



**MEDICAL TECHNOLOGY DEPARTMENT**

**STUDENT HANDBOOK**

**Fall 2009**

**Armstrong Atlantic State University  
11935 Abercorn Street  
Savannah, GA 31419-1997**

## **Welcome**

On behalf of the faculty of the Medical Technology department, I am pleased to welcome you to an exciting and dynamic profession. It is critically important for you to realize that health care providers and employers require graduates who are not only technically competent but also excellent communicators, critical thinkers, and problem solvers.

Upon successful completion of this program, you will have gained the minimum knowledge, skills, and abilities to function as a competent medical technologist at job entry level. We, the faculty, desire to assist you in becoming a successful medical technologist by enhancing your critical thinking and communication skills. We also want you to be proud of your accomplishments, abilities, and potential and we want to be able to say that we are pleased to have you as a colleague. Our reward is your success.

Dr. Hassan Aziz  
Department Head

## **Educational Compact Between Medical Technology Department Faculty and Students**

The purpose of this compact is to define what the Armstrong Atlantic State University Medical Technology Department faculty and staff and students can reasonably expect from one another to enhance learning productivity. Expectations are divided into 4 areas: Teaching and Learning, Curriculum, Professional Conduct, and Quality of Institutional Life.

### **Teaching and Learning**

Colleges and universities have one thing in common: they exist to promote teaching and learning. Learning is not confined to the classroom, laboratory, and library: Learning is primarily, but not exclusively, a student activity.

Proposition: Students may expect their professors to:

- be knowledgeable about the subject under study and/or direct students to sources of information
- use effective teaching approaches such as holding students to high standards of performance, explaining desired outcomes, and applying fairly and clearly articulated evaluation practices
- be available for consultation

Proposition: Faculty may expect students to:

- prepare for, and attend, classes and structured learning activities
- participate fully in classroom activities
- invest the time and effort demanded by course requirements
- complete assignments in a timely fashion
- behave in a civil, supportive manner toward peers and teachers
- strive to apply what they learn in class to their lives outside the classroom

### **Curriculum**

Proposition: Students may expect the Medical Technology Department to:

- offer a curriculum that provides a coherent intellectual and practical experience
- offer a curriculum which provides exposure to all the major subject areas commonly offered in the modern clinical laboratory
- offer learning experiences to develop entry level competencies of the medical technologist

Proposition: The faculty may expect students to:

- be willing to research answers to questions on their own
- seek advice from faculty and staff who are knowledgeable about specific content areas
- accept the written student outcomes and expected results presented in the MT Student Handbook
- utilize course syllabi and course objectives

## **Professional Conduct**

Faculty and staff members will apply professional ethics and behaviors to teaching and learning and to the practice of healthcare.

Proposition: Students may expect the Medical Technology Department faculty and staff to:

- serve as a role model for ethical and moral behavior
- communicate clearly and fairly apply rules, policies, and practices
- provide programs, services, and facilities as described in program publications

Proposition: The faculty may expect the students to:

- distinguish between actions that are consistent with and those which violate the principles of professional ethics
- behave in a manner consistent with the principles of integrity and ethics

## **Quality of Institutional Life**

Learning is as much a social activity as a solitary endeavor. It best occurs in settings where learners are known by name and respected as individuals, feel comfortable, interact with people from backgrounds different than their own, feel free to take intellectual risks, assume responsibility for their learning and social welfare, and have opportunities to participate in community governance.

Student learning is facilitated when faculty members and students demonstrate mutual respect for each other. In addition, faculty members should have high expectations for student performance, both in and outside the classroom.

Proposition: Students may expect the faculty and staff to:

- have and support diversity within the student body, faculty, and staff consistent with the program's context and educational purpose
- treat them with civility, respect, fairness, and compassion
- guarantee and model free expression through logical and rational conversation
- provide a safe learning environment free from harassment

Proposition: The faculty may expect students to:

- treat each other and faculty and staff with civility, respect, and compassion
- exercise guaranteed freedoms in a responsible manner consistent with the aims and traditions of the academy
- acknowledge the interdependence of the MT Program and the clinical affiliates (e.g. hospitals)
- take responsibility for their learning and collective welfare
- contribute to the quality of life in the program and the surrounding community

**Armstrong Atlantic State University**  
**Department of Medical Technology**

## **Introduction**

This Handbook was prepared to provide you a quick reference to certain department information and policies. You should keep it in an accessible place. Revisions and/or additions will be distributed separately. The statements in this handbook are for information purposes only and should not be construed as the basis of a contract between a student and this Department. While the provisions of this document will generally be applied as stated, the AASU Medical Technology Department reserves the right to change any provision. Also, it is the student's responsibility to be cognizant of AASU policies and procedures in the AASU Catalog and Student Handbook.

## **History**

The Medical Technology Program was established in April 1982. In September 1982, the first class was accepted for enrollment into a "2 + 2" curriculum. In April 1985, the program was granted full accreditation for 5 years (1985-1990) by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association (AMA). The program received continuing accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) for three consecutive periods of seven years (1990-1997, 1997-2004, and 2004-2011).

## **Accreditation**

The Department of Medical Technology at Armstrong Atlantic State University is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Rd. Suite 720, Rosemont, IL 60018-5119, (847)939-3597, (773)714-8880, FAX: (773)714-8886, email: [info@naacls.org](mailto:info@naacls.org), <http://www.naacls.org>

## **Goal**

The overall purpose of the Medical Technology Department is to provide students with a high quality academic and professional environment allowing for the development of their intellectual and manipulative competencies and attainment of professional values and characteristics. Inherent to this purpose is the goal to prepare a competent clinical laboratory general practitioner. Continued assessment of the educational program permits revision to meet professional needs and assure the best in patient care.

## **Objectives**

The Medical Technology Department is designed to assist students in their achievement of job entry-level competencies within the profession and provide a foundation for their future professional goals. Therefore, the program will maintain the necessary resources, qualified faculty and structured educational experience to prepare the program graduate to be able to:

1. Train graduates to integrate theory and practice by effective use of campus laboratories and clinical sites.
2. Prepare graduates who can not only generate data to be used in patient care but also evaluate the validity of that data and assure its reliability before reporting results.

3. Prepare graduates who function as laboratory professionals by respecting the confidentiality of patient information, maintaining neatness in personal habits, work areas, and laboratory reports; performing to the best of their abilities; and assuming responsibility for their conduct as well as their work.
4. Satisfy eligibility requirements to sit for and pass a professional certification examination.
5. Qualify for employment in a variety of settings; i.e., urban or rural hospital laboratories, commercial laboratories, physician office laboratories.
6. Progress within clinical laboratory science to education, supervision, or management positions

### **Student Outcomes and Expected Results**

Based on the vision and guiding principles of the College of Health Professions, the faculty of the Medical Technology program believe that all graduates, in order to achieve the above identified objectives, must exhibit the following student outcomes and expected results. Therefore, various instructional strategies and course requirements will be incorporated into the Medical Technology courses to insure that students obtain the outcomes. For example, in addition to regular written tests, students will be required to complete research papers, give presentations, work in teams to discuss and solve case histories, and use computers, to name a few. Each course will have specified outcomes unique to that content area. Students will be evaluated on these outcomes as a part of the course grade.

#### Student Outcome #1

**The student will demonstrate the knowledge, technical skills, and professional conduct of an entry-level technologist in the field of medical laboratory technology.**

#### Expected Results:

1. The student will demonstrate evidence of understanding the breadth and depth of medical and scientific principles associated with laboratory testing.
2. The student will perform and interpret standard and complex laboratory tests by identifying, organizing, planning, and using necessary resources.
3. The student will exhibit a general comprehension of the many factors that affect health and disease, and recognize the importance of proper test selection, the numerous causes of discrepant test results, and deviation of test results.
4. The student will exhibit an understanding of quality control and assurance, standards of practice, safety and waste management procedures, information management, and management and education theory.
5. The student will exhibit an understanding of conduct benefiting a professional employee which includes but is not limited to; punctuality, respect for patients, peers and supervisors, ethical behavior and accepting responsibility and consequences for one's own actions.

## Student Outcome #2

**The student will demonstrate the ability to think critically and solve problems associated with the practice of medical laboratory technology.**

### Expected Results

1. The student will correlate laboratory data with other laboratory data and pathologic states, determine validity of tests results, and need for additional tests.
2. The student will evaluate laboratory data and methods to determine appropriate decision and/or action.
3. The student will recognize the existence of procedural and technical problems and take corrective action according to predetermined criteria.

## Student Outcome #3

**The student will exhibit effective oral, written, and computerized communication skills as it relates to the delivery of quality health care.**

### Expected Results

1. The student will receive and transmit written information to medical, paramedical, or lay individuals that is clear, concise, and grammatically correct.
2. The student will demonstrate effective individual and group-oriented oral communication skills.
3. The student will demonstrate the ability to acquire, organize, and evaluate information.
4. The student will demonstrate the ability to use computers to process and report information.

## **Essential Functions**

Students enrolling in and graduating from a Medical Technology program must meet the essential function requirements of the academic program and the profession. Essential Functions are the non-academic standards that a student must be able to master to participate successfully in the MT program and become employable. Examples of this program's essential functions are provided below. If you are not sure that you will be able to meet these essential functions, please consult with the Department Head for further information.

### Essential Visual and Observation Skills for Medical Technology

The Medical Technology student must be able to:

- Observe laboratory demonstrations in which biological (i.e., body fluids, culture materials, tissue sections) and cellular specimens are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.

- Characterize the color, odor, clarity, and viscosity of biological samples, reagents, or reaction products.
- Utilize a clinical grade binocular microscope to discriminate between the fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on video monitor.
- Recognize alarms

#### Essential Motor and Mobility Requirements for Medical Technology

The Medical Technology student must be able to:

- Perform laboratory-testing adhering to existing laboratory safety standards.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting and/or standing, over several hours.
- Travel to assigned clinical laboratory Practicum sites.
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Grasp, hold, transport, utilize specimens, reagents, hazardous chemicals and equipment in a safe manner as needed to perform laboratory testing.
- Obtain patient specimens in a timely, safe, and professional manner (e.g. perform phlebotomy).
- Use laboratory equipment (e.g. pipettes, inoculating loops, test tubes) and instruments to perform laboratory procedures according to established laboratory guidelines.
- Use computer keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.
- Troubleshoot and correct basic equipment malfunctions.

#### Essential Communication Requirements for Medical Technology

The Medical Technology student must be able to:

- Read and understand technical and professional materials, (i.e. textbooks, journal articles, handbooks and instruction manuals).
- Follow oral and written instructions independently.
- Clearly instruct patients regarding specimen collection.
- Demonstrate sensitivity, confidentiality and respect when speaking with patients.
- Communicate clearly, accurately and tactfully with faculty members, student colleagues, staff and other health care professionals orally and in a recorded format (writing, typing, graphics, or telecommunications).

## Essential Intellectual Requirements for Medical Technology

The Medical Technology student must be able to:

- Comprehend, measure, calculate, reason, integrate, analyze, evaluate, correlate, problem-solve and compare.
- Recognize abnormal laboratory results (e.g. patient and QC) and take appropriate action.
- Demonstrate critical-thinking and judgment skills appropriate to a given situation.
- Independently prepare papers, prepare laboratory reports, and take paper, computer and laboratory practical examinations.

## Essential Behavioral Requirements for Medical Technology

The Medical Technology student must be able to:

- Organize work and perform multiple tasks within given time constraints and under stressful conditions while maintaining the ability to communicate clearly.
- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively apply knowledge and exercise appropriate judgment.
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e. ambiguous test order, ambivalent test interpretation), emergent demands (i.e. “stat” test order) and distracting environment (i.e., high noise levels, crowding, complex visual stimuli).
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self and nearby individuals.
- Adapt to working with unpleasant biologicals
- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
- Be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept and act on constructive criticism, and look for ways to improve (i.e. participate in enriched educational activities).
- Show respect for individuals of different age, ethnic background, religion, and/or sexual orientation.
- Exercise independent judgment and accept responsibility for own work.

In addition, the student must follow all established policies and procedures of the program and clinical affiliate sites.

## MEDICAL TECHNOLOGY DEPARTMENT

### FACULTY

<b>Department Head:</b>	Hassan Aziz, Ph.D., CLS(NCA) Ph.D., The University of Southern Mississippi M.S., The University of Southern Mississippi B.S., Kuwait University
<b>Medical Director:</b>	J. Ralph Edgar, M.D., Ph.D. M.D., Duke University Ph.D., Duke University B.S., Massachusetts Institute of Technology
<b>Assistant Professor:</b>	Charlotte Bates, MT(ASCP) M.Ed, Georgia Southern University B.S., Georgia Southern University B.S., Medical College of Georgia  Michelle Butina, CLS(NCA), MT(ASCP) M.S., Michigan State University B.S., Winston-Salem State University
<b>Instructors:</b>	Chad Guilliams, MT(ASCP) M.Ed., Armstrong Atlantic State University B.S., Armstrong Atlantic State University B.S., University of Missouri

### CLINICAL AFFILIATES

*A current list of clinical faculty is available online in the appropriate courses*

1. Athens Regional Medical Center, Athens, GA
2. Beaufort Memorial Hospital, Beaufort, SC
3. Candler Hospital, Savannah, GA
4. East Georgia Regional Medical Center, Statesboro, GA
5. Emory-Adventist Hospital, Smyrna, GA
6. Liberty Regional Medical Center, Hinesville, GA
7. Medical Center of Central Georgia, Macon, GA
8. Medical University of South Carolina, Charleston, SC
9. Memorial Health University Medical Center, Savannah, GA
10. Ralph H. Johnson VA Medical Center, Charleston, SC
11. Southeast Georgia Health System, Brunswick, GA
12. St. Joseph Hospital, Savannah, GA
13. Trident Health System, Charleston, SC
14. Wellstar Health System, Atlanta, GA

**MEDICAL TECHNOLOGY DEPARTMENT  
COURSE OFFERINGS**

- MEDT 3100 URINALYSIS AND BODY FLUIDS** **2-2-2**  
Only open to Medical Technology majors. Qualitative and quantitative study of the physical and microscopic constituents of urine and other body fluids. Includes practice of manual and automated procedures and their relationship to diagnosing disease.
- \* MEDT 3110 URINALYSIS AND BODY FLUIDS** **2-0-2**  
Prerequisite: admission to MT program  
Qualitative and quantitative study of the physical and microscopic constituents of urine and other body fluids.
- MEDT 3200 CLINICAL BACTERIOLOGY** **4-4-5**  
Open only to Medical Technology majors. The relationship of bacteria, mycobacteria, spirochaetes, and mycoplasmas to human disease with an emphasis on the isolation and identification of pathogenic bacteria.
- \* MEDT 3210 CLINICAL BACTERIOLOGY** **4-0-4**  
Prerequisite: admission to MT program  
The relationship of bacteria, mycobacteria, spirochaetes, and mycoplasmas to human disease. Emphasis on the isolation and identification of bacteria responsible for human disease.
- MEDT 3300 CLINICAL HEMATOLOGY AND HEMOSTASIS** **4-4-5**  
Only open to Medical Technology majors. Study of pathology and physiology of the formed elements of blood with an emphasis on clinical correlation. Study of the principles of hemostasis and blood coagulation including interpretation of results. Manual and automated laboratory procedures are performed based on principles of hematology and hemostasis.
- \* MEDT 3310 CLINICAL HEMATOLOGY AND HEMOSTASIS** **4-0-4**  
Prerequisite: admission to MT program  
Study of pathology and physiology of the formed elements of blood with an emphasis on clinical correlation. Study of the principles of hemostasis and blood coagulation including interpretation of results.
- MEDT 3400 CLINICAL IMMUNOHEMATOLOGY** **4-3-5**  
Open only to Medical Technology majors. Basic immunohematologic principles and their application to the preparation and administration of whole blood and blood components including the selection and processing of donors, cross matching procedures, and antibody identification.
- \* MEDT 3410 CLINICAL IMMUNOHEMATOLOGY** **4-0-4**  
Prerequisite: admission to MT program  
Basic immunohematologic principles and their application to the preparation and administration of whole blood and blood components. Includes the selection and processing of donors, cross matching procedures and antibody identification.
- MEDT 3500 CLINICAL CHEMISTRY** **4-3-5**  
Open only to Medical Technology majors. Focus on physiological principles and concepts, methodologies and clinical significance of biochemicals and elements found in blood and other body fluids. Manual and automated laboratory procedures are performed with an emphasis on quality control and quality assurance. Clinical chemistry case studies are presented to aid in clinical correlation and problem solving.

- \* MEDT 3510 CLINICAL CHEMISTRY** **4-0-4**  
 Prerequisite: admission to MT program  
 Focus on physiological principles and concepts, methodologies and clinical significance of biochemicals and elements found in blood and other body fluids. Clinical chemistry case studies are presented to aid in clinical correlation and problem solving.
- MEDT 3600 CLINICAL LABORATORY METHODOLOGIES** **3-2-3**  
 Open only to Medical Technology majors. The course serves as a basic introduction to the clinical laboratory focusing on topics in laboratory safety, microscopy, phlebotomy, general laboratory equipment, quality assurance, laboratory mathematics, and principles and methodologies of clinical laboratory instrumentation.
- \* MEDT 3610 CLINICAL LABORATORY METHODOLOGIES** **3-0-2**  
 Prerequisite: admission to MT program  
 The course serves as a basic introduction to the clinical laboratory focusing on topics in laboratory safety, microscopy, phlebotomy, general laboratory equipment, quality assurance, laboratory mathematics, and principles and methodologies of clinical laboratory instrumentation.
- MEDT 3700 CLINICAL IMMUNOLOGY AND MOLECULAR DIAGNOSTICS** **2-2-3**  
 Open only to Medical Technology majors. Principles and procedures used in the isolation, identification, and quantifications of diagnostically significant antigens and antibodies. This course will also familiarize students with the basics of molecular diagnostics technology and the types of tests available.
- \* MEDT 3710 CLINICAL IMMUNOLOGY AND MOLECULAR DIAGNOSTICS** **2-0-2**  
 Prerequisite: admission to MT program  
 Principles and procedures used in the isolation, identification, and quantifications of diagnostically significant antigens and antibodies. This course will also familiarize students with the basics of molecular diagnostics technology and the types of tests available.
- MEDT 3800 CLINICAL MICROBIOLOGY** **2-2-3**  
 Only open to Medical Technology majors. Pathogenesis and laboratory identification of human parasites and clinically significant fungi and viruses.
- \* MEDT 3810 CLINICAL MICROBIOLOGY** **2-2-3**  
 Pre requisite: Admission to MT program  
 Only open to Medical Technology majors. Pathogenesis and laboratory identification of human parasites and clinically significant fungi and viruses.
- MEDT 4000 DIRECTED STUDY** **3-3-1**  
 Prerequisite: permission of instructor or department  
 Selected Medical Technology topics. Credit varies by topic. Offered on demand.
- ✓ **MEDT 4110 PHLEBOTOMY PRACTICUM** **0-V-1**  
 Prerequisite: permission of instructor or department  
 Open only to Medical Technology majors. Structured clinical laboratory experience in phlebotomy.
- ✓ **MEDT 4210 CLINICAL MICROBIOLOGY PRACTICUM** **0-V-3**  
 Prerequisite: MEDT 3200 and MEDT 3800  
 Structured clinical laboratory experiences in microbiology, parasitology, and mycology.
- ✓ **MEDT 4310 CLINICAL HEMATOLOGY PRACTICUM** **0-V-3**  
 Prerequisite: MEDT 3300  
 Structured clinical laboratory experience in hematology and hemostasis

- ✓ **MEDT 4410 CLINICAL IMMUNOHEMATOLOGY PRACTICUM** **0-V-2**  
 Prerequisite: MEDT 3400  
 Structured clinical laboratory experience in transfusion medicine.
- ✓ **MEDT 4510 CLINICAL CHEMISTRY PRACTICUM** **0-V-3**  
 Prerequisite: MEDT 3500  
 Structured clinical laboratory experience in automated and special chemistry.
- MEDT 4600 CLINICAL PATHWAYS & CRITICAL DECISION MAKING** **5-0-5**  
 Prerequisite: all of MEDT 4110, 4210, 4310, 4410, 4510, 4610, 4710, 4810  
 Advanced topics in clinical laboratory science, emphasizing analysis and presentation of multidisciplinary case studies.
- ✓ **MEDT 4610 CLINICAL URINALYSIS PRACTICUM** **0-V-1**  
 Prerequisite: MEDT 3100  
 Structured clinical laboratory experience in urinalysis
- ✓ **MEDT 4710 CLINICAL IMMUNOSEROLOGY PRACTICUM** **0-V-1**  
 Prerequisite: MEDT 3700  
 Structured clinical laboratory experience in serology.
- ✓ **MEDT 4810 SPECIAL TOPICS PRACTICUM** **0-V-1**  
 Prerequisite: all of MEDT 3100, 3200, 3300, 3400, 3501, 3600, 3700, 3800  
 Structured experience in alternate clinical sites. Settings may include doctors, reference, and clinic laboratories.
- \* **MEDT 4900 LABORATORY MANAGEMENT AND EDUCATION** **3-0-3**  
 Prerequisite or corequisite: all MEDT 4110, 4210, 4310, 4410, 4510, 4610, 4710, 4810  
 Fundamental concepts of laboratory management, operation, finance, managerial leadership, personnel administration, and educational principles for laboratory scientists.
- MEDT 4990H HONORS THESIS IN MEDICAL TECHNOLOGY** **0-3-3**  
 Prerequisite: MEDT 3000-3900 and acceptance into the Honors Program  
 A research project under the supervision of a departmental faculty committee. Project must include a thesis and oral presentation.
- \* Online Course
- ✓ Practicum Courses have a prerequisite of satisfactory (70% or better) completion of a written test.

## MEDICAL TECHNOLOGY PROGRAM

### RECOMMENDED SCHEDULE

FALL	SPRING	SUMMER
ENGL 1101 MATH 1111 CHEM 1211 Core Area B or C Core Area E	ENGL 1102 BIOL 1107 CHEM 1212 Core Area B or C Core Area E	PE

FALL	SPRING	SUMMER
BIOL 2081 CHEM 2101 Core Area B or C Core Area E Core Area F (elective)	MATH 2200 BIOL 2010 BIOL 2082 Core Area B or C Core Area E	HLPR 2000

FALL	SPRING	SUMMER
MEDT 3200 (5) MEDT 3300 (5) MEDT 3600 (3) MEDT 3700 (3)  16 SH	MEDT 3100 (2) MEDT 3400 (5) MEDT 3500 (5) MEDT 3800 (3)  15 SH	MEDT 4110 (1) MEDT 4210 (3) MEDT 4310 (3) MEDT 4610 (1) MEDT 4710 (1)  9 SH

FALL	SPRING	SUMMER
MEDT 4600 (5) MEDT 4900 (3) MEDT 4410 (3) MEDT 4510 (3)  15 SH		

## **ACADEMIC GUIDELINES**

### **Advisement**

All MT students are assigned a faculty advisor. It is expected that students make appointments with assigned advisor during the advisement period each semester. Students must be advised and have registration “Hold” released by faculty in order to register. Faculty are also available during office hours for consultation and assistance. Students are encouraged to schedule appointments when necessary. Each student has final responsibility to ascertain that he or she has complied with all applicable catalog requirements for graduation.

### **Attendance**

Attendance at each scheduled class is expected, since the learning process involves group interaction. Students are expected to adhere to the course policies related to attendance and are responsible for all activities associated with each class. Students are expected to show interest in learning. Distractions such as eating, sleeping or snoring are not allowed during lectures or laboratory sessions. In accordance with AASU academic policy, instructors may drop students from any course with a grade of W or WF, if in their judgment; absences have been excessive (AASU Catalog).

### **Clinical/Campus Lab**

The clinical/campus lab experience assignments in each course have been determined to be the kind and amount necessary to meet course objectives. Therefore, students are expected to attend every scheduled clinical/lab. The student should notify the clinical facility prior to the beginning of clinical if he/she will be absent. Time missed during the clinical experience will be made up at the discretion of clinical course faculty. The AASU absence policy applies to clinical/campus lab as well as scheduled course class time.

### **Personal Appearance**

Students will be required to wear “scrubs” or uniforms on days when laboratory sessions are held. On other days students should wear conservative clothing befitting a professional health care provider. No shorts or revealing shirts or tops will be worn at any time. Proper undergarments must be worn and must not be visible. No head dress is allowed unless from medical or religious purposes. Sandals, open toed or open heeled shoes are not permitted in the laboratory. This includes “clogs”. Requirements for dress in the student laboratory are stated again in the Laboratory Safety Manual.

All students will bathe regularly and wear an effective deodorant. Strong aromatic scents should not be used. All long hair will be pulled back and fastened during laboratory periods. Fingernails shall be neat, clean, short, and unpolished. For men, beard and/or moustache must be neatly trimmed. Otherwise, face must be clean-shaven. In reference to jewelry, only a wedding band, watch and/or one small pair of post earrings are permitted. No other jewelry is permitted. Mobile devices (i.e. cell phones) are not allowed in lecture or laboratory sessions. The program reserves the right to interpret the dress code and make decisions regarding professional appearance.

## **Exams and Grading of Exams**

In program courses, students are not allowed to keep exams or tests. Exams/tests may be reviewed by appointment with the instructor after they are reviewed in class. It is considered a violation of the AASU Honor Code for exams to be photocopied or for questions to be copied in any manner unless approved by the course instructor. Other evaluation and exam policies are explained in individual course syllabi.

It is also the responsibility of the student to bring to the attention of the respective course instructor any grading errors within 48 hours after the receipt of the graded assignment or test. Grades will not be changed due to error after this 48-hour time period.

## **Course Grades (70% Rule)**

*For department courses in which a laboratory component exists successful completion of the course includes making at least 70% in the lecture component and the laboratory component.*

## **Progression Requirements**

1. The student must earn a "C" or better in each Medical Technology course. A grade of D, F, or WF is considered a failing grade.
2. A student may repeat a single MT course only one time and at the next offering.
3. Unless approved by the Department Head, a grade of D in any Medical Technology course will result in postponement and/or dismissal of clinical practicums until student has achieved a passing grade at next available course offering.
4. A student who must repeat a single MT course more than once or repeat more than one MT course will be dismissed from the program with no option for readmission.
5. The student must maintain an overall adjusted Grade Point Average of 2.0 or better. A student who falls below the 2.0 GPA will be placed on "Suspension" for one semester. If the student's GPA is not raised by the end of the next semester, the student will be dismissed from the program.
6. Annual documentation and maintenance of liability insurance and health requirements must be provided to the Department. Failure to provide this documentation by August 1 each year enrolled in MT courses will result in administrative withdrawal.
7. Students who have not taken the Regents' Exam must take the test during the semester of enrollment immediately following the completion of 30 college-level semester credit hours. Students must pass both components of the Regents' Exam prior to graduation. Students may NOT enter the last semester of the program if they have not passed the Regents' Test.
8. Failure to comply with any of the above requirements while in the MT program constitutes grounds for dismissal from the program.

## **Withdrawal/Incomplete**

Students who are unable to complete a semester's work due to extenuating circumstances may:

- A) Withdraw before midterm without penalty and receive a “W” for the course.
- B) Withdraw after midterm and receive a “WF” (Withdraw Failing), which is carried in the cumulative GPA as an “F”.
- C) Apply for an “I” (incomplete) grade by:
  - 1. notifying the appropriate faculty member of the reason;
  - 2. submitting in writing a plan for meeting course requirements;
  - 3. executing the plan with approval of the faculty member to remove the “I” prior to midterm of the following semester. An “I” grade automatically converts to an “F” if this requirement is not met.
  - 4. receiving an “I” in selected MEDT courses prohibits progression to courses that have as a prerequisite a course in which the student has received an “I”.

### **Grade Appeal Policies**

A student who contests a grade should follow the procedure described in the latest copy of the AASU Students Handbook.

### **Program Completion Requirements**

Students must complete the MT program within three consecutive years from the date of their initial admission. Students who do not complete the program within this time limit must apply for readmission, meet current criteria for admission, and have their previous credits evaluated. Students who are granted readmission must meet course requirements in effect at the time of evaluation. Senior MT students are required to take a departmental comprehensive exit exam prior to graduation.

### **Readmission Procedures**

1. The student must complete the application for the MT Department and Armstrong Atlantic State University. Readmission to Armstrong Atlantic State University is required if the student does not enroll in classes for three consecutive semesters.
2. The student will be required to meet admission and curriculum requirements in effect at the time of readmission.
3. The student’s admission will be based upon space available and recommendation by the MT Department.

### **Second BS Degree**

For Students with USG Degree: A student from another university system institution must: a) have Area IV (Quarter degree) or Area F and Related Fields (Semester degree) approved by the program director, and b) complete all required Medical Technology courses.

For Students without USG Degree: A student who has a degree from a non-university system of Georgia must meet general degree requirements from AASU as described in the catalog. Requirements may include courses in the core curriculum in addition to demonstrated proficiency in US history and government and GA history and government. Proficiency may be demonstrated by satisfactory completion of specified courses, Advanced Placement Tests, or CLEP. Students considering this option should request a degree audit by the Registrar’s office upon application to the University.

### **Practicum Rotation Assignments**

Due to the limited number of clinical sites and laboratory personnel in Savannah, it will be necessary to assign students to clinical sites outside of Savannah. Every effort is made to

facilitate a mutual arrangement between students and various clinical sites. Students will have an opportunity to interview with and/or visit the various clinical sites before rotation schedules are established. Some clinical sites offer tuition support to students in exchange for a signed commitment to be employed at the respective site for an agreed upon timeframe.

Full-time enrolled students have top priority assignment to the practicums at the clinical sites. Full-time students who become enrolled in the program on a part-time basis will be assigned to rotations in the current and following year(s) after the full-time students are assigned, if additional space is available. Thus, assignment to rotations cannot be guaranteed in a timely manner if one is enrolled on a part-time basis and such action may delay completion of the program and graduation.

### **Awards**

Each year the Medical Technology Department presents two awards: the Medical Technology Clinical Excellence Award and the Medical Technology Award for Academic Excellence. The awards are presented to the graduates chosen by the faculty, who have demonstrated exemplary performance in the clinical area or have achieved an outstanding GPA in all of the MT courses. Both awards may be given to the same individual.

### **Certificate Ceremony**

A formal ceremony for awarding the "Certificate of Completion" from the Medical Technology Department will be held prior to the AASU graduation ceremony. **All graduates are required to attend.** The date, time and place are announced during the Fall Semester.

### **Licensure and Certification**

In the medical laboratory sciences, achieving certification includes 3 steps: basic education (e.g. bachelor's degree), professional practicum (either as part of the bachelor's degree or afterwards), and successful completion of a national certification examination. In order to be eligible for the examination at the Medical Laboratory Scientist level, you must possess a bachelor's degree and complete a professional practicum accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The program is NAACLS accredited and graduates are eligible for national certification. There are a variety of agencies that offer generalist certification for baccalaureate laboratory professionals. The most common is the Board of Certification of the American Society of Clinical Pathology (ASCP).

Most graduates choose to be certified by ASCP. Graduates are eligible for the Medical Laboratory Scientist (MLS) certification. Issuing of the BS degree or the post BS certificate is not contingent upon the students passing any type of external certification or licensure examination.

Students should plan to take the exam as soon as they complete the program. The cost is approximately \$210. Students should plan this expense into their finances for the clinical experience.

### **Budgeting Student Anticipated Expenses**

Students may expect to have additional expenses in excess of regular university tuition.

- A) *Uniforms*: Each student is responsible for meeting uniform standards. Students have a choice where to buy uniforms and shoes. Disposable lab coats can be purchased from the Department.
- B) *Books*: Required textbooks must be obtained by the beginning of each semester. All courses have current syllabi posted on the Internet.

- C) *Transportation:* Students are responsible for their own transportation for all clinical experiences and assigned field trips.
- D) *Liability Insurance:* All students must show proof of purchase of liability insurance. Students must participate in a group policy provided by Armstrong Atlantic State University that can be purchased for a nominal fee. Information and sources of liability insurance may be obtained from the Medical Technology Department.
- E) *Health and Safety Requirements:* All students accepted into the program are required to submit complete health history forms, evidence of health insurance, and evidence of liability insurance prior to participation in clinical experiences. Students must maintain health insurance while enrolled in the program. All health and safety requirements must be current for each academic year (e.g. August 15 of current year to August 14 of next year). An annual physical exam and tuberculin test is required.

The University System of Georgia requires that students have in-force health insurance. The University System of Georgia uses Pearce and Pearce, Inc. for its student health policy. Students with existing coverage must obtain an insurance waiver from Pearce and Pearce by going to their website [www.studentinsurance.com](http://www.studentinsurance.com) and giving your current insurance information. Pearce and Pearce will email back that they have received your information. You will receive another email saying whether your insurance is approved or declined. If it is declined there will be a reason given. If you disagree with the decision, call the Customer Service Line to speak with a representative. (1-888-622-6001). If your insurance was declined because of an error on your part, (such as wrong policy number, etc), just email Pearce and Pearce with the correct information to resolve the problem.

- F) *Criminal Background Checks:* Students must follow protocols established by clinical sites before granted entry into the clinical internship.
- G) *Exit Exam:* In addition to the AASU exit exam (The Academic Profile), students are required to take a Department exit exam. Full payment is required for exit exam.
- H) *Graduation Fees:* Regular college graduation fees.
- I) *Miscellaneous:* Throughout the program students may incur expenses related to assigned course projects.

**Estimated Expense Schedule**  
(Not inclusive of all possible expenses)

Item	Fee	Due
Tuition	\$1894.00	Each Semester
Books	\$800.00	Junior Year
Liability Insurance	\$16.00	First Semester (Junior and Senior Years)
Uniform, Shoes, etc.	\$200-250.00	First Semester (Junior Year) and as necessary
AASU Academic Profile Exit Exam	\$20.00	Second Semester (Senior Year)
Graduation Fee (application, cap/gown)	\$63.00	Semester before graduation semester
Expenses related to Licensure	\$210.00	After Graduation
Additional Individual Course Expenses	\$10-30.00	Varies

**Communication**

To maintain effective communication, you are to keep the department head and department secretary informed as to your current address and phone number and provide the name and phone number of a parent and/or relative to be notified in case of emergency. All

students must have an email address and are expected to check it on a periodic basis. If it appears that you will not be able to attend class (lecture or lab), please exercise common courtesy by calling the Medical Technology office to let us know. If necessary, leave a message with the secretary. No beepers and cell phones are allowed in the classroom, laboratory, or clinical rotation.

### **Safety**

Safety practices in the student laboratory will be enforced. Each student will be required to read and understand material in the Medical Technology Department Laboratory Safety Manual, written to meet OSHA and CDC guidelines. Students will sign a statement to this effect. Safety violations will result in appropriate disciplinary action consistent with the AASU College of Health Professions policy on Standards, Suspensions and Dismissals. Repeated safety violations may result in dismissal from the Medical Technology Program.

### **Universal Precautions**

Hepatitis B and Human Immunodeficiency Virus (HIV) infections are significant and growing risks in the United States. Health care workers are especially at risk for developing these diseases due to exposure to needle-sticks and splashed blood/body fluids. Hepatitis B, which infects thousands of health care workers and kills approximately 200 person each year, is preventable by immunization. Hepatitis B and HIV+ status can be prevented through the consistent use of UNIVERSAL PRECAUTIONS. There is no known method to prevent the development of AIDS in HIV+ individuals. Therefore, it is mandatory that efforts be taken to prevent exposure to these diseases. Universal Precautions must be followed by students and faculty in the clinical settings. Students are encouraged to be immunized against Hepatitis B or must sign a waiver accepting responsibility for potential consequences of not being immunized.

### **Children on Campus/Clinical Sites**

AASU policy prohibits the presence of children during class activities. Children may not be left unattended in any AASU building on campus or on AASU grounds.

### **Criminal Background Checks:**

Clinical agencies utilized by the Department of Medical Technology may require criminal background checks and/or drug testing prior to acceptance of the student into clinical facilities. Students who do not pass the criminal background check and/or drug test may be unable to attend clinical courses and therefore may be unable to complete their program of study. Any fees or cost associated with background checks and/or drug testing are the responsibility of the student.

### **Policy on Substance Abuse**

The University policies on alcoholic beverages and drugs are described in the Student Conduct Code which states in part, "The possession or use of drugs (without a valid medical prescription) controlled by the federal government is prohibited." In accordance with these policies, the Department has adopted the following policy for MT students in /academic clinical settings:

1. If a student reports to class/clinical under the influence of drugs/alcohol, he/she will not be allowed to remain in the academic/clinical setting that day and the matter will be referred to the instructor/Clinical Coordinator for further evaluation. If the student insists he/she is not impaired, he/she has the option of having a drug/alcohol screen done at his/her expense.
2. The clinical instructor and the Clinical Coordinator will determine when the

- student can return to clinical, if the student has been asked to leave the clinical setting due to being under the influence of drugs/alcohol.
3. If deemed necessary by the Clinical Coordinator and the clinical instructor, the student will be referred to a certified addiction counselor for evaluation. Further action will depend on the recommendation of the counselor.
  4. If the addiction counselor believes treatment is necessary, the student may have the option of returning to the program upon completion of treatment. A drug/alcohol screening must be performed with negative results within one week of returning to clinical.
  5. If the student does not comply with the above recommendations, he/she will be referred to the Head of the Department for further actions.
  6. Based on recommendations of the addiction counselor, the student may need to attend an aftercare program. If such a treatment plan is prescribed, the student must provide the Student Services Coordinator with documentation of attendance.

Detailed documentation of the incident(s) will be written by the clinical instructor and signed by the student indicating it has been read by the student. The documentation will be placed in the student's file.

### **Policy on the Right to Copy and use Software**

Armstrong Atlantic State University as a unit of the University System of Georgia supports the principles adopted by the Office of Information Technology Policy on The Right To Copy And Use Software (Revised Feb. 26, 1990) of the Board of Regents. This program follows and supports the same principles. In summary, the unauthorized copying of any software (programs, applications, data bases, etc.) from any computer is illegal. Any student violating this policy will be immediately reported to the Vice President of Student Affairs by any person (other student(s) or Faculty) as per the AASU Student Code of Conduct.

Note: The complete policy may be obtained from the Director of CIS.

### **Extracurricular Activities**

Medical Technology has traditionally been an "unseen profession". To lessen this view of our profession, this program and its faculty expect students to be actively involved in extracurricular activities which promote the profession, the school, and/or the program.

The Medical Technology Club promotes social and intellectual fellowship among its members, encourages research, development of professionalism, and to raise the prestige of medical technologists. It is open to all Medical Technology and Pre-Medical Technology Students. Fees: \$5.00 per semester.

The American Society for Clinical Laboratory Science (ASCLS) provides dynamic leadership and vigorously promotes all aspects of clinical laboratory science practice, education and management to ensure excellent, accessible cost-effective laboratory services for the consumers of health care. Student membership is open to persons enrolled in a structured program of training or academic instruction in clinical laboratory science, or to full-time graduate students in related science area. National Dues: \$25.00, State Dues: \$2.00.

You can apply for ASCP Student Associate Membership if you intend to meet the ASCP Board of Registry eligibility requirements for certification and you have been accepted or are currently enrolled in a regionally accredited college/university science program or a laboratory science program approved by an appropriate accrediting agency. You can be an ASCP Student

Associate member until you become certified by the ASCP Board of Registry and eligible for ASCP Associate membership or 5 years from the date of application, whichever occurs first. This application must be signed by your program director. Annual Dues: Free.

## **Professional behavior: Class and Clinical**

Students are expected to be prepared for all class and laboratory/clinical assignments. They are expected to attend class and clinical on time.

1. Students are adults and are responsible for their own behavior and learning. Guidance and support are provided by faculty for students who seek assistance related to academic improvement.
2. Students are expected to exhibit appropriate professional conduct in class, lab and clinical situations. A student may be denied permission to progress in the Program if, in the opinion of the faculty, the student's behavior, character, mental, or physical capacity cast grave doubt upon the student's potential to function.
3. Civility in the classroom/laboratory will be maintained. Students causing disruption will be dismissed from the classroom/clinical environment.
4. All students are expected to abide by the Armstrong Atlantic State University Honor Code and Code of Conduct.
5. Students are considered representatives of AASU when in classes conducted by guest lecturers or on field trips and, therefore, are expected to dress and behave with consideration for the image they project to the general community.
6. Students must be qualified and acceptable to clinical agencies utilized in the program
7. Confidentiality of patient records and situations will be maintained at all times.
8. Students are responsible for maintaining the privacy and dignity of patients at all times.

## **Statement of Professionalism**

Serving as a professional medical technologist is more than pipetting solutions, looking through a microscope at white blood cells or urinary sediment, or performing a venipuncture on a patient. These are all technical and academic aspects of being a professional. The true professional adheres to given rules of conduct and subscribes to a Code of Ethics.

As in any profession, your conduct and manner will be evaluated subjectively and objectively by the people with whom you come in contact. The attributes of a professional include neatness, cleanliness, punctuality, dependability, dedication, meticulousness and cooperation. These attributes will help you obtain professional status. To remain a professional, one must constantly evaluate oneself, seek to improve one's skills and stay abreast of the developments in the Medical Technology field.

The professional is ethical in his/her ethical dealing with the client. He/she recognizes and is willing to admit when something is done incorrectly and subsequently sees that it is done correctly. You have a moral obligation to serve the patient with accuracy, thoughtfulness and care.

## **Code of Ethics**

The Following is the code of Ethics of the American Society for Clinical Laboratory Science

### **Duty to the Patient**

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.

Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

### **Duty to Colleague and the Profession**

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the professional by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health professionals with the primary purpose of ensuing a high standard of care for the patients they serve.

### **Duty of Society**

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

### **Pledge to the Profession**

As a clinical laboratory professional, I strive to:

Maintain and promote standards of excellence in performing and advancing the art and science of my profession;

Preserve the dignity and privacy of patients;

Uphold and maintain the dignity and respect of our profession;

Seek to establish cooperative and respectful working relationships with other health professionals;  
and

Contribute to the general well being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

## **A SUMMARY OF THE ARMSTRONG HONOR CODE**

When you first registered at Armstrong, you agreed to abide by the rules of the Honor Code. This code, which appears in the Students Illustrated, explains your rights and responsibilities as a student. Your instructors presume that you have read the code **in full**. The following summary is intended not as a substitute for the Honor Code, but as a reminder of some important points.

### **A. VIOLATIONS**

The following are considered general violations of the Honor Code:

1. Giving or receiving any unauthorized help on any assignment, test, or paper.
2. Stealing (Also see Policy on the Right to Copy and Use Software)
3. Plagiarizing. Plagiarism is the unauthorized use of another's words or ideas. Ignorance of what constitutes plagiarism will not be accepted as an excuse for plagiarism.
4. Giving perjured testimony before the Student Court.
5. Suborning, attempting to suborn, or intimidating witnesses.
6. Failing to report a suspected violation of the Honor Code.

### **B. REPORTING A VIOLATION**

Anyone wishing to report a violation of the Honor Code may come to the Office of Student Affairs for assistance in contacting members of the Student Court.

### **C. HEARINGS**

Any student accused of violating the Honor Code has the right to a fair and impartial hearing before the Student Court.

### **D. ADMINISTRATIVE ACTION**

Immediately following a hearing, the Student Court will report its recommendation to the Vice President of the college. Any student found guilty of violating the Honor Code will be subject to administrative action, ranging from a loss of test credit to a one-year suspension for a first offense.

### **E. RIGHT TO APPEAL**

A student has the right to appeal the findings of the Student Court or the action of the Vice President/Dean of Faculty to the President of the College.

**Armstrong Atlantic State University**

**MEDICAL TECHNOLOGY DEPARTMENT**

**Informed Consent for Blood Collection**

For effective phlebotomy (blood collection) training it is necessary for students to voluntarily serve as patients. In other words, enrollment in this program also includes informed consent for another student to collect blood samples via venipuncture and/or fingerstick technique. The instructional program includes carefully planned instructional communication to minimize the risks (e.g., hematoma, fainting) associated with blood collection. Thus, your participation in this program includes your informed consent to have blood collected via venipuncture and/or fingerstick technique and that you will not hold the University, the Program, or any clinical site affiliate responsible for associated complications.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Clinical Site Acknowledgement Form**

In accepting a seat in the Medical Technology Department, I understand and accept that I may have to relocate/move from Savannah in order to complete practicum courses.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Armstrong Atlantic State University**  
**MEDICAL TECHNOLOGY DEPARTMENT**  
**CERTIFICATION STATEMENT**

I do hereby acknowledge that I have received a copy of the current Medical Technology Department Student Handbook and that I have read and understood the content therein. I agree to abide by the stipulations set forth in the Student Handbook while I am a student in the program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have read and understood the Armstrong Atlantic State University Honor Code and pledge to abide by it in all courses.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have obtained a current copy of the AASU Catalog and I have access to the AASU Student Handbook and realize that it is my responsibility to be apprised of pertinent AASU policies and procedures, which may supersede policies and procedures in the Medical Technology Department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date