

**MEDICAL LABORATORY
TECHNOLOGY
PROGRAM**



NAVARRO COLLEGE

**STUDENT HANDBOOK
2025-2026**

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ACCREDITATION

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

The Medical Laboratory Technology (MLT) Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) located at 5600 N. River Road Suite 720, Rosemont, IL 60018-5119. NAACLS phone number is (733) 714-8880. Graduates of the program are eligible to take the American Society of Clinical Pathology (ASCP) national certification examinations for medical laboratory technicians.

NAVARRO COLLEGE MISSION, VISION, AND VALUES

Mission

Navarro College provides educational opportunities that empower students to achieve their personal, academic, and career goals and that promote life-long learning for all communities served.

Vision

Navarro College will be nationally recognized as a higher education institution committed to providing innovative career pathways and student-centered learning opportunities that result in students capable of succeeding in local and global communities.

Values

Integrity: actively building open relationships with students, employees, local business, and local communities. Serving all people we touch with a strong sense of ethics and personal and organizational responsibility.

Diversity: fostering acceptance, multi-dimensional thinking, and respect and understanding the different experiences of all people. We know we are stronger for who we are together—as a college, as a community, as a culture, as part of a global village.

Innovation: leadership invested in guiding and embracing change, seeking creative ways to tackle educational challenges. We encourage students and employees to be agents for change, championing new ideas informed by personal reflection, trends in education, and changes in local and global community.

Student Centeredness: placing students at the heart of all we do, with an emphasis not only on excellence and learning, but, also, with a profound appreciation of personal, familial, economic, and civic responsibilities impacting our students and communities.

Accountability: honoring commitments to students, educational partners, workforce partners, and the communities we serve. We intentionally foster respect, citizenship, civic responsibility, and humanitarianism as both individuals and an institution.

NAVARRO COLLEGE MEDICAL LABORATORY TECHNOLOGY FACULTY

Patricia Looper MBA, MLS(ASCP)^{CM}

PURPOSE OF MEDICAL LABORATORY TECHNOLOGY STUDENT HANDBOOK

The Medical Laboratory Technology (MLT) Student Handbook comprises procedures and information for students enrolled in the MLT courses and program. Navarro College policies and procedures are contained in the Navarro College Catalog and the Navarro College Student Handbook. All procedures and policies must be followed.

Please read the Medical Laboratory Technology Student Handbook carefully. Ask the instructor for clarification of any policies or procedures that are unclear. At the end of this manual is an acknowledgment form. This form states that you agree to follow these policies and procedures while you are enrolled as a student in the MLT courses and/or Program. The form is to be signed by you, dated, and turned in to the instructor by the end of the first week of class.

MEDICAL LABORATORY TECHNOLOGY PROGRAM MISSION

The Navarro College Medical Laboratory Technology Program supports and subscribes to the purpose, mission and philosophy of Navarro College.

Our Quest:

The Medical Laboratory Technology Program is dedicated to preparing students for successful careers as medical laboratory technicians, to providing hospitals, clinics, and patients with laboratory professionals who possess the competencies of the profession, and who use knowledge, truth and wisdom in the deliverance of patient care.

Our Vision:

Through visionary leadership, outstanding teaching, and high quality services, the Navarro College Medical Laboratory Technology Program will serve the educational needs of the students

by providing the skills required to perform laboratory procedures and a sound foundation of knowledge that will enable graduates to use critical thinking skills to make appropriate decisions in the collection, handling, and analysis of data so that accurate pathology of disease and diagnosis can be determined. The program will provide the educational background that will also allow graduates to succeed in a Bachelor of Science Medical Laboratory Science program and to play leadership roles in the field of laboratory medicine.

Our Purpose:

The Navarro College Medical Laboratory Technology Program is dedicated to inspiring students to commit themselves to a high level of intellectual rigor and personal integrity. Students are encouraged to become acquainted with and to support professional organizations, to attend seminars and workshops, and to adopt an attitude of continuous learning. The program serves a culturally diverse pool of students from the community, the rural service districts, adjoining urban areas, and the larger global community.

Philosophy:

The Navarro College Medical Laboratory Technology Program is dedicated to providing the resources, support, and encouragement necessary for students to meet the entry level competencies of the profession.

The program considers the emotional needs of the student by providing a caring environment, and by advising students of college services that will better enable them to achieve their goals. Student professional standards are emphasized and evaluated. The Medical Laboratory Technology program is committed to maintaining its standards through self-appraisal, through input from laboratory professionals making up the Advisory Committee, employer and graduate evaluations, and through accreditation.

Revised 11/2013

MEDICAL LABORATORY TECHNOLOGY PROGRAM GOALS

The goal of the Medical Laboratory Technology Program is to:

- provide the students with qualities and competencies that ensure success in the field of laboratory medicine as a medical laboratory technician
- to provide the educational background that will allow students to continue their education and to pursue a degree in medical laboratory science (MLS)
- to provide the community with qualified laboratory personnel that will enhance the health care system of the community

THE CAREER OF MEDICAL LABORATORY TECHNICIAN (MLT)

The medical laboratory technician (MLT) performs, evaluates, correlates and assures accuracy and validity of clinical laboratory information on a variety of body fluids. Information is used to collaborate in the diagnosis and treatment of patients. The medical laboratory technician has

diverse and multi-level functions in the areas of collecting, processing, and analyzing biological specimens and other substances, principles and methodologies, performance of assays, problem solving, troubleshooting techniques, significance of clinical procedures and results, principles, and practices of quality assessment, for all major areas practiced in the contemporary clinical laboratory. The technician is trained to work in all areas of the clinical lab: hematology, microbiology, parasitology, clinical chemistry, immunohematology, phlebotomy, and urinalysis.

Medical laboratory personnel are divided into different levels and specialties. Two of these levels are the medical laboratory scientist (MLS) and medical laboratory technician (MLT). The medical laboratory scientist requires a baccalaureate degree. The medical laboratory technician generally requires an associate degree. Upon completion of the MLT program the graduate is eligible to take a national examination for certification as a medical laboratory technician with the following agencies: American Society for Clinical Pathology (ASCP) Board of Certification or American Medical Technologist (AMT). Many program graduates continue their education to become a MLS. Several universities offer the program online, allowing students to work while pursuing the degree.

Possible places of employment include: Hospitals, clinic laboratories, physician office laboratories, reference laboratories, research laboratories, industrial sales, technical or research support services environmental testing lab, food testing lab.

Revised: 7/6/2017

NAVARRO COLLEGE MEDICAL LABORATORY TECHNOLOGY ESSENTIAL FUNCTIONS OF THE PROFESSION

In order to meet the competencies required of medical laboratory technicians (MLT) and to meet the competencies of the medical laboratory technology program, students must possess the following essential functions or attain the functions while in the program.

Psychomotor skills:

The student must be able to perform many fine motor manipulations; manipulate glassware such as pipettes and flasks; read microscopic materials and use the microscope for extended periods of time; distinguish pattern, odor, clarity, and discriminate color; complete tasks within required time limits; read visual displays on a terminal; enter data into computers; hear buzzers; recognize alarm signals, both visual and auditory; bend; stand; sit; and lift. The student must possess all skills necessary to carry out diagnostic procedures, manipulate tools, and instruments used in the clinical laboratories. The student must possess the psychomotor skills to collect blood specimens, and independently perform manual, semi-automated and automated analysis on laboratory specimens.

Intellectual, Conceptual, Integrative, and Quality Skills:

The student must be able to measure, calculate, analyze, interpret, synthesize and evaluate data; read and interpret charts and graphs; make analytical judgments, apply information, have the ability to learn to prioritize and perform laboratory testing; have the ability to learn to make sound judgments and formulate diagnoses after correlating clinical data with clinical findings; possess organizational skills; be able to solve one or more problems within specific time frames which are often short; have the ability to perform duties and assignments in a timely fashion while under

stress and in a variety of settings; comprehend three-dimensional relationships and understand the spatial relationships of cellular structures; use sufficient judgment to recognize and correct performance, possess the ability to develop and exhibit organizational problem solving skills.

Communication skills:

Students must be able to communicate effectively and sensitively orally and in writing. The student must be able to read and comprehend written material. The student must be able to communicate effectively and efficiently with all members of the healthcare team and patients. The students must be able to understand and complete reading and written assignments; search and evaluate the literature; maintain written records; and use a computer for instructional assignments and patient care activities.

Behavioral and Social Attributes:

Students must possess the emotional health skills required for full utilization of the student's intellectual abilities; be able to recognize emergency situations and take appropriate action. The students must demonstrate the ability to follow instructions/procedures with accuracy and precision and possess the ability to maintain intellectual and emotional stability and maturity under stress, while maintaining appropriate performance standards.

The student must be able to manage time, organize workload and meet deadlines; develop and exhibit professional attributes; and practice discretion and confidentiality in regard to laboratory and patient reports. The student must adhere to safety guidelines for self and others and be able to comply with standards and regulations required by external agencies; function as a part of a team and learn to delegate responsibilities.

Revised 4/20/10 Reviewed by MLT Advisory Committee 4/22/2010

MEDICAL LABORATORY TECHNOLOGY
STUDENT LEARNING OUTCOMES
Entry Level Competencies

Upon completion of the program and at initial employment, the medical laboratory technician should be able to demonstrate the following entry level competencies:

(The method of evaluating the achievement of the competency is stated following each competency.)

1. Collect specimens, determine specimen acceptability, and process biological specimens for analysis.
(lab practical / clinical evaluation, employer surveys)
2. Perform analytical tests on body fluids, cells and products with accuracy and precision.
(lab practicals/ clinical evaluation)
3. Prepare and select necessary reagents, controls, and instruments used in routine procedures.
(lab practicals / clinical evaluation)
4. Describe the principle of basic laboratory procedures.

(lecture exams/ clinical evaluation/ certification exam)

5. Recognize factors that affect procedures and results and take appropriate action within predetermined limits when corrections are indicated.
(lecture exams/clinical evaluation/certification exam, employer surveys)
6. Perform new procedures and techniques using acquired skills and basic scientific principles.
(clinical evaluation, employer surveys)
7. Identify normal and abnormal results and relate laboratory findings to common disease processes and treatment. (lecture exams/ clinical evaluation/ certification exam, employer surveys)
8. Perform and monitor quality control. Take appropriate measures when quality control is not within predetermined limits. Describe means of assessing quality assurance.
(clinical evaluation/ certification exam, employer surveys)
9. Associate laboratory findings, clinical data, quality control data and other lab data to assess test results and procedures. (clinical evaluation / certification exam, employer surveys)
10. Calculate results from supplied and/or obtained data. (lecture exams/ clinical evaluation/ certification exam)
11. Following instruction, the graduate should be able to perform preventative and corrective maintenance of equipment and instruments or refer to appropriate source for repairs.
(clinical evaluation, employer surveys)
12. Demonstrate professional and ethical conduct and interpersonal communication skills with patients, laboratory personnel, and other health care professionals, and with the public.
(clinical evaluation, employer surveys)
13. Recognize the responsibilities of other laboratory and health care personnel and interact with them with respect for their jobs and patient care. (clinical evaluation, employer surveys)
14. Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence.
(voluntary attendance of seminars and clinical laboratory conventions and demonstrating other means of staying current in the field, employer surveys, membership in professional organizations.)
15. Adheres to appropriate safety and infection control policies and procedures.
(Exams, student lab, clinical, employer surveys)
16. Describe rules and regulations of clinical laboratory enforcement agencies.
(Exams)

- 17 Demonstrate or describe the process of data analysis and transfer using laboratory information systems. (clinical evaluation)
- 18 Explain and demonstrate technical procedures and policies to students, lab personnel, or other health care workers. (student lab, employer surveys)
- 19 Organize and prioritize work. Work under pressure of time and work volume, without sacrificing accuracy. (clinicals, employer surveys)

Reviewed and approved by MLT Advisory Committee April 13, 2018

A.A.S. MEDICAL LABORATORY TECHNOLOGY CURRICULUM

The two-year curriculum in Medical Laboratory Technology leads to an Associate in Applied Science degree designed to prepare graduates for employment as a medical laboratory technician in a clinical laboratory upon completion of a national certification exam. Students who have completed many of the general education courses on the degree plan may be accelerated through the program. Students unable to attend full-time may be accommodated.

The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) located at 5600 N. River Road Suite 720, Rosemont, IL 60018. NAACLS phone number is (733)714-8880. Graduates of the program are eligible to take the following national certification examinations for medical laboratory technicians: American Society of Clinical Pathology (ASCP), or American Medical Technologist (AMT).

A flip classroom approach to this program has been instated to allow for more virtual learning and less travel time is required. Except for Clinical I & II, and Advanced Topics; all classes are offered once per year, either fall, spring or summer. **All core classes** must be completed to be eligible to take the advanced topics course (MLAB 2238).

Prerequisites

MATH 1314	College Algebra	3 credits
ENGL 1301	Composition	3 credits
BIOL 2401*	Anatomy & Physiology I	4 credits
BIOL 2402*	Anatomy & Physiology II	4 credits
CHEM 1405*	Intro to Chemistry	4 credits
CHEM 1411*	General Chemistry	4 credits

***Only one of these science courses needs to be completed to apply**

Fall Courses

MLAB 1201	Intro to Clinical Lab Science	
MLAB 1211	Urinalysis & Body Fluids	
MLAB 1235H	Immunology/Serology	
MLAB 2434	Clinical Microbiology	
MLAB 2431	Immunohematology	

MLAB 1360	Clinical I	
MLAB 2360	Clinical II	
MLAB 2238*	Advanced Topics	

*All core classes must be completed to take this course

Spring Courses

MLAB 1415	Hematology	
MLAB 1227	Coagulation	
PLAB 1223	Phlebotomy	
MLAB 1231	Parasitology/Mycology	
MLAB 2401	Clinical Chemistry	
MLAB 1360	Clinical I	
MLAB 2360	Clinical II	
MLAB 2238 *	Advanced Topics	

*All core classes must be completed to take this course

Summer Courses

MLAB 1360	Clinical I	
MLAB 2360	Clinical II	

The following is an example of recommended core courses that are required to graduate with an AAS in Medical Laboratory Technology.

FRESHMAN YEAR

FALL

MLAB 1201	Intro to Clinical Lab Science	2 credits
MLAB 1211	Urinalysis & Body Fluids	2 credits
MLAB 1235H	Immunology/Serology	2 credits
Science Credit		4 credits
Humanities/Fine Arts Elective		3 credits
		13 credit hours

SPRING

MLAB 1415	Hematology	4 credits
MLAB 1227	Coagulation	2 credits
PLAB 1223	Phlebotomy	2 credits
Science Credit		4 credits
		12 Credits

SUMMER SESSION

MLAB 1360	Clinical I	3 Credits
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SOPHOMORE YEAR

FALL

MLAB 2434	Clinical Microbiology	4 Credits
MLAB 2431	Immunohematology	4 Credits
Social/Behavioral Science Elective		3 Credits
		11 Credits

SPRING

MLAB 2401	Clinical Chemistry	4 Credits
MLAB 1231	Parasitology/Mycology	2 Credits
MLAB 2360	Clinical II	3 Credits
MLAB 2238	Advanced Topics	2 Credits
		11 Credits

Updated 3/11/2025

MLT TEXTBOOK LIST 2025

FALL SEMESTER

***Note: All courses require the following book. This book is usually purchased as part of the Intro to Clinical Lab Science Course, however, if a student starts the program with another course this book must be obtained.**

- Clinical Laboratory Science Review: A Bottom Line Approach, by Therio and Jareau, Louisiana State University Medical Center Foundation, 6th edition
ISBN-13: 978-0967043449

MLAB 1201 INTRODUCTION TO CLINICAL LAB

MLAB 1311 URINALYSIS AND BODY FLUIDS

- Urinalysis and Body Fluids, 7th ed., by Strasinger and Di Lorenzo, F.A. Davis Publishers, ISBN-13: 978-0-8036-7582-7

MLAB 1235 IMMUNOLOGY/ SEROLOGY

- Clinical Immunology and Serology 5th ed, Stevens, F.A. Davis publishers
ISBN-13: 978-0-8036-9440-8

MLAB 2431 IMMUNOHEMATOLOGY

- Basic & Applied Concepts of Blood Banking and Transfusion Practices, 5th ed.
ISBN: 9780323697392

MLAB 2334 CLINICAL MICROBIOLOGY

- Introduction to Diagnostic Microbiology for the Laboratory Sciences, 2nd ed., by Delost, Jones & Bartlett Learning, ISBN 9781284199734

MLAB 1360 & 2360 Clinical 1 & II

- Trajecsyst \$50/\$100

NOTE:

Revised: 3/28/2024

**MLT TEXTBOOK LIST
2026
SPRING SEMESTER**

MLAB 1415 HEMATOLOGY**MLAB 1227 COAGULATION**

- Hematology in Practice, 3rd ed. ISBN-13: 978-0-8036-6824-9
- Clinical Hematology Atlas, 6th Edition ISBN: 9780323711920
- LabCE White Blood Cell Differential Simulator \$39 (www.labce.com) Navarro College MLT Program (site ID #75763)

PLAB 1223 PHLEBOTOMY

- Blood Collection for Health Professionals: A Short Course, 4th edition, Marjori DiLorenzo ISBN-13: 978-1-7196-4599-7

MLAB 2401 CLINICAL CHEMISTRY

- Clinical Chemistry: Principles, Techniques, and Correlations, 9th Ed., by Bishop & Fody, Jones & Bartlett Learning ISBN: 9781284238860

MLAB 2238 ADVANCED TOPICS

- Board of Certification Review Guide, 7th ASCP Press, ISBN: 978-0-89189-6609 (Optional)
- LabCE Exam Simulator \$99 (www.labce.com) Navarro College MLT Program (site ID #75763)

NOTE:

Revised: 3/28/2024

**NAVARRO COLLEGE
MEDICAL LABORATORY TECHNOLOGY
CLINICAL AFFILIATES**

2025-2026

Navarro Regional Hospital
3201 W. Highway 22
Corsicana, TX 75110

Hill Regional Hospital
101 Circle Dr.
Hillsboro, TX 76645

Palestine Regional Medical
Center
2900 S. Loop 256
Palestine, TX 75801

Parkview Regional Hospital
312 E. Mundale
Mexia, TX 76667

Limestone Medical Center
701 McClintic
Groesbeck, TX 76642

Lakeland Medical Associates
117 Medical Circle
Athens, TX 75751

Freestone Medical Center
Fairfield
125 Newmar
Fairfield, TX 75840

Ennis Regional Medical
Center
2201 W. Lampases
Ennis, TX 75119

UT Heath Cedar Creek Lake
100 Municipal Drive # 490
Gun Barrel, TX 75154

Crescent Regional Hospital
2600 W. Pleasant Run Rd.
Lancaster, Tx 75146

Baylor Scott and White
Medical Center Waxahachie
2400 N I-35
Waxahachie, TX 75165

Methodist Midlothian Medical
Center
1201 E Highway 287
Midlothian, Tx 76065

Texas Health Resources

AHS East Texas Health
System, LLC, d/b/a UT Health
East Texas

Lab Corp- Dallas
7777 Forest Lane C350
Dallas, Tx 75230

North Texas Division, Inc

Texas Health Resources Participating Facilities	
Texas Health Harris Methodist Hospital Fort Worth d/b/a/Texas Health Ben Hogan Sports Medicine	Texas Health Presbyterian Hospital Allen
Texas Health Arlington Memorial Hospital	Texas Health Presbyterian Hospital Dallas
Texas Health Harris Methodist Hospital Alliance	Texas Health Presbyterians Hospital Denton
Texas Health Harris Methodist Hospital Azle	Texas Health Presbyterian Hospital Plano (including Texas Health Prosper)
Texas Health Harris Methodist Hospital Cleburne	Texas Health Seay Behavioral Health Hospital Plano
Texas Health Harris Methodist Hospital Fort Worth (including Texas Health Burleson)	Texas Health Springwood Behavior Health Hospital HEB
Texas Health Harris Methodist Hospital Hurst-Euless-Bedford	Texas Health Harris Methodist Stephenville
Texas Health Harris Methodist Southwest Fort Worth (including Texas Health Clear Fork)	

AHS East Texas	
UT Health Athens	UT Health East Texas Behavioral Health Center
UT Health Carthage	UT Health Jacksonville
UT Health Pittsburg	UT Health Quitman
UT Health East Texas Rehabilitation Hospital	UT Health East Texas Specialty Hospital
UT Health Tyler	UT Health Henderson

North Texas Division, Inc Hospitals		
Medical City Alliance	Medical City Denton	Medical City Green Oaks Hospital
Medical City Las Colinas	Medical City Arlington	Medical City Lewisville
Medical City McKinney	Medical City Plano	Medical City Frisco
Medical City Dallas Hospital	Medical City North Hills	Medical City Fort Worth
Medical City Weatherford	Medical City Decatur	Rapides Regional Medical Center

MEDICAL LABORATORY TECHNOLOGY POLICIES

Admission policy

Students interested in the Medical Laboratory Technology program submit the MLT Program application to the program director with transcripts of completed courses. Applicants are ranked for admission based on the following: Texas Success Initiative scores, completion of science and other courses on the degree plan, grades achieved in courses, GPA, employment in a clinical laboratory or phlebotomy course completion.

Students are accepted into the MLT program during the fall semester. Students who have completed many of the general education courses may be admitted for the Spring semester if space is available in the program. Students who have completed many of the general education courses on the degree plan may be accelerated through the program. Students unable to attend full-time may be accommodated.

Drug Screen, Criminal Background Check, & Basic Life Support

Medical Laboratory Technology students should have a clear criminal record and must be drug free. This is required by the clinical facilities. Documentation of a clear background check is to be submitted by the student. Background checks are done through CastleBranch at a cost of **about \$38.00**

All students in the MLT program must submit to a random 10-panel drug screen. The time and date is arranged by the program director. All screenings will be performed by a Navarro College-approved facility. The cost of the screen is **usually between \$35- \$60**. The Medical Review Officer (MRO) will review all non-negative (positive) screening results and make a final decision about a non-negative drug screen. An additional fee may be required for this process. Students who receive a non-negative drug screen will not be eligible to continue the MLT program.

Basic life support (BLS) training is also required by many clinical sites. Arrangements may be made by the program director for the class to take the course. The cost is **about \$85.00**.

Additional drug screening may be required by the Program Chair or clinical facility. Cost for additional screening **will be** borne by the students at a college-approved facility.

Individual clinical sites may require additional immunizations, or other additional information. Students must provide required documentation for clinicals.

Students authorize the MLT program to furnish the clinical site(s) the information they request. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies and faxes of such documents, if requested.

Students sign a form releasing the MLT program and Navarro College from any liability or damage which may or could result from furnishing the information requested above or from any subsequent use of such information in determining the ability of a student to perform clinicals.

Essential Functions of the Profession

Students admitted to the program must be able to perform procedures that require the essential functions of the profession. The inability to perform these functions will likely result in the inability to meet the competencies of the program, and therefore the inability to complete the

program. A copy of the Essential Functions is part of the MLT Application document. Applicants sign the application and indicate that they are able to meet the essential functions of the program.

Immunization policy

All students must provide proof of current immunizations as described by the Texas Department of Health and the clinical site prior to clinicals. Proof of immunization must be provided by the date specified by the instructor, or the student will be unable to advance through the program.

Personal health insurance policy

Due to the possibility of exposure to infectious agents, **STUDENTS ARE STRONGLY URGED TO CARRY A PERSONAL HEALTH INSURANCE POLICY.** It is likely that personal health insurance might be required during the clinical portion of the program.

Disabilities or Handicaps

Students with Disabilities: Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Any student with a physical, learning, emotional and/or mental disability who may require reasonable accommodations in order to meet course requirements should contact the Navarro College Disability Services Office (NCDSO) as soon as possible, ideally within the first week of class and complete the application/documentation process. Accommodations must be approved before they can be provided. Please note accommodations are not retro-active. Contact the NCDSO, at 903-875-7377.

See the [Navarro College Catalog](#) and the [Navarro College Student Handbook](#) for institutional information on the Americans with Disabilities Act (ADA).

Student lab

Students are expected to report to laboratory on time and prepared to work. Laboratory times may encompass more than one subject matter (i.e.: Intro & Urinalysis, or Phlebotomy & Hematology). All chapter assignments should be done before laboratory so the students have some understanding of what is being performed in the laboratory. Labs will not be reset, and a grade of zero will be entered for all days the student misses.

If more than 3 laboratory days are missed the student will fail lab, resulting in a failing grade in the course.

During student labs, students will be assigned specific equipment for which they will be responsible. Should equipment be abused, broken, or lost the student will be required to pay the replacement cost.

Students are required to provide and wear gloves, eye protectors, and lab coats for labs. Gloves, lab coats and eye protection must be worn when using hazardous chemicals and when working with biological fluids and other infectious materials. Eye protection must be worn when the possibility of aerosols or splattering of biological fluids and other infectious material may occur. Closed-toed shoes are required. Long hair must be tied back. Excessive jewelry should not be worn. Students are strongly advised not to wear contact lenses in the laboratory when using chemicals. Contact lenses, especially soft ones, can absorb certain solvents and constitute a hazard in the event of splashes or spills. They concentrate caustic material against the cornea.

Eating, smoking, applying cosmetics, and placing objects in the mouth are not allowed in the student lab classroom.

Safety

Navarro College and the MLT program provide a safe environment for students. Students use personal protective equipment (PPE) when working with biohazard specimens and chemicals. They are taught proper handling and disposal of biohazard material and chemicals and proper use of safety equipment. The Navarro College student handbook provides information about safety and security on campus.

Change of name or address

Students are expected to keep the MLT department fully apprised of correct name and mailing address. The MLT department must have the ability to contact the student while in the program.

Attendance

Regular attendance and punctual arrival are required for all classes and clinicals. Students are responsible for all material that is presented and all class work, whether they are present or absent. All work that is missed must be made up and turned in by the next class, unless other arrangements have been made with the instructor. It is the student's responsibility to make arrangements to complete the work. Work not made up in the required time will be given a grade of "0". Because of the difficulty in setting up labs and lab practical exams, in most cases they cannot be made up and a grade of "0" will be recorded. The course syllabi and/or handout will specify attendance requirement for the course. Students may be dropped from a course (and the MLT program) due to excessive absences and tardiness.

Grades

A grade of "C" or higher must be obtained in all courses in order to proceed through the program. A grade of 75 or higher is required in the MLAB/PLAB courses. The grade scale for MLAB/PLAB courses is: A=90 – 100, B= 80-89, C=75-79, D=60-74. F= grade less than 60.

Student Dismissals

Navarro College reserves the right to remove any student from the program whose health, conduct, behavior, scholastic standing, inability to perform competencies of the program, or inability to perform essential functions of the program (this includes classroom and clinical practice) is such that it is inadvisable for the student to remain in the MLT program. Some causes for dismissal include:

- 1. If a student receives a grade below a "C" (75) in two MLAB/PLAB courses in the curriculum, the student will not be able to continue in the program. In most cases withdrawing from a MLAB/PLAB courses has the same consequence as receiving a grade below "C".** See the Navarro College Student Handbook for the policy on scholastic probation/suspension.
- 2. Students may reapply for readmission.** Readmitted students who have been out for more than one semester are required to repeat the MLAB/PLAB courses

previously taken (even though they received a passing grade) or demonstrate ability to meet course objectives and competencies. Additional conditions may apply for readmission.

Dismissal, probation, or suspension:

- a. Revealing the details of professional services rendered or confidences of a patient to the public.
- b. Falsification of assignments, clinical records or reports.
- c. Altering existing records or reports.
- d. Use of procedures or shortcuts that are not advocated in departmental manuals, procedures, or student objectives.
- e. Performing duties with a physical or mental impairment that could result in harm to the student, other students, the patient or other health care personnel.
- f. Failure to adhere to established rules and procedures of the college or its clinical affiliates.
- g. Willful damage, destruction, or theft of property.
- h. Failure to maintain satisfactory working relationships with patients, supervisors, or colleagues.
- i. Cheating on examinations, lab work, or assignments.
- j. Maligning a patient, health care provider, or colleagues to the public.
- k. Verbally or physically abusing a student, patient or health care worker.
- l. Failure to maintain scholastic requirements.
- m. Failure to abide by safety standards set by the department and clinical facilities.
- n. Failure to abide by the attendance policies.
- o. Inability to accurately perform laboratory procedures in a timely manner in the student lab or clinical lab.

Students should read the policies on program of study dismissal in the Navarro College Student Handbook for additional information.

Academic Integrity

Students are expected to do their own work and earn their own grades (this includes daily assignments and lab work). Academic dishonesty will be met with severe penalties and likely lead to failure in a course and dismissal from the program.

To ensure scholastic integrity for the good of all, students are asked to police themselves through the Honor System and to notify the instructor if they are aware that a fellow student is cheating. Students should read the Navarro College Student Handbook for policies on academic integrity.

Students are expected to do their own work and earn their own grades (this includes daily assignments and lab work). Academic dishonesty will be met with severe penalties and likely lead to failure in a course and dismissal from the program. Refer to the MLT Student Handbook for more information about academic integrity and dismissal from the program.

To ensure scholastic integrity for the good of all, students are asked to police themselves through the Honor System and to notify the instructor if they are aware that a fellow student is cheating.

Testing

To ensure quality education and equality to all students in the MLT program, the following special conditions will apply during

In class testing:

- a. The instructor controls the option of seating arrangement, movement, leaving the room, and stopping an exam for violation of the honesty policy.
- b. All books, papers, notebooks, and personal belongings (including cell phones) will be placed at a designated area during testing. Cell phones must be silenced at all times during the exam and during class (including labs).
- c. Any information found on, or in the immediate vicinity of an individual during a testing situation will be grounds for termination of the testing. A grade of zero will be recorded and averaged into the final grade. Academic dishonesty will be met with severe penalties and can lead to failure in a course and dismissal from the program.
- d. Any verbal or nonverbal communication between students during a testing situation may be grounds for termination of the testing. A grade of zero will be recorded and averaged into the final grade.
- e. Should a student need to communicate with the instructor, he or she should remain seated and raise his/her hand.
- f. Infractions of the honesty policy may be grounds for dismissal from the program.

Online (Canvas/Lockdown browser) Testing:

- a. Lockdown browser will require a computer and webcam.
- b. The webcam cannot be in a laptop, it needs to be separate to accommodate for a view that includes:
 - a. Students face
 - b. Keyboard
 - c. Hands
 - d. General desktop (or surface surrounding computer and keyboard) while the test is being taken.
- c. Eyes should be in the general area of forward facing on the screen.
- d. All books, papers, notebooks, and personal belongings (including cell phones) will be placed at a designated area during testing. Cell phones must be on silent, at all times, during the exam.
- e. No electronic devices other than the computer should be on and making noise during the exam.
- f. No other individuals should be in the room while the exam is being taken (children, family members and animals that walk in unintentionally will not cause a penalty unless they are helping you answer questions).
- g. If the instructor suspects dishonesty in the online format:
 - a. The student will no longer be allowed to use lockdown browser for the duration of the program from home.

- b. The student will be asked to repeat a test on the same subject matter (not the same exact exam) in person proctored by the instructor or at a proctored testing center.
- c. Academic dishonesty found on the Final will result in a zero recorded, and failure (“F”) in the class
- d. Infractions of the honesty policy may be grounds for dismissal from the program.

Computer Lab Testing in person

- a. The instructor controls the option of seating arrangement, movement, leaving the room, and stopping an exam for violation of the honesty policy.
- b. All books, papers, notebooks, and personal belongings (including cell phones) will be placed at a designated area during testing. Cell phones must be silenced at all times during the exam and during class (including labs).
- c. Any information found on, or in the immediate vicinity of an individual during a testing situation will be grounds for termination of the testing. A grade of zero will be recorded and averaged into the final grade. Academic dishonesty will be met with severe penalties and can lead to failure in a course and dismissal from the program.
- d. Any verbal or nonverbal communication between students during a testing situation may be grounds for termination of the testing. A grade of zero will be recorded and averaged into the final grade.
- e. Should a student need to communicate with the instructor, he or she should remain seated and raise his/her hand.
- f. Infractions of the honesty policy may be grounds for dismissal from the program.

Accident or Injury policy

If a student has an injury involving body fluids while in the student laboratory, the instructor and MLT Program Chair MUST be notified immediately. If injury occurs in the clinical setting, the clinical site laboratory supervisor (director) MUST be immediately notified. Cleaning and follow-up procedures should be followed. MLT Program Director MUST be notified within 24 hours to discuss the incident. Established procedures outlined in the MLT Incident Occurrence Follow-up form should be followed. The Navarro College MLT Incident Follow-up form (included in the student handbook) should be completed and given to the MLT Program Director.

If the injury involves possible exposure to infectious material (through cuts, splashes, needle sticks, etc.), laboratory tests and immunizations may be required. Testing and immunizations can be performed by the student's personal health care provider.

The student is responsible for ALL expenses related to medical assessment and treatment for the accident or injury. Navarro College and the clinical facility are not responsible for any claims for expenses that result from an action of a student or a patient in the laboratory or clinical setting.

Health Services

Students in need of health services can contact their private physician, a convenient care center, or nearest emergency facility.

Books

Books for the MLT courses are to be used to supplement the course content and to be used as a reference tool during clinicals, the advanced topics course, and after graduation. Students are required to retain books used for MLT courses until completion of the program. Students are strongly urged to keep all of their books after graduation. Books will be a great help to the graduate while working in the lab.

The bookstore has a list of books required for each course. Students can request a copy of the book list from the Program Director. The Carl Perkins Career Center provides a textbook loan program. Students should complete the application for book loans to request books. Only a limited number of books are available, so apply early. Books on loan are to be returned at the end of the semester. Bring required text to the first class. The book list may include other books that are suggested, but not required. It is up to the student to decide if they want to purchase the additional books. These can be purchased at any time.

Carl Perkins CTE Success Center

MLT students can apply for funds for childcare and transportation through the Carl Perkins CTE Success Center. Funds are limited, so apply early.

Service Work Policy

Students may not be substituted for regular staff during student clinical experience. Clinical affiliates may employ students to work at their facility; however, any service work by students in clinical settings outside of academic hours is non-compulsory. Hours of employment are NOT included as part of the clinical course hours. Student liability insurance does not cover the students during the non-clinical hours.

The exception would be a situation in which a clinical affiliate provides financial assistance to the student during the clinical course. This assistance would not be in exchange for work. The clinical experience would continue to concentrate on the stated objectives of the clinical course.

Teach Out Plan

When the decision is made to close an educational program, Navarro College will make a good faith effort to assist affected students so that they experience a minimal amount of disruption in the pursuit of their course of study or professional career. Individuals will 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 programs will be advised by faculty or advisors regarding suitable options including transfer to comparable programs.

Student/ Instructor Conflict Resolution/Grievance

In the event of a student/instructor conflict, the student should refer to the current [Navarro College Student Handbook](#) for the steps to be taken to resolve the issue.

Grade Challenge Policy

See the [Navarro College Catalog](#).

Student Appeals regarding disciplinary action

See the [Navarro College Student Handbook](#).

Graduation

A student who has satisfactorily completed all academic requirements and who has been recommended by the facility will be awarded the Associate Degree in Applied Science in Medical Laboratory Technology. Granting a degree in Medical Laboratory Technology is not contingent upon the student's passing any type of external certification or licensure exam. Requirements for graduation include the following:

- ✓ The student must complete the academic requirements listed on his/her curriculum outline including completion of all required courses in the curriculum. All courses must have a grade of "C" or higher.
- ✓ The student has complied with all legal and financial obligations of Navarro College.
- ✓ The student has followed all procedures outlined in the catalog regarding applying for graduation.
- ✓ To participate in the graduation exercise, the student must submit an application for graduation to the Registrar's Office no later than the date published in the calendar.

National Certification

The MLT graduate will be eligible to take the national certification examination in Medical Laboratory Technology administered by the American Society of Clinical Pathology (ASCP).

Phlebotomy Consent

Students sign an "Informed Consent and Waiver" for phlebotomy training. Your signature indicates that you are authorizing and giving your permission to the Navarro College's Medical Laboratory Technology Program students and/or instructors to perform capillary punctures and venipuncture for the purpose of obtaining blood and providing phlebotomy experience and skills. Possible risks in phlebotomy procedures may occur and include infection, bruising, fainting, nerve damage, discomfort, and others. Your signature indicates that you are aware of the possible risks and discomforts and hereby waive any and all claims for any and all damages which may result as a consequence of participation in phlebotomy procedures. You agree to NOT hold Navarro College and Navarro College's Medical Laboratory Technology Program, clinical sites, and any of its agents or employees responsible for any damages arising from the phlebotomy procedures or any side effects which may occur.

Advanced Placement/ Credit for work experience

Students with previous educational or work experience that would provide them with competencies required of graduates may petition for the opportunity to demonstrate proficiency and knowledge in that area (through testing and or practical) provided an instrument is in place for determining such proficiency and knowledge.

Transfer credit for MLT courses

Students transferring to Navarro College from other institutions of higher education must turn in official transcripts from all U.S. (and U.S. territories) institutions attended, to the Registrar's Office. Transcripts must be no older than three years from the date the transcript was printed to comply with the state records and retention law, established by the Texas State Library and

Archives Commission. Students seeking admission after having not attended for a year or longer must also submit a new application.

Transfer of Medical Laboratory Technology program courses will be determined by the MLT program. Submit a syllabus of the course along with an official transcript. The program may require demonstration of course competencies by testing and/ or practical prior to receiving credit for the course.

Counseling and Guidance:

The MLT Program Director works with the students to plan courses taken each semester. The Program Director provides guidance to students with low grades or students who are not meeting the competencies of the program. When necessary, students are directed to a licensed counselor. Students receive advising and guidance through the program while maintaining confidentiality and impartiality. Student records are maintained in a file cabinet in the Program Director's office.

Licensed counselors are a significant part of the Student Support Services program. They provide personal as well as academic counseling, make referrals, and assist students in career planning. The Carl Perkins CTE Success Center provides services that include textbook loans, childcare scholarships, and clinical site travel monies for qualified students, as well as personal and career counseling. Other services provided by the Carl Perkins CTE Success Center include skills for interviewing techniques, and methods of securing job interviews.

Student Financial Aid Services

The Student Financial Aid Office provides information and application forms for financial assistance including scholarships available through the Navarro College Foundation.

Policy of Non-discrimination

Navarro College is committed to providing a safe and nondiscriminatory employment and educational environment. The College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age veteran status, or other status protected by the law in its programs or activities or in the context of employment. Inquiries regarding non-discrimination may be directed to the Title IX Coordinator or the Section 504/ADA Title II Coordinator at 3200 W. 7th Ave, Corsicana, TX 75110 or 1-800-NAVARRO.

Students should read the [Navarro College Student Handbook](#) and the [Navarro College Catalog](#) for additional information on college policies.

Revised: 3/1/2020

**NAVARRO COLLEGE
MEDICAL LABORATORY TECHNOLOGY
HEALTH AND FUNCTIONAL REQUIREMENTS**

GENERAL REQUIREMENTS

See Essential Functions of the Profession.

HEPATITIS B RISK INFORMATION

Specimens used in student labs and specimens encountered during clinicals may contain potentially infectious materials. Due to this, students are at risk of acquiring hepatitis B virus (HBV) infection, and infection from other bloodborne pathogens. Prior to clinicals, students must be immunized for hepatitis B virus or demonstrate immunization. The vaccination procedure includes 3 intramuscular injections of Hepatitis B vaccine. Occasionally the desired level of antibodies against hepatitis B virus may not be acquired with the first series of vaccinations, and that additional vaccinations may be needed to achieve immunity. In some cases the desired level of antibodies are not achieved even with repeated series of vaccinations.

It is the student's responsibility to complete the series of three injections as recommended.

Certain risks are involved in this vaccine including:

- a. hypersensitivity to components in the vaccine
- b. soreness and redness at injection site
- c. low grade fever with first 48 hours following vaccination
- d. rarely: malaise, fatigue, headache, nausea, dizziness, myalgia, arthralgia or indurations at injection sight

Revised: 4/11/11

IMMUNIZATION REQUIREMENTS

A. Due to the nature of the learning experience and assignments, all MLT students must prove documentation of current immunization status for the following diseases:

Required

MMR (Measles, Mumps, Rubella) – a series of 2 vaccinations

Hepatitis B vaccine – a series of 3 vaccinations

Tetanus vaccine - current within the last 10 years

Varicella –completion of vaccination series (2 immunizations) or evidence of having had the disease

Tuberculin (TB) skin test must remain current for the duration of the program. TB skin tests are valid for 12 months (possibly 2)

- The following contains additional information about immunizations
- Individual clinical sites may require additional immunizations

Influenza – (as required by clinical site)

COVID/SARS- (as required by clinical site)

1. **Measles (Rubeola):** series of two immunizations if born after 1957. Students born since January 1, 1957 must show acceptable evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968. Students born prior to January 1, 1957 must have proof of at least one dose of vaccine due to risk of exposure.
2. **Rubella**
3. **Mumps**
4. **Tetanus/Diphtheria** - within the last 10 years
5. **Tuberculosis (TB) annually**
 - All students must have the results of a negative TB skin test. If a TB skin test is contraindicated due to a previous reaction, the student is required to submit proof of a negative chest x-ray taken within 12 months of entry into the clinical.

Note: A chest x-ray does not preclude a skin test for students who have not experienced a positive or reactive skin test.

6. **Hepatitis B** - series of three immunizations
Students shall receive a complete series of hepatitis vaccine prior to the start of direct patient care or show serologic confirmation of immunity to hepatitis B virus. Immunizations include 3 doses. Initial dose, dose one month later, dose 5 months later. Accelerated immunization plans may be available. Student may be required to receive the accelerated immunization plan for hepatitis B to meet the required immunization deadline.
7. **Varicella (chicken pox)** immunization or evidence of having had disease (titer)
The varicella vaccine is given in **two doses**. A child should have the first shot at ages **12-18 months**. The second shot should be given at ages 4-6 years. Older children and adults should have two shots, with four to eight weeks between the first and second shot.
8. **Influenza-** Many clinical sites require a yearly flu shot
9. **COVID/SARS-** Many clinical sites are now requiring students and employees to vaccinated
10. Students enrolled in health-related courses are encouraged to ascertain that they are immune to poliomyelitis

Note: Navarro College does not require students to be vaccinated for COVID, however, if the clinical affiliate does and there are no other clinical options, students may not be able to complete the requirements to finish the program.

- B. Immunization requirements are based upon requirements from the Texas Department of Health and requirements of clinical agencies. Additional immunizations or proof of immunity may be required by the clinical facilities. Students must meet all requirements of the clinical facility.
- C. Immunization requirements must be met prior to beginning of patient contact. **Students must provide documentation of immunization by the date specified by the program.**

Students who fail to provide appropriate documentation by the time specified by the program may be dismissed from the program.

- D. Appropriate documentation includes the following:
Health care provider Validated History of Disease

Laboratory (Serological) Evidence of Immunity

Note: Students may provide appropriate laboratory serum titer levels to document immunity or provide a health care provider validated history of measles (rubeola), mumps, rubella, and hepatitis B.

Official Immunization Record (Card)

Documentation by an approved health official of Immunizations on MLT immunization form.

- E. Exclusion from compliance

Student must present a statement signed by the student's health care provider, duly registered and licensed to practice medicine in the US, who has examined the student, in which it is stated that, in the health care provider's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the students or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the health care provider.

Exclusion from compliance can be achieved by contacting TDH Bureau of Immunization and Pharmacy Support 1100 West 49th St. Austin, TX 78756.

Revised 3/4/2022

CLINICALS

Two clinical courses (MLAB 1360 and MLAB 2360) are provided as part of coursework of the Medical Laboratory Technology program. These courses provide the opportunity to obtain laboratory experience in a clinical laboratory setting. The clinical courses will be taken at one of the hospitals or clinic laboratories with which the program has a clinical agreement. A current list of these facilities is included in the Student Policy Handbook. Some of the clinical affiliates are unable to take students during certain times of the year. Therefore, the appearance of the name of a clinical affiliate on the list does not indicate that they are available to take students each semester. The MLT Program Chair will make the clinical assignments. Most of the clinical affiliates are located within 75 miles of Corsicana.

If at any time the faculty feels it is inadvisable to place a student in a clinical due to conduct, behavior, academic standing, failure to meet some of the essential functions of the MLT program, or anything that would seriously question whether the student would be able to succeed in the clinical, the student will be withheld from placement. The student may also be removed from the clinical for any of the above reasons at any time as well as due to excess absences and tardiness in clinicals. Students who are unable to meet the requirements of the clinical will be unable to proceed through the MLT curriculum.

The student is responsible for transportation to the facilities. Students may be assigned to clinical sites up to 75 miles each way. The student is liable for his/her own safety in traveling to and from the clinical sites and must pay all costs associated with travel to the clinical site.

It is the student's responsibility to receive appropriate treatment should exposure to a possible infectious agent or injury occur. This includes all costs involved. The student must notify the clinical instructor immediately (and should follow recommended procedures), notify the program chair and deliver the completed occurrence form to the program chair. Health insurance is strongly advised.

Students are to be familiar with the policies of the clinical site and abide by all policies and procedures. **Failure to do so can result in removal from the clinical course.** Students are to behave professionally at all times. Cell phone use is not permitted during clinical hours. Students do not work unsupervised during clinicals but may be able to perform testing with supervision and according to the policies of the clinical site.

Service Work Policy: Clinical affiliates may employ students to work at their facility. Service work by students is noncompulsory outside of class hours. Students are never used as staff replacements. However, these hours of employment are NOT included as part of the Clinical I or Clinical II courses. Student liability insurance does not cover the students during the non-clinical hours at the clinical facility.

The exception would be a situation in which a clinical affiliate provided financial assistance to an MLT student during their clinical I or II. This assistance would not be in exchange for work. The clinical experience would continue to concentrate on the stated objectives of the clinical I and clinical II courses.

Students who begin clinicals with prior experience may be evaluated for that experience and the clinical time reduced.

PARTICIPATION IN CLINICALS:

1. In order to participate in the clinical courses, permission must be granted by the program chair.
2. **PLACEMENT INTO A CLINICAL FACILITY IS NOT GUARANTEED** AS THE PROGRAM IS LIMITED TO THE CAPACITY AT ANY GIVEN TIME. The MLT program chair makes the arrangements for placement in a clinical facility. However, if there are not enough clinical sites available, the student will be placed as soon as a site is available. In the event that sufficient clinical sites are not available to accommodate all students wanting to register for clinicals, the selection of students for available sites will be as follows:
 - a Sophomore students requiring clinical to graduate will be placed first.
 - b Students who have completed all other course work offered during the semester would be placed next.
 - c The next criteria for placement selection is based on student participation in the didactic portion of the curriculum to include attendance, completion of assignments in a timely manner, grades, etc.
 - d. Remaining students will randomly be assigned a number and placed by number as sites become available.
3. Successful completion (grade of C or higher) of Introduction to the Clinical Laboratory, Urinalysis and Body Fluids, Immunology/Serology, Hematology, Coagulation, Phlebotomy, and permission of the Clinical Coordinator are required before entering the first clinical course, unless special arrangements have been made by the program director.
4. The second clinical should be taken after completion of all MLT courses or during the semester of the last MLT courses, with approval of the clinical coordinator.
5. Clinical I and Clinical II consist of 288 hours each.
6. The schedule (days of the week and hours of day) will be determined by the clinical facility in which the student does the rotation. Students must contact the clinical supervisor of the facility to which they have been assigned prior to commencing the clinical. This will give the supervisor an opportunity to ask any questions and outline any final preparations before the clinical begins. It also gives the student the opportunity to determine the dress code for the facility.
7. The student must comply with all rules and regulations of the facility. It is the student's responsibility to be informed of the rules, procedures, and dress code of the facility and to abide by the code. Cell phones do not belong in the lab. Only use cell phones during breaks.
8. Dress Code:
 - Wear the MLT student ID (or facility issued ID) to clinicals.
 - Tattoos will be covered
 - Shoes for clinical must be closed and without mesh or holes.
 - False nails will not be worn to clinicals. Check with clinical affiliate concerning the policy on fingernail polish.
 - Scrubs are the accepted attire for clinical. Check with the assigned clinical site for specific dress requirements.

- Students must meet the dress code policies of the clinical site. Clinical sites may require a special color for scrubs. Clothing, shoes, attire, and personal hygiene must be clean and professional.
9. **CONFIDENTIALITY OF PATIENT INFORMATION MUST BE MAINTAINED.** Students will sign a confidentiality form prior to clinicals.
 10. Students must be covered by liability insurance during clinicals. The fee for liability insurance is included in certain courses. If the student is not registered for one of these courses, the liability insurance fee (about \$15.00) must be paid at the business office.
 11. Students must provide proof of required immunizations. A current (within the year) tuberculin skin test is required to participate in clinicals. Some clinical sites may require additional immunizations or lab tests (such as a drug screen and more in-depth criminal background checks) before beginning the clinical. These expenses are to be met by the student unless the facility has made other arrangements.
 12. The clinical courses (MLAB 1360 and 2360) are 3-hour courses. Check with the registrar for the cost of the course. Note that financial aid may not be available for summer courses and clinicals.
 13. As a general rule, the clinical rotation is between the hours of 8 AM and 5 PM Monday through Friday. Occasionally students are asked to be available during other hours to experience laboratory procedures that are not performed during regular clinical hours. If a student is unable to be available during that time, the program may send the student to another site to accomplish the objective.
 14. Student will be required to use Trajsys during the clinical rotation to track time, attendance, tasks and fill out required forms for the clinical site training.

CREDIT FOR COMPLETION OF CLINICAL

1. Three hours of credit are granted for successful completion of the clinical course.
2. A grade of "C" or higher (grade of 75 or higher) must be obtained for each clinical. Excessive absences and/or tardiness, and failure to meet an acceptable score in the major areas of the clinical evaluation may result in an unsatisfactory grade.
3. Each clinical assignment must be completed during the time allotted (unless arrangements have been approved by the program chair). Failure to do so will result in failure of the Clinical course.

GOALS OF THE CLINICAL

Successful completion of the clinicals should:

1. Enable the student to demonstrate the ability to perform all phases of laboratory techniques (preanalytical, analytical and post-analytical) with accuracy and precision in a safe and timely manner and to develop laboratory skills in the major areas of the clinical lab.
2. Allow for the reinforcement of the student's theoretical understanding of the laboratory procedures and analytical significance.
3. Enable the student to expand on the body of knowledge of laboratory medicine.
4. Enable the student to enhance his/her understanding of his/her role and responsibilities in the health care team.

POLICY CHANGES

Policies of the program are subject to change at any time. Changes in policies will be approved by appropriate entities, and students will be notified of the change.

Revised 6/26/2018

IMPORTANT CONTACTS

Help Desk: GOOCH OneStop Service Desk, Room 110

3200 W. 7th Avenue
Corsicana, Texas 75110
Phone: 903.875.7416
Email: servicedesk@navarrocollege.edu

OneStop Service Desk Hours

Monday – Friday

8:00 a.m – 5:00 p.m.

Guy Featherston Executive Dean of Health Professions and Navarro College - Waxahachie

Work Phone: [972-775-7250](tel:972-775-7250) Work Phone: [972-923-5120](tel:972-923-5120)

Work Email: guy.featherston@navarrocollege.edu

Health Department

- Corsicana Health Department - 618 N Main St. 903-874-6731
For Immunizations.

Convenient Care Clinics:

- Grace Family Clinic 3200 W Hwy 22 Corsicana, TX 75110 (903)875-2188 (across from hospital) - walk in clinic –
Open 8 – 11:30 and 1:30 – 3:30 Cost of visit \$85 – 100 for office visit. (lab work, etc. will be extra).
- Patient Place 401 Hospital Drive, Suite 140 Corsicana, TX 75110 Cost of visit \$75 (lab work, etc. will be extra).

STUDENT ACKNOWLEDGMENT OF POLICIES AND PROCEDURES OF THE MLT PROGRAM

INFORMED CONSENT AND WAIVER PHLEBOTOMY TRAINING

1. I understand that by signing this form I am authorizing and giving my permission to the Navarro College's Medical Laboratory Technology Program students and/or instructors to perform capillary punctures and venipunctures for the purpose of obtaining blood and providing phlebotomy experience and skills.
2. **RISKS**
I have been informed of, and understand that possible risks in phlebotomy procedures may occur and include infection, bruising, fainting, nerve damage, discomfort and others.
3. **WAIVER OF DAMAGES**
My signature on this form indicates that I am aware of the possible risks and discomforts. I hereby waive any and all claims for any and all damages which may result as a consequence of my participation in any phlebotomy procedures. I agree to **NOT** hold Navarro College and Navarro College's Medical Laboratory Technology Program, clinical affiliates, and any of its agents or employees responsible for any damages arising from the phlebotomy procedures or any side effects which may occur.

RELEASE OF INFORMATION FROM BACKGROUND CHECKS AND DRUG SCREENS

I authorize the MLT program chair to furnish the clinical site(s) in which I may be performing Clinicals with the information they request, including background checks and drug screens. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies and faxes of such documents, if requested.

I hereby release Navarro College and Navarro College's Medical Laboratory Technology Program, and any of its agents, employees, and clinical affiliates from any liability or damage which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my ability to perform clinicals.

INTEGRITY

I understand that dishonesty will not be tolerated. In the field of laboratory medicine integrity is a must. Dishonesty (cheating, turning in work that is not your own, falsifying results and information) will result in a grade of "ZERO" for that assignment and possibly a failing grade for the course. A report of the incidence will be placed in the student's file and referred to the MLT Acceptance Committee. Dishonesty is likely to result in the inability to progress through the program.

MLT SAFETY AGREEMENT

I agree to observe all safety rules, posted or not posted, which are required by the instructor or hospital lab. Although there are many hazards present in the medical laboratory, it is possible to make the laboratory a safe working environment. No set of rules can cover all of the hazards that may be present. However, several general rules are listed below.

1. Observe universal precautions and use personal protective equipment when working with body fluids and chemicals.
2. Avoid eating, drinking, smoking, applying cosmetics, or placing objects in mouth.
3. Wear a laboratory jacket or coat, gloves, protective eye wear when working with body fluids or chemicals.
4. Pin long hair away from face and neck to avoid contact with chemicals, equipment, or flames.
5. Wear closed-toe shoes in lab.
6. Do not wear a long chain, bracelets, rings, or other loose, hanging jewelry.
7. Clean work area properly at the end of each period. Disinfect the work area after each lab. Place all biohazard material in proper containers.
8. Wash hands after laboratory procedures and any other time it is necessary. If chemicals or body fluids make contact with skin or mucous membranes, wash immediately, and report it to the instructor.
9. Wipe up spills promptly and appropriately.
10. Avoid tasting any chemicals.
11. Follow manufacturer's instructions for operating equipment.
12. Handle equipment with care.
13. Report any broken, frayed, or exposed electrical wires. Report any conditions which might be hazardous.
14. Properly dispose of broken glassware.
15. Receive a passing grade on assigned medtraining tests relating to safety.

The use of body fluids and microorganisms are required in the instructional process of the Medical Laboratory Technology (MLT) Program. Testing on these specimens are required to achieve the competencies of the program.

In consideration for my participation in the MLT program at Navarro College. I hereby accept all risk to my health and/or injury to my person, or my death, that may result from participating in training. I hereby release The MLT program and Navarro College, its governing board, officers, employees, representatives, and clinical affiliates, from any and all liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including death, that may result from or occur while participating in the MLT program, whether caused by negligence of the institution, its governing board, officers, employees, or representative, or otherwise.

I further agree to indemnify and hold harmless the institution and its governing board, officers, employees, clinical affiliates and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating the program.

I have carefully read this agreement and understand it to be a release of all claims and causes of action for personal injury, or death as well as any damage to my property that occurs while participating in the training and it obligates me to indemnify the parties named for any liability for injury or death of any person and damage to property caused by my negligent or intentional act or omission. I hereby certify that I will be personally responsible for any and all costs of necessary health care services.

STUDENT ACKNOWLEDGMENT

I understand that the contents of this Student Handbook are provided for my information as a student in the Medical Laboratory Technology Program. Any and all items contained herein are subject to change. I am capable of meeting the requirements stated in the Essential Functions of the Program.

By signing this statement, I acknowledge that I have received and read and understand the policies contained in the Navarro College Medical Laboratory Technology Student Handbook, and agree to abide by the policies and procedures of the program, the college, and the clinical sites. I agree to the terms of the phlebotomy consent, MLT program policies, and safety agreement. I am aware of the admission policy of the program, and the policies for progression in the program and completion of the program. I am aware that achieving two grades below a "C" in MLAB/PLAB courses will result in the inability to continue in the program. In most cases withdrawing from a MLAB/PLAB class has the same consequences as receiving a grade below "C". I am aware that a positive drug screen, positive criminal background, dishonesty (academic and otherwise), and disclosure of confidential patient information during clinical could result in removal from the program.

Student Name (Print)

Student Signature

Date

Revised 6/26/2018

**NAVARRO COLLEGE
MEDICAL LABORATORY TECHNOLOGY PROGRAM
IMMUNIZATION FORM**

TO THE EXAMINING HEALTH PROFESSIONAL:

Health care professional documenting immunization _____

(name of student)

PLEASE VERIFY IMMUNIZATIONS, TESTS AND/OR DIAGNOSES FOR THE FOLLOWING:

REQUIRED IMMUNIZATION

		Indicate Dates of each immunization	
MMR (2 immunizations)			
or	Rubella Vaccine		
	Measles (Rubeola)Vaccine (2nd immunization if born after 1957)		
	Mumps		
Diphtheria/Tetanus (adult) (every 10 years)			
Tuberculin test or chest x-ray (yearly)			
Hepatitis B immunization (series of three)			
Varicella immunization or proof of immunity			
Influenza immunization			
COVID/SARS			

Revised: 3/4/2022

NAVARRO COLLEGE
MEDICAL LABORATORY TECHNOLOGY PROGRAM
ESTIMATED PROGRAM COSTS

Freshman Year (Fall) – 16 Hours			
	In District	Out of District	Out of State
Tuition	\$1496	\$2408	\$3400
Program Fees	\$624	\$624	\$624
Additional Student Costs	\$475	\$475	\$475
Total	\$2,595	\$3,507	\$4,499
Freshman Year (Spring) – 15 Hours			
Tuition	\$1406	\$2261	\$3191
Program Fees	\$586	\$ 586	\$ 586
Additional Student Costs	\$370	\$ 370	\$ 370
Estimated Total	\$2,362	\$3,217	\$4,147
Freshman Year (Summer) - 3 Hours			
Tuition	\$326	\$497	\$683
Program Fees	\$110	\$110	\$110
Additional Student Costs	\$253	\$235	\$ 235
Estimated Total	\$671	\$842	\$1078
Sophomore Year (Fall) - 15 Hours			
Tuition	\$1406	\$2261	\$3191
Program Fees	\$ 575	\$ 575	\$ 575
Additional Student Costs	\$ 345	\$ 345	\$ 345
Estimated Total	\$2,326	\$3,181	\$4,111
Sophomore Year (Spring) - 11 hours			
Tuition	\$1046	\$1673	\$2355
Program Fees	\$ 400	\$ 400	\$ 400
Additional Student Costs	\$ 359	\$ 359	\$ 359
Estimated Total	\$1,805	\$2,432	\$3,114
TOTAL ESTIMATED PROGRAM COST	\$9,759	\$13,179	\$16,949

Program Fees			
Health Professions Fee	Lab Fee	Clinical Travel Fee	Insurance Fee
\$35 per credit hour	\$24	\$20	\$13

- Tuition includes institution fees such as building use, technology, general, etc.
- Additional Student Costs are estimated student costs that are purchased at vendors of your own choosing. These costs include textbooks, immunizations, supplies, background check, etc.
- Total Program Costs does not include any pre-requisite tuition or fees that may be required for admittance into the program.