as adequate blood

- for the test(s) ordered being obtained with no more than two punctures. The student should also write the initials and room number of any patient from whom a satisfactory specimen could not be obtained.
5. The student can be temporarily reassigned to an area other than that assigned by the MLT faculty if a richer learning experience is needed or if past learning needs to be reinforced.
  6. The student will not perform venipunctures on children under the age of 7 years. Capillary puncture on children ages 2 - 6 years, may be performed by a student, only after being approved to do so by appropriate laboratory staff. **No** procedures will be performed on children under the age of two years by a student without supervision.

## **Dress Code**

Policy: The Medical Laboratory Technology (MLT) Faculty at Grayson College expects all MLT students to reflect professionalism and maintain high standards of appearance and grooming whether in class, campus lab, or a clinical setting. The faculty has final judgment on compliance of this policy and the appropriate corrective action for dress code infractions. Students not complying with this policy may not be allowed to remain in the classroom, laboratory or clinical setting.

### **General Guidelines**

- **Clothing**
  - Students are to purchase one or more sets of scrubs to wear during attendance in classroom, laboratory, and clinical activities.
  - Scrubs must be of the color, style, and make approved at the beginning of the semester. For exceptions, see the Program Director. Scrub discounts are available at some area businesses.
  - The approved MLT logo (patch) must be embroidered on the left side of each scrub top.
  - White long or short sleeved turtleneck or crew neck T-shirts without writing, images, logos or advertisements may be worn under scrub shirts.
  - Uniforms are to be clean and not unduly wrinkled.
  - A laboratory coat will be worn over clean scrubs. Although scrubs must be the approved color and style, some clinical sites have specific colors for laboratory students. In that case, students must wear that color if attending one of those sites. Most laboratories furnish protective clothing to be worn while performing tests. The student must purchase a white laboratory coat to wear at sites which do not furnish protective clothing. See the Instructor prior to purchasing the lab coat.
  - Head coverings: Nothing shall be worn on the head (baseball caps, scarves, hats, etc.) unless it is of a required religious nature. If the head covering falls below the shoulders it must be tucked securely inside the lab coat to prevent contamination by blood and/or body fluids.
- **Shoes**
  - Shoes are to be close-toed, low, closed-heeled, and soft-soled, clean and in good repair, and of such a design that the entire foot is covered.
  - Shoes must be made of a material that will not absorb bio-hazardous materials and that can be cleaned. Therefore, they must be leather or synthetic rubber-like material. They cannot be canvas or cloth, and bright colors kept to a minimum.
  - White hose/socks (that come above the ankle) are required.

- Hair
  - Hair must be clean and neatly groomed. Hair longer than shoulder length must be worn up or secured so as not to fall forward.
  - Men may wear a neatly trimmed beard and/or mustache. The rest of the face must be clean shaven.
  - Hair must be of a color found in nature (no pink, blue, etc.).
- Nails
  - Nails are to be clean, groomed, and manicured.
  - Artificial nails are prohibited in the clinical setting.
  - Nails are to be cut to the tip of the finger and groomed. Reasonable length is defined as 1/8" above the fingertips.
  - Only clear nail polish may be worn. No fingernail jewelry.
- Jewelry
  - Watches, wedding rings only, earrings (one small stud per earlobe) may be worn.
  - Necklaces are not permitted unless maintained under clothing and not visible.
  - Except for one stud earring per earlobe, no other visible body piercing jewelry is permitted. Nose piercing jewelry must be removed or covered. No exceptions.
  - For safety purposes, it is preferable that no jewelry be worn.
  - Earlobe expanders must be removed and replaced by a flesh-colored earlobe plug.
- Other
  - Conservatively applied makeup is permitted.
  - Gum chewing is not permitted.
  - Cell phones and other such technology shall be utilized only during breaks from patient care. Cell phones must be turned off during clinical and left in the student's purse or backpack.
  - Tattoos must be covered (e.g., with clothing or Band-Aids) and not visible.
  - Refrain from smoking in uniform as the smoke can cling to clothes and be an irritant to patients.
  - The following suggestions are made in order to maintain appropriate body hygiene:
    - Take daily showers.
    - Wash hair daily.
    - Brush teeth.
    - Use unscented deodorant (no colognes, perfumes, scented lotions or aftershave) -- Scents sometimes make patients ill.

#### Additions to Dress Code for the Campus Lab Setting:

- Students entering the Campus Lab must be in uniform.
- Lab Coat: At the beginning of the semester, students will be provided one disposable lab coat. The lab coat must be worn, buttoned from top to bottom, at all times when working with biological samples. When not in use, the lab coat is to be stored in the lab coat closet. With normal wear, the lab coat should last throughout one semester. If a spill occurs or there is other major damage to the coat, another coat will be provided.
- Gloves: Gloves will be provided to the students in Campus lab
- Compliance: Students not conforming to the dress code may be sent home from class or clinical at the instructor's discretion. Any and all class or clinical time missed will need to be made-up, regardless of reason.

### Additions to Dress Code for the Clinical Setting:

- The Grayson College Student Picture ID is to be worn above the waist and in clear view when in uniform.

### Technology in the Healthcare Setting

Although nursing students and faculty are increasing their use of personal technology in the clinical setting, inappropriate use of technology can violate the rights of clients and others. The following guidelines have been established to prevent inappropriate use of technology:

1. **Taping / Videoing:** Students may not utilize personal video or audio devices in the clinical setting. This includes pre and post conference where client data may be discussed.
2. **Photography:** Students may not take pictures or videos in the clinical setting. It may be appropriate with written consent, to use the clinical facility's camera to document wounds, bruises, etc., but the student may not take a copy of the picture outside the facility.
3. **Cell Phone:** Cell phones may not be used for personal use in the clinical setting unless on break and out of the client care area. Cell phones should be placed on vibrate or silent mode in the clinical setting including pre- and post-conference.
4. **Laptops / other electronic devices:** Students may use Laptops / or other electronic devices in **designated "clean areas"** of the clinical setting as a resource to look up medications, labs, or other data applicable to clinical assignments. Students may not download client data into these devices.
5. **Social Networking:** Clinical experiences should not be discussed or referred to for any reason on social media.
6. **Medical Records:** Originals or duplicates (photocopies, faxes, or computer printouts) of medical records may not be taken from the clinical setting. Any violation of this policy will result in disciplinary action which may include dismissal from the program.

### Clinical Internship Assignments

1. PLAB 1161 - Each student will be assigned to a clinical affiliate (hospital) for a total of fifty (50) hours. Times will be announced. Experience in Phlebotomy will be gained during this rotation. This clinical internship is available for students who intend to take the PBT(ASCP) board exam and require to have 50 additional clinical hours.
2. PLAB 1160 – Each student will be assigned to a clinical affiliate (hospital) for a total of fifty (50) hours. Times will be announced. Experience in Phlebotomy will be gained during this rotation.
3. MLAB 2660 and MLAB 2661 - If the number of students exceeds the number of available clinical sites, criteria for selection for the spring rotation will be completion of all academic and MLT courses. Those students with the highest MLT GPAs will be assigned first. The remaining students will be assigned to a clinical facility the next semester.
4. For MLAB 2660/2661, each student will be assigned to a clinical affiliate for five days a week/eight hours per day/entire semester. A two-hour Clinical Conference will be held on GC campus once a week. Experience will be gained in Urinalysis, Coagulation,

Blood Banking, Chemistry, Hematology, Serology, Microbiology, and Phlebotomy. Times will be announced.

5. The student may be required to travel to any clinical site. Assignments will be based on the number of students in the class and the availability of positions at each site. Assignments may require more than one clinical site.

### **Clinical Forms**

1. Clinical forms will be maintained as described in each course syllabus.
2. Completed clinical forms must be returned to MLT faculty no later than noon of the day of the course/comprehensive final.

### **Service Work**

1. Students shall not take the responsibility or the place of qualified staff.
2. "After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures." (Standard, VIII, B, 2 *Standards of Accredited Educational Programs for the Clinical Laboratory Technician / Medical Laboratory Technician.*)
3. "Service work by students in clinical settings outside of regular academic hours must be noncompulsory." (Standard V, E, *Standards of Accredited Educational Programs for the Clinical Laboratory Technician / Medical Laboratory Technician.*)
4. Students will not be excused from scheduled MLT lectures, Campus Lab sessions, Clinical Conferences, clinical rotations, or any other class-related activity in order to perform service work.
5. It is strictly against College policy for a student to receive pay for hours spent in a clinical learning experience.

### **GRADING POLICIES**

1. The method of calculating each course grade is explained in the individual course syllabus.
2. The method of calculation for each clinical rotation is explained on the clinical evaluation forms.
3. In most cases, examinations will be graded immediately after being completed and the scores given to the students as soon as possible.
4. All final examinations must be taken.
5. Part or all of an examination may be of a practical nature.
6. In the event that it is impossible for a student to take an examination at the scheduled time, and the instructor offers an alternative, or make-up test, it is the student's responsibility to:
  - a. furnish proof of an emergency

- b. arrange to take the examination
  - i. in advance, if possible
  - ii. at the time designated by the instructor
- 7. The MLT faculty reserves the right to administer a different examination over the same material to a student who misses the original scheduled test.
- 8. The grades of all tests, quizzes, activities, unit examination, and finals will be used to calculate the semester grade in accordance with the "Grading" portion of each course syllabus. A grade of zero will be recorded for each component (other than the semester final) which is not completed. **The semester final must be taken.**
- 9. When applicable, a time limit will be announced at the beginning of each examination. All students must hand in or submit the examination when the time limit has expired.
- 10. A grade of zero will be recorded if the student is observed cheating on an examination.
- 11. Satisfactory (letter grade of "C" or better) completion of course objectives for Campus Lab and clinical rotations must be accomplished in order to pass the course. Failure in any one of the clinical rotations will result in failure of the entire course. (See Readmission Policy)

## **CRITICAL OFFENSE POLICY (UNSAFE/UNPROFESSIONAL LABORATORY PRACTICE)**

Medical laboratory students are legally responsible for their own acts, whether by commission or omission in the clinical area. It is the responsibility of the MLT program faculty to evaluate unsafe student behavior and initiate dismissal from the clinical when appropriate. Unsafe clinical behavior is defined as: any act, practice, or omission that fails to conform to accepted standards of health care professionals and indicates that the student lacks knowledge, skill, judgment, or conscientiousness to such an extent that the student's continued laboratory practice could reasonably be expected to pose a risk of harm to a patient or another person, regardless of whether the conduct consists of a single incident or a pattern of behavior.

1. Students who conduct themselves in accordance with College, Workforce Education Division, and MLT-AAS Program Policies should have no problems.
2. Student conduct that can result in a faculty recommendation for disciplinary action, failure, or dismissal:
  - a. Inability or unwillingness on the part of the student to change his/her behavior to meet the objectives of the program in any one of the learning domains (psychomotor, affective, or cognitive) either on campus or in a clinical facility. (This may be a consequence of habitual tardiness or excessive absences, or inability to achieve a passing grade on a laboratory practicum/critical criteria.)
  - b. Misconduct or unreasonable lack of skill or fidelity in performing professional duties. For example:
    - i. Revealing the details of professional services rendered or confidences of a patient to the public
    - ii. Performing services requiring the professional competence of a licensed or certified health team member (e.g., physician, nurse, or radiology technician)
    - iii. Falsification of clinical records or reports
    - iv. Altering existing records or reports
    - v. Use of procedures or shortcuts that are not advocated in departmental manuals or textbooks
    - vi. Performing professional duties, on college or clinical premises, under the influence of alcoholic beverages or any controlled substances as defined by the GC Policy FLBE
    - vii. Performing professional duties in such a manner as to cause harm to the patient (either intentional or unintentional)
    - viii. Refusing to perform professional duties as assigned by clinical instructors
    - ix. Failure to adhere to established rules and policies of the College or its clinical affiliates (For a complete list refer to the College Policies and

Procedures Manual located in the reserve section of the GC Library and on the GC webpage.)

- x. Willful damage, destruction, or theft of property
  - xi. Failure to maintain satisfactory working relationships with patients, supervisors, or colleagues
  - xii. Cheating on an examination
  - xiii. Conviction of a felony after admission to the program
  - xiv. Maligning a patient, physician, or colleagues to the public
  - xv. Regulations of the College forbid the use and/or possession of firearms, alcoholic beverages or drugs without a prescription, or the appearance of students on campus under the influence of either.
3. Complete termination from the MLT program or a clinical facility may result if the student is guilty of any of the above conditions. Termination automatically results in a grade of "F" for the course.

## GRIEVANCE/APPEALS PROCEDURE

The purpose of the student complaint procedure is to ensure students due process in the resolution of a complaint. The program will not retaliate against the student as a result of filing a complaint.

The MLT program follows the college's policies for student complaints as set forth in the GC Policies and Procedures Manual located on the Grayson College website at: <https://pol.tasb.org/PolicyOnline?key=523>. The policy for student complaints (FLD – Local) found at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=523&code=FLD#localTabContent> covers two categories; General Complaints, which are defined as “non-academic”, and Student Grade Appeals, where “only final course grades may be formally appealed”. Student complaints regarding Discipline (FMA – Local) and Freedom from Discrimination, Harassment and Retaliation (FFD – Local) are covered by separate procedures. (see <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=523&code=FMA#localTabContent>, <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=523&code=FFDA#localTabContent> and <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=523&code=FFDB#localTabContent>)

For grievances that are not covered by the above policies, the student should adhere to the following process. The student must complete each step before proceeding to the next one.

1. **Informal Complaint.** In an attempt to resolve any complaints or grievances regarding the actions, policies, or procedures of the College, the student must first discuss the concern with the employee connected to the complaint. The complaint should be filed with the employee within 30 business days either of the occurrence of the event or within 30 days of the time when the student should have gained knowledge of the event. Attempt should be made to resolve the complaint immediately with the person directly involved, in a meeting outside of the classroom environment. The student should identify to the employee that he/she is making an informal complaint about the issue and bring materials pertaining to the complaint. Each individual should take notes



of the meeting for mutual clarification and to document the date of complaint. If the employee is no longer associated with the College District at the time of the complaint, the appeal should be discussed with the MLT Program Director. If the faculty at this level is the MLT Program Director, proceed to step 2.

2. **Formal Complaint.** If, after discussing the complaint with the involved employee, the student is not satisfied with the results, it may then be appealed to the MLT Program Director. The student must request a meeting with the MLT Program Director within 15 business days after the informal complaint. The MLT Program Director will respond to the request by scheduling a meeting with both parties within 10 business days to discuss and decide what action should then be taken. If the complaint is not resolved to the student's satisfaction, he or she may proceed to Written Complaint.
3. **Written Complaint.** If the student is not satisfied with the results of the formal complaint, he/she may then appeal it to the South Campus Dean as a written complaint. The student must complete and submit the complaint form, available on the Grayson website, within 15 business days after the formal complaint. The South Campus Dean will respond to the written complaint within 10 business days from receipt of the form. The dean may meet with either or both employees to discuss and decide what action should be taken. The decision made at this level is final. No further grievance under this policy is allowed beyond this level.

In the clinical setting, Clinical instructors are responsible to clinical coordinators. Clinical coordinators are responsible to the MLT Program Director. College MLT instructors are responsible to the MLT Program Director. The MLT Program Director is responsible to the Grayson College Dean of Health Sciences.

## **ADDITIONAL POLICIES FOR MLT PROGRAM**

1. All MLT courses should be completed within a three (3) year period from the original start date (even if student has re-entered the program). In order to maintain credit for courses beyond the 3 year period, permission from the MLT Program Director and the course instructor must be obtained.
2. Science courses taken more than five (5) years prior to entry date into the MLT program will need to be repeated, or may be waived with consent of the Program Director.
3. Students are not allowed to use GC telephones.
4. Students are not allowed to use GC copiers, without written permission of the instructor.
5. No personal mail is to be delivered to the GC campus. It will likely be discarded.
6. Due to the nature of some topics covered in MLT courses, the biohazardous materials, specialized equipment and unsafe materials utilized in campus lab, children and casual visitors may not attend lecture or campus lab without prior permission of the faculty.

### **Release Forms**

Liability release forms will be required for participation in campus laboratories.

### **Program Progression**

Satisfactory completion of course prerequisites are required in order to progress in the individual programs.

### **Disability Statement**

Students with special needs should contact the Disability Services Coordinator in the Academic Success Center no later than the first week of classes. Once appropriate documentation for the disability is received, the Disability Services Coordinator will coordinate delivery of approved accommodations with students and their instructors.

### **Final Examinations**

Final exams may be comprehensive and must be taken at the designated time.

## **ADDITIONAL POLICIES RELATING TO MLT STUDENTS CLINICALS**

1. The Medical Statement is required before the student may attend clinical.
2. State and college mandated immunizations are required before the student may attend clinical.
3. Liability insurance is required before the student may attend clinical.
4. Successful passage of a criminal background check and drug screen, arranged by the college, is required before the student may attend clinical.
5. Current CPR certification is required before the student may attend clinical.
6. The student is financially responsible for any emergency care which might be received as a result of an illness or injury while assigned to a clinical affiliate of Grayson College.
7. All health care workers are at risk of acquiring Hepatitis B from the exposure of blood and body fluids. The State of Texas requires that any students having direct patient contact must receive and complete the Hepatitis B vaccine series prior to attending clinical.
8. GC is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

## **MLT PROGRAM FAILURE POLICIES**

### **FAILURE:**

1. **A failure (less than 70% overall) in any one of the individual clinical rotations in MLAB 2660/MLAB 2661 will result in failure (“F”) of the entire course.**
2. **A failure (less than 70% overall) in any other program course will require a repeat of that course.**

**Questions concerning any of the policies described in this handbook should be directed to the MLT program director.**

**REVISED: July 2025**

**Grayson College  
Health Sciences Department**

**Protocol for the Prevention of Exposure to Body Fluids via Mucous Membranes or  
Parenteral Injury such as via contaminated needle sticks**

**Student Training**

Before participating in any laboratory or clinical experiences involving the potential for exposure to contaminated body fluids, students will receive training in Universal Precautions, including but not limited to:

- Handwashing
- Personal Protective Equipment
- Use of sharps containers
- Immediate care post-exposure

**Personal Protective Equipment (PPE)**

Gloves and other PPE are available in lab settings for student and employee use where body fluid exposure may occur.

**Disposal of sharps**

Puncture-proof sharps containers are available in any lab setting where disposable sharps are used. Filled sharps containers are sealed shut and taken to the MLT laboratory for sterilization and disposal.

Grayson College  
Health Science Division  
**Incident Occurrence Report**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Course: \_\_\_\_\_ Faculty: \_\_\_\_\_

Select Program:

RN - BSN	ADN	Dental	EMS	LVN	MLT	Radiology
VN	CCMA	CNA	PCT			

Location: \_\_\_\_\_ Occurrence Date and Time: \_\_\_\_\_

☐ Medication Incident      ☐ Procedure Incident      ☐ Other Incident

Briefly state how the incident occurred. Use facts only.

What caused the incident to occur? Focus on who, what, when, where, why.

What was, or will be done, to prevent a recurrence?

This record must be signed by the faculty, student, and Program Director.

\_\_\_\_\_  
Faculty Signature & Date

\_\_\_\_\_  
Student Signature & Date

\_\_\_\_\_  
Program Director Signature & Date

**Grayson College  
Health Sciences Department**

**Protocol following Exposure to Body Fluids via Mucous Membranes or Parenteral Injury such as via contaminated needle sticks**

Following body fluid exposure to any source person through a needle stick, sharps-induced injury, or exposure via mucous membranes, GC employees and students should take the following steps:

- Wash the wound and skin sites exposed to blood and body fluids with soap and water.
- For percutaneous injuries (those that break the skin) where bleeding occurs, allow bleeding for a few seconds before washing with soap and water.
- Flush mucous membranes exposed to blood and body fluids with water.
- Topical use of antiseptics is optional.
- Do not apply caustic agents, such as bleach, onto the wound or inject antiseptics or disinfectants into the wound.
- Immediately inform the clinical or lab instructor, preceptor, or person in charge, of the exposure type and the action taken.

Once informed, the instructor or person in charge should take the following actions:

- Assess the exposure to determine the risk of transmission.
- Inform the source person (i.e. patient in the clinical setting; student lab partner in the campus lab setting) about the exposure and advise regarding HIV & Hepatitis testing.
- Inform the exposed person (i.e., student or college employee) about the exposure and advise regarding HIV & hepatitis testing.
- If exposure occurs in the clinical setting, follow the agency protocols
- If exposure occurs on campus, immediately advise the exposed person to see their personal healthcare provider or the nearest provider who manages this type of injury.
- If exposure occurs on campus, immediately advise the source person to obtain HIV and Hepatitis testing
- Provide immediate support and information on post-exposure prophylaxis (PEP) to the exposed person and assist the exposed person to complete the Post-exposure Prophylaxis waiver form if indicated.
- Assist the exposed person to complete the GC Body Fluid Exposure Incident Report.
- Maintain the confidentiality of all related records.
- Notify the appropriate Program Director and Department Chairperson.

The Health Science Chairperson and/or Program Director should:

- Ensure that the exposure incident is documented in the GC Sharps Injury Log Kept in the HS Lab Coordinator's office
- Report any sharps injury to the TDSHS via the Health Dept., using online form at: <https://www.dshs.texas.gov/bloodborne-pathogens/reporting-contaminated-sharps-injuries>
- Provide post-exposure support and follow-up to the exposed person

## Post Exposure Recommendations

## HIV

A seronegative student should be retested six (6) weeks post-exposure and periodically thereafter [twelve (12) weeks and six (6) months after the exposure] to determine if seroconversion has occurred. If the patient has a parenteral or mucous membrane exposure to blood or other body fluid of a student, the same procedure outlined should be followed for the source student and the exposed patient.

All Health Science students are required to receive the Hepatitis B vaccine series before beginning any clinical experience.

Source Check For Hbsag		Student Check for HbsAB	
Hbsag (-)	Hbsag (+)	If the source person is positive for Hbsag, initiate the following protocol:	
No further testing for source. Test student for Hbsab to establish a baseline	Refer source to physician and check student Hbsab	<b>Vaccinated</b>	<b>Not Vaccinated</b>
		<b>Titer (-)</b>	<b>Titer (+)</b>
		<p>If titer is low, give 2 lcc boosters of Hepatitis B vaccine (30 days apart)</p> <p>Give HBIG and the first of 3 doses of the vaccine within 7 days. Follow with a second dose of HBIG and a second vaccine at 30 days. Final dose of vaccine 6 months later.</p> <p>*Alternative series is a 2 dose Heplisav-B</p>	<p>No further treatment. If titer is low, give 2 lcc boosters</p>



## **HBIG – Hepatitis B Immune Globulin**

The GC Health Sciences Department recommends that any exposed student follow the Centers for Disease Control's (CDC) Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Post-exposure Prophylaxis, June 29, 2001

(<https://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm>).

These recommendations are summarized below:

### **HBV – Hepatitis B Virus Exposure**

“...Postexposure prophylaxis (PEP) with hepatitis B immune globulin (HBIG) and/or hepatitis B vaccine series should be considered for occupational exposures after evaluation of the hepatitis B surface antigen status of the source and the vaccination and vaccine-response status of the exposed person. Guidance is provided to clinicians and exposed health-care personnel (HCP) for selecting the appropriate HBV PEP [National Clinicians' Post-Exposure Prophylaxis Hotline (PEPline) 1.888.448.4911].”

### **HCV – Hepatitis C Virus Exposure**

“Immune globulin and antiviral agents (e.g., interferon with or without ribavirin) are not recommended for PEP of hepatitis C. For HCV post-exposure management, the HCV status of the source and the exposed person should be determined, and for exposure to an HCV positive source, follow-up HCV testing should be performed to determine if infection develops.”

### **HIV – Human Immunodeficiency Virus**

“Recommendations for HIV PEP include a basic 4-week regimen of two drugs (zidovudine [ZDV] and lamivudine [3TC]; 3TC and stavudine [d4T]; or didanosine [ddI] and d4T) for most HIV exposures and an expanded regimen that includes the addition of a third drug for HIV exposures that poses an increased risk for transmission. When the source person's virus is known or suspected to be resistant to one or more of the drugs considered for the PEP regimen, the selection of drugs to which the source person's virus is unlikely to be resistant is recommended.”

For special circumstances (e.g., delayed exposure report, unknown source person, pregnancy in the exposed person, resistance of the source virus to antiretroviral agents, or toxicity of the PEP regimen), consult with local experts and/or call the National Clinicians' Post-Exposure Prophylaxis Hotline (PEPline) at 1.888.448.4911.

**Preventive measures are the responsibility of the student and must be performed at once. If a student refuses the recommended treatment and/or counseling as stated, then the student must fully complete, sign, and date the Post exposure Prophylaxis Protocol Waiver (which must be notarized). Any expense incurred is the responsibility of the student.**

### **Teach-Out Agreement Between (School B) and Grayson College MLT Program**

**(School B)**, an institution of higher learning accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and **Grayson College (GC)**, an institution of higher learning accredited by the Southern Association of Colleges and Schools Commission on Colleges, have concluded a teach-out Agreement. This Agreement ensures the equitable treatment of students and a reasonable opportunity for students to complete their program of study.

This Agreement will enable **Grayson College** students an option to complete their Associates of Applied Science degree, should Grayson College cease to offer the medical laboratory technology program without an internal teach out plan. The Agreement will become effective only after SACSCOC has expressed its approval of all terms of the Agreement.

Specifically, **(School B)** and **Grayson College** agree to the following:

The obligations pursuant to this Agreement for a teach-out shall terminate when all **Grayson College** students accepted by the **(School B)** have graduated from, or have failed to be continuously enrolled at **(School B)**, or two years from the date that **Grayson College** notifies students of their intent to close the MLT program, whichever comes first.

**(School B)** will waive admission application fees for students applying through this teach-out agreement.

Students applying through this teach-out agreement will receive a discount in tuition and fees at the **(School B)**, if needed, to bring the total student cost more in line with that of **Grayson College**.

**(School B)** will accept all credits for students transferring from **Grayson College**, including credits awarded upon transfer from other institutions in order to complete the requirements for the MLT at **Grayson College**.

Any **Grayson College** student who fails to apply, be accepted, and matriculate at the **(School B)** within two years of closure of the program at **Grayson College** shall be excluded from this Agreement.

Students enrolling under this agreement will be required to meet all **(School B)** program requirements.

**(School B)** will permanently house the records of **Grayson College** students who officially enroll at **(School B)** pursuant to this Agreement. The records will arrive within 10 days of each student finalizing with the **(School B)** Business Office.

**(School B)** will accept only students who are in good social and academic standing at the time of their application to the University.

IN WITNESS WHEREOF, the parties have executed this agreement on the date shown below.

\_\_\_\_\_  
Signature – President, (School B)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name – President, (School B)

\_\_\_\_\_  
Signature – President, Grayson College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name – President, Grayson College

GRAYSON COLLEGE  
MLT-AAS PROGRAM

2025-2026 Handbook



Acknowledgement of Student Handbook

**DIRECTIONS**

1. Read the Health Science Division Policies and the MLT-AAS Program Policies in the Student Handbook.
2. Sign this form indicating your understanding of and your willingness to comply with these policies.
  - a. **An exam average of 70% or better for each MLT (MLAB) course. The program instructors will automatically default the overall grade to the low exam average if an average of 70% is not achieved.**
  - b. **The two-year MLT-AAS curriculum is designed to be completed in 22 months. A student may choose to take longer to complete the program; however, all MLT courses must be completed within a three-year period.**

My signature below indicates that I have read the MLT-AAS Program Policies, in full, and indicates that I understand these regulations and am willing to comply with them.

My signature below indicates that I understand that I am financially responsible for any emergency care which I might receive as a result of illness or injury while assigned to a clinical affiliate of the Grayson College MLT-AAS Program.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX A: CONSENT TO DRUG SCREEN TESTING AND CRIMINAL BACKGROUND CHECK

Grayson College  
Health Science Division

### Consent to Drug Screen Testing and Criminal Background Check

The labeling of many CBD products may be misleading because the products could contain higher levels of THC than what the product label states. As a result, the FDA has cautioned the public that: "Consumers should beware purchasing and using any [CBD] products." Also, the FDA has issued several warning letters to companies because their products contained more THC than indicated on the product label.

A positive drug screen for marijuana metabolite is still considered a failed drug screen, regardless of whether a student uses only CBD (Cannabinoid) products. If enough THC is present, it will be a positive result on a urine drug screen. **This means that using CBD products may result in a positive drug test.**

I \_\_\_\_\_ have received, read and understand the student Drug Testing and  
Print Name  
Criminal Background Check Policy and agree to abide by the printed Policy. I agree to complete the required background check and drug screen testing scheduled throughout enrollment in a Health Science program at Grayson College.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Date

**APPENDIX B:  
RELEASE OF INFORMATION AND IMAGES**

**Grayson College  
Health Science Division**

**Release of Information**

I authorize the release of any information or evaluation of my Health Science program records for education and employment purposes.

Date: \_\_\_\_\_

Legal Name: \_\_\_\_\_

*(Please Print): First Name                      Maiden Name                      Last Name*

Signature: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Release of Images**

\_\_\_\_\_ I consent to being photographed and authorize the use and reproduction by Grayson College, or anyone authorized by the College, of any and all photographs / video tapes / audiotapes / social media that the College has taken of me during my enrollment in any course my Health Science Program, for any purpose whatsoever, including, but not limited to, news, general information, advertising, and other instructional purposes, without further compensation to me. The photographs or audio / video tapes / social media and the saved copies shall constitute Grayson College's (or designee's) sole property.

\_\_\_\_\_ I consent to being photographed, video or audio taped for instructional purposes within a course that I am enrolled in, but **DO NOT** give my consent for the use of these images by the College for any other purpose.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Witness