



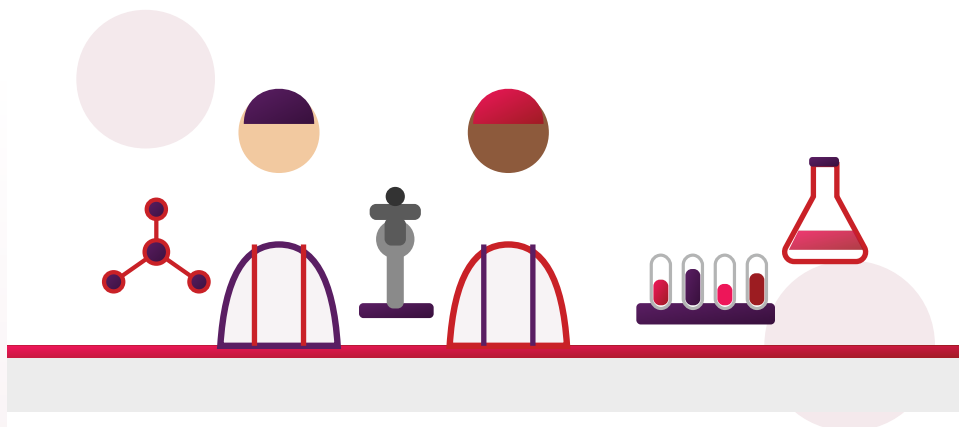
SCHOOL OF HEALTH PROFESSIONS

Medical Laboratory Technician Program

Student Handbook

Academic Year 2026–2027 (Fall 2026, Spring 2027, and Summer 2027 semesters)

Last updated: August 17, 2026



Preparing tomorrow's medical laboratory professionals.

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Program Information

J. Sargeant Reynolds Community College Mission Statement

J. Sargeant Reynolds Community College (JSRCC) provides access to education that develops individuals for employment and career advancement, prepares students for successful transfer to colleges and universities, promotes personal enrichment and lifelong learning, and builds a skilled workforce that contributes to regional economic development.

Medical Laboratory Technology Mission Statement

The mission of the J. Sargeant Reynolds Community College (JSRCC) Medical Laboratory Technology program is to prepare competent MLTs with the knowledge, skills, and attitudes required to fulfill current and future professional roles as members of the healthcare team.

Accreditation

The Medical Laboratory Technology program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018, (773) 714-8880, info@naacsls.org.

Note: As professional organizations and accrediting bodies continue to standardize terminology within the laboratory profession, the terms Medical Diagnostics Laboratory (MDL) and Medical Laboratory Technology (MLT) may be used interchangeably throughout this handbook. Regardless of the terminology used, all references pertain to the same program, curriculum, and student requirements.

Program Outcomes

The educational experiences in the JSRCC MLT program are designed to ensure that students are well prepared to enter the profession of Medical Laboratory Technology and continue to learn throughout their professional career. At career entry, the MLT will be proficient in performing a wide range of tests in areas such as hematology, clinical chemistry, molecular diagnostics, immunohematology, microbiology, serology/immunology, coagulation, and urinalysis. At the completion of the JSRCC program, students will be able to:

1. Exhibit patient confidentiality within HIPAA parameters.

2. Demonstrate consistent safe practice within industry-level safety standards.
3. Demonstrate job-entry-level precision and accuracy in performing procedures.
4. Record patient data within industry accuracy standards.
5. Analyze and record test and quality control data within industry-level accuracy standards.
6. Distinguish reportable versus non-reportable test results using established industry criteria.
7. Troubleshoot non-acceptable samples.
8. Discuss laboratory testing in terms of theory, technique, quality control, and interpretation.
9. Perform routine testing of adult, infant, and geriatric patient samples in specified rotations.

Certification

Upon satisfactory completion of the program, the graduate will be awarded the Associate of Applied Science (AAS) degree in Medical Laboratory Technology and will be eligible for, and encouraged to take, a nationally recognized certification examination. Successful performance on such an examination is not required for graduation from the program. Information regarding the national certifying agency examination is available at www.ascp.org. Students should contact the Program Director for information regarding application for the national certification examination.

Faculty

1. Dereje Tekle, MPH, MLS (ASCP)^{CM}, MLT (NCA) — Department Chair/Program Director, Assistant Professor: Hematology I & II, Immunology and Serology, Clinical Chemistry and Instrumentation, and Molecular Diagnostics.
2. Kimberly Rose, BS, MLS (ASCP), SBB — Clinical Coordinator, Instructor: Introduction to Laboratory Medicine, Blood Bank, Phlebotomy, Clinical Correlations/Clinical Rotations.
3. Crystal Johnston Barrett, MS, MLS (ASCP), MLT (ASCP) — Adjunct: Urinalysis and Body Fluids.
4. Jennifer McLeod, MPH, MLS (ASCP)^{CM} — Adjunct: Microbiology I & II.
5. Lemir (Zak) El-Ayoubi, MLS (ASCP) — Adjunct: Phlebotomy.
6. Charles Buckles, MLT — Adjunct: Phlebotomy, Monitor Clinical Rotations.
7. Catherine Parker, MA, MT (AMT), MLT (ASCP) — Adjunct: Laboratory Instructor (Danville Campus).
8. Phoenicia Moore, DHA-QA, MHI, MLS (ASCP)^{CM} — Adjunct: Hematology Lab Instructor.

Program Policy

The Americans with Disabilities Act

The MLT Program is in full compliance with the Americans with Disabilities Act. Students are eligible to receive reasonable accommodations for physical disabilities, emotional illness, or medically diagnosed learning disabilities if these are documented (please contact the Office of Student Accommodations at 804-523-5628 for details). Students are encouraged, but not required, to identify a disability that might suggest a need for special accommodation. Identification of a disability will not affect a candidate's acceptance into the MLT Program. **However, all candidates should be aware that prospective employers of MLT graduates may have their own special requirements for employment. In this regard, successful completion of the program may not ensure eligibility for employment.**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require JSRCC to provide academic adjustments or accommodations for students with documented disabilities. Students seeking academic adjustments or accommodations must self-identify with the Coordinator of Student Accommodations. After meeting with the Office of Student Accommodations, students are encouraged to meet with their instructors to discuss their needs and, if applicable, any laboratory safety concerns related to their disabilities.

Non-Discriminatory Student Recruitment & Admission Policy

The JSRCC MLT Program is committed to a fair and equitable recruitment and admissions process. In compliance with all applicable federal, state, and sponsor regulations, we do not discriminate on the basis of race, color, religion, creed, national origin, age, sex, gender identity or expression, sexual orientation, marital status, disability, veteran status, genetic information, or any other characteristic protected by law. This policy applies to all aspects of student recruitment, application evaluation, and enrollment decisions. Recruitment and admissions decisions are based solely on individual merit, qualifications, and adherence to program and professional requirements.

Accessibility

Your ability to fully participate matters. If you experience any issues accessing course content, activities, or technology, please contact your instructor promptly so we can resolve the problem together. Accessibility is a shared responsibility, and your feedback helps ensure that all students can participate fully.

Technical Standards

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

Essential Functions

Students entering the Medical Laboratory Technology program must possess the physical ability to lift and move supplies; hear audible alarms and sounds; discern certain color parameters — such as granules in blood smears and the colors of urine, serum, or plasma; interact effectively with patients, families, and healthcare team members; and have sufficient smell receptors to discern various scents in the identification of microorganisms, urinalysis testing, and chemical analyses. These include:

1. Sufficient eyesight to observe microscopic cells and features within cells, read records, manipulate equipment, and visually read procedures, graphs, and test results.
2. Sufficient hearing to communicate with patients and members of the healthcare delivery team, monitor patients using electronic equipment, and hear necessary sounds during operation of equipment.
3. Satisfactory speaking, reading, and writing skills to effectively communicate in English in a timely manner.

4. Sufficient gross and fine motor coordination to exhibit excellent eye-hand coordination and dexterity in order to manipulate equipment and to lift, stoop, or bend in the delivery of safe laboratory testing.
5. Satisfactory physical strength and endurance to be on one's feet for extended periods and to move heavy equipment and supplies. Sitting, walking, bending, and reaching are also requirements of most positions.
6. Satisfactory intellectual, emotional, and psychological health and functioning to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks. Time management of multiple priorities, multiple stimuli, and fast-paced environments are also required. Analysis, synthesis skills, and comprehension of detailed instructions are also necessary to effectively operate in a laboratory setting.

In the interest of safety, candidates for admission may be asked to demonstrate certain basic physical maneuvers, including:

1. Lifting a 20-pound weight from the ground to waist level.
2. Routine bending and stooping.
3. Average manual dexterity.
4. Basic visual and auditory acuity.
5. Ability to distinguish colors.
6. Reading, writing, and speaking English.

Physical Requirements

The position of Clinical Laboratory Technician has been given a strength rating of *Light Work* by the U.S. Dictionary of Occupational Titles (exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force two-thirds or more of the time to move objects). The position involves walking, standing, and sitting for prolonged periods, as well as stooping, bending, lifting, and carrying. The ability to operate and control equipment is necessary, including starting, stopping, adjusting, and observing gauges, dials, and similar controls.

Any candidate may decline to perform the maneuvers described above. However, these essentials are typically necessary for the performance of routine laboratory procedures. The inability to perform such maneuvers will not preclude a candidate from acceptance into, or graduation from, the program. It may, however, preclude employment. Students unable to perform these essential skills should speak with the Program Director.

Progression through the Program

The College offers this program in affiliation with healthcare agencies and practitioners in the communities the College serves. The College relies on its community affiliates to provide clinical education opportunities, expert clinical preceptors, and course instructors for many courses. Rapid changes in healthcare law, standards of practice, technology, and the content of credentialing examinations increasingly necessitate sudden changes to the program's course content, policies, procedures, and course scheduling. As a result, the College cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the College's control may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the College may have to change a course instructor after instruction has started.

Students who have been away from a course for a period of time may be required to repeat skill demonstrations prior to clinical placement. Faculty may waive this requirement if students have continuously progressed through the program and have recently demonstrated competency in clinical laboratory skills.

Program Closure Policy

The program maintains a general plan addressing both temporary and permanent closures. In the event of such a closure, a detailed plan will be implemented to ensure that current students have the opportunity to complete their course of study. This plan will include all necessary provisions for student completion and will be submitted to NAACLS within 30 days of the official closure announcement, in accordance with accreditation requirements.

Teach-Out Plan

In the event of a disruption or change in services due to unforeseen circumstances, the program will collaborate with other VCCS colleges and, if necessary, the NVCC, to develop plans that ensure students have access to the resources and support needed to continue their academic progress toward earning an MLT degree. These plans may include modified schedules, remote learning options, or extended enrollment at the College.

If the program is discontinued for any reason, a teach-out plan will be implemented. This plan will include graduating the current class, advising students on selecting alternate majors, and terminating the admission process for new students.

“Credit-by-Able” Policy for MDL Courses

Students who wish to receive credit for MDL courses based on prior laboratory experience may request Credit-by-Able. To be considered, students must:

1. Submit a letter from their direct supervisor to the Program Director. The letter should:
 - Outline the knowledge and skills acquired through work experience that align with the course objectives and syllabus.
 - Be written on official letterhead and include the supervisor’s credentials.
2. Successfully complete:
 - A challenge exam administered through MediaLab or another exam delivery method.
 - A practical laboratory skills assessment conducted by the department.
 - Credit hours only (no letter grade) will be entered on the student’s academic record.

The MLT Department will review each request on a case-by-case basis and determine whether credit can be granted for the course.

Policy on Transfer of Medical Laboratory Technician (MLT) Credits

Students who have completed Medical Laboratory Technician (MLT) courses at other accredited institutions and wish to transfer credits (Credit by Examination) into the Reynolds Community College MLT Program must meet the following requirements:

1. Eligibility for Credit Transfer
 - Courses must have been completed at an accredited institution.
 - Official transcripts must be submitted for review by the MLT Program Director.
2. Competency Verification
 - To ensure alignment with Reynolds’ curriculum and standards, students seeking transfer credit must successfully complete:
 - Written Challenge Exam: Assesses theoretical knowledge of the course material.
 - Practical Laboratory Exam: Evaluates hands-on skills and application in a laboratory setting.
3. Passing Criteria
 - Students must achieve a minimum score of 70% on both the written and practical exams.
 - Only one attempt is permitted for each exam.

4. Failure to Meet Requirements

- Students who do not pass either exam on the first attempt will be required to enroll in and complete the corresponding Reynolds MLT course.

5. Scheduling and Administration

- Challenge examinations are offered only to students officially enrolled in the JSRCC MLT program.
- Students must submit a completed Application for Credit by Examination form for each course being challenged to the MLT program no less than 10 days before the beginning of the semester.
- Students are encouraged to apply as soon as they are accepted into the program. Forms are available from faculty.
- Exams will be scheduled and administered by the MLT Department.
- Students will be notified of exam dates and requirements upon approval of their transfer credit request.
- Credit hours only (no letter grade) will be entered on the student's academic record.

With the exception of VCCS students, students seeking transfer credit from other colleges and institutions must submit an official transcript in a sealed envelope, with the school seal on the back, to the Registrar's Office.

Program Articulation

Students who successfully complete this program and obtain ASCP certification at the MLT level are eligible to apply to the Medical Laboratory Science (MLS) program at either Old Dominion University or Virginia Commonwealth University. Additional courses may be required. Please let the Program Director know if this is your intent so that appropriate course selections can be made.

Outside Employment

Students are expected not to let working hours interfere with school activities. A student who works in addition to attending regularly scheduled classes must maintain acceptable grades, complete all assignments, and fulfill all other student responsibilities. Outside work is expected not to interfere with school obligations or activities.

Note: Clinical rotation is five days a week, 40 hours, daytime, for twelve weeks. Outside employment will potentially be difficult during this time. Students should plan ahead for clinical placement.

Physical Exam

- Students may be required to have a physical health exam prior to entry into a clinical experience. As part of the physical exam, most affiliates require a drug screen, vaccination records, and background checks. This is a requirement of the J. Sargeant Reynolds School of Health Professions and the clinical affiliate. Completed documentation must be on file in Castle Branch prior to students entering a clinical affiliation. Information is provided as part of the application packet for placement in clinical rotation.
- Health insurance is the responsibility of the student and is required by some clinical affiliates. Should a student sustain an injury during a clinical rotation, clinical affiliates are requested to assist the student in obtaining emergency services using the same protocol as for staff.
- The College maintains malpractice insurance for students during clinical rotation, and documentation is provided to clinical affiliates as part of the contract.
- Students should anticipate a background check prior to clinical rotations. This is a clinical affiliate requirement and is also part of the application for clinical placement; it is conducted by Castle Branch. If you have reason to believe a background check may be an issue, please discuss this with the Program Director at your earliest convenience.

Professional Organizations

Students are eligible, and strongly encouraged, to become student members of the American Society for Clinical Laboratory Science (ASCLS), the Virginia Society for Clinical Laboratory Science (VSCLS), and the American Society for Clinical Pathology (ASCP — free student memberships). Membership forms are available from faculty members.

Pledge to the Profession

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) outlines the principles and standards by which students admitted to professional education programs and qualified laboratory professionals practice their profession.

As a future medical laboratory professional, I pledge to uphold my duty to patients, the profession, and society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable, and patient-centered.
- Maintaining dignity and respect for my profession.
- Promoting the advancement of my profession.

- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice.
- Changing conditions where necessary to advance the best interests of patients.

Where This May Lead

This program will lead to an AAS degree in Medical Laboratory Technology and to national certification as a Medical Laboratory Technician (MLT) through the ASCP Board of Certification. Students will also be well positioned for entrance into baccalaureate programs in Medical Laboratory Science (MLS) at other colleges and universities. You should consult the specific institution of your choice as early as possible to determine additional program requirements beyond those of this curriculum. Generally, most institutions require an additional two academic years to complete the baccalaureate degree (including second-level Biology, Chemistry, and Organic Chemistry).

Many graduates of the Medical Laboratory Technician Program at JSRCC continue their education to earn BS degrees in Medical Laboratory Science. Others pursue MS degrees, and a few ultimately earn doctorates (M.D., Ph.D., DCLS).

When you complete this program, you will be qualified for employment as an MLT in any of the laboratory sections. The next step up the career ladder might be Section Supervisor, Laboratory Manager, or Laboratory Director. These positions may require a bachelor's degree, a master's degree, and possibly a Ph.D. Many specialty credentials can be achieved, and additional education will be rewarded with better salaries, more responsibility, and greater work fulfillment. Another avenue for progression is into the educational arena, which requires BS completion and possibly an MS or M.Ed. degree. A Clinical Doctorate in the Medical Laboratory Science field adds another dimension to the potential career ladder in the clinical laboratory.

Medical Laboratory Technology Curriculum — Effective Fall 2026

Medical Laboratory Technology curriculum: course number, title, lecture hours, laboratory hours, and credit hours

Course	Title	Lec	Lab	Cr
Prerequisite Courses (31 Cr)				
MDL 105	Phlebotomy	2	1	3
MDL 106	CP: Phlebotomy	—	4	4
BIO 145	Basic Human Anatomy/Physiology	3	1	4
CHM 101/111	Introductory Chemistry/General Chemistry I	3	1	4
ENG 111	College Composition	3	—	3
ENG 112	College Composition II	3	—	3
MTH 155/161	Statistical Reasoning/Precalculus	3	—	3
PHI 220/227	Humanities/Fine Arts (PHI 101, PHI 220, ASL 125, or REL 231)	3	—	3
PSY 230	Social/Behavioral Sciences (PSY 200, PSY 230, or SOC 200)	3	—	3
SDV 101	College Success Skills — Health Professions	1	—	1
Medical Laboratory Technology Courses (29 Cr)				
MDL 100 (Fall/Spring)	Introduction to Medical Laboratory Technology	1	1	2
MDL 110 (Fall/Summer)	Urinalysis/Body Fluids	2	1	3
MDL 125 (Spring only)	Clinical Hematology I	2	1	3
MDL 210 (Summer only, Yr 2)	Immunology/Serology	2	1	3
MDL 216 (Fall/Spring)	Blood Bank (last semester before clinical)	2	1	3

Course	Title	Lec	Lab	Cr
MDL 225 (Fall only)	Clinical Hematology II	2	1	3
MDL 243 (Fall/Summer, Yr 2)	Introduction to Clinical Molecular Diagnostics	2	—	2
MDL 251 (Spring only)	Clinical Microbiology I	2	1	3
MDL 252 (Fall only)	Clinical Microbiology II	2	1	3
MDL 261 (Fall/Spring)	Clinical Chemistry/Instrumentation	3	1	4
Coordinated Practice (9 Cr) — twelve weeks in an area hospital or clinic				
MDL 281	CP: Clinical Correlations (co-requisite with all 290s)	1	—	1
MDL 290	CP: Blood Bank/Transfusion Medicine	—	2	2
MDL 290	CP: Clinical Chemistry	—	2	2
MDL 290	CP: Hematology	—	2	2
MDL 290	CP: Microbiology	—	2	2

Academic Standards

Grading

The College requires an overall 2.0 GPA (on a 4.0 scale) to graduate with an associate's degree. The Medical Laboratory Technology program encourages students to maintain a minimum 2.0 GPA in all MDL courses attempted. Students may accomplish this by:

1. **Successfully completing all courses by earning a grade of “C” or higher.** Grading in MDL courses offered on campus or through hybrid distance-education classes is based on a ten-point grading scale:
 - A = 90–100
 - B = 80–89.5
 - C = 70–79.5
 - D = 60–69.5
 - F = 59.5 and below

Successfully demonstrating competency in designated laboratory skills

- Students are required to demonstrate competency in designated clinical skills prior to placement in a clinical rotation.
- Students unable to demonstrate competency will be required to retake courses to better prepare for clinical rotation.
- Students unable to demonstrate clinical competency will not be placed in a clinical setting.

Repeating Courses

- MDL classes with a Part I and Part II require successful completion of Part I prior to attempting Part II.
- You may repeat an MDL course once.
- A student who earns a W, D, or F after repeating the same MDL course, or in any two MDL courses, may be dismissed from the program.
- A student who is unsuccessful will be required to reapply for readmission into the Medical Laboratory Technology program. Acceptance will be competitive; readmission is not guaranteed and will be based on the criteria stated in the Program Policy section of this document.

- Failure to complete prerequisites, MDL courses, or clinical rotations, or dismissal from a clinical site, results in failure to graduate from the AAS program in Medical Laboratory Technology.

Assessment and Feedback Policy

The Medical Laboratory Technology (MLT) Program is committed to providing students with timely, constructive, and meaningful feedback regarding their academic and clinical performance. Assessment results and performance evaluations are communicated to students in a manner that supports learning, professional development, and continuous improvement.

1. Course Examinations and Assignments

- Graded examinations, quizzes, laboratory exercises, and major assignments will generally be returned to students within five working days of submission or administration.
- Faculty will provide students with information regarding strengths, areas for improvement, and recommendations for academic success.
- Students are encouraged to review assessment results and seek clarification from instructors as needed.

2. Clinical Rotation Evaluations

- Students will receive regular feedback from clinical instructors and preceptors throughout each clinical rotation.
- Formal clinical performance evaluations will be completed at designated intervals and reviewed with the student before the completion of the rotation whenever possible.
- Students will have the opportunity to discuss evaluation results, identify areas requiring improvement, and develop action plans with program faculty and clinical instructors as needed.

3. Access to Assessment Results

- Course grades and clinical evaluations will be maintained in accordance with institutional policies regarding student records and confidentiality.
- Students may access their grades and evaluation results through the College's learning management system (Canvas), clinical performance evaluation forms or platform, or directly from program faculty.

The MLT Program ensures that all students receive timely assessment feedback to monitor their progress, promote achievement of program competencies, and facilitate successful completion of program requirements.

Honor Code Standards

1. All tests and examinations are to be taken without the benefit of any notes or reference materials, unless specified otherwise by the instructor. Written materials may be submitted through SafeAssign for a plagiarism review.
2. Students are required to complete all laboratory and classroom work independently, unless the instructor indicates otherwise. **Falsification of any laboratory data is considered an honor code offense.**
3. Students are expected to adhere to the JSRCC Honor Code.
4. Honor code violations will result in failure of a course and may result in dismissal from the program.

Test/Exam Policy

Specific test/exam policy and procedure is determined by the instructor of the course. However, some policies apply to all MDL courses:

- Tests and examinations may or may not be returned to students, at the discretion of the individual faculty member. Students may review their tests but may **not** copy any part of a test or remove a test from the designated area in the department unless permitted by the faculty.
- It is the student's responsibility to inform the instructor of an absence **prior to or on the day of** the absence, by telephone or email. It is the student's responsibility to arrange any make-up work with their instructor, explain the reason for the absence, and arrange a make-up test at that time. Unscheduled "pop" quizzes, labs, or tests may or may not be made up, at the discretion of the instructor.
- Any absence is a lost opportunity to learn. All absences are counted and documented to the College. Excessive absences may result in disciplinary action and potential dismissal from the program. Absences from scheduled tests or quizzes may or may not be excused. Students with an excused absence will be allowed to take the test or quiz. Examples of excused absences include documented illness of the student or a dependent (a statement from a physician may be required), death of an immediate family member, or jury or military duty (documentation must be provided). If not accepted by the instructor, the absence is unexcused, and the student may not be allowed to take the test or quiz. The student will receive a zero for any unexcused test absence.
- Make-up tests, if allowed by faculty, must be completed within the agreed-upon time. Make-up tests may be in a different format.

Note: Any exam-specific policy outlined in the course syllabus takes precedence over this general policy, and the instructor may enforce a stricter policy if deemed necessary.

Faculty–Student Communications

Students are strongly encouraged to discuss concerns with each instructor as they arise, so they have the most accurate information. Faculty members maintain office hours (typically before and after each class) to discuss questions and concerns. Faculty will meet with students but can only guarantee availability for a scheduled appointment — either in person or via Zoom.

Faculty Advisor

The faculty advisor–advisee relationship is a fundamental and important channel for communication and should be used regularly by students. Periodic personal conferences will be held with each student to discuss the student’s progress and attitude and to offer constructive evaluation. Students should strive to maintain a strong, positive relationship with their advisor and should initiate communication whenever a problem is encountered. Students are encouraged to meet with their program advisor each semester.

Professionalism

As a health professional, you are moving into a “position of privilege.” This means that, as a condition of employment in a medical laboratory, you will have access to protected information and personal contact with patients. For this reason, health professionals are held to a higher standard of ethical and moral behavior to protect vulnerable patients from unprofessional and unsafe behavior.

Students who fail to demonstrate sufficient professional responsibility will be subject to disciplinary action and/or dismissal from the program upon recommendation of faculty or affiliate site instructors. Examples include, but are not limited to:

- Failing to observe all privacy and HIPAA regulations during classroom, laboratory, and clinical rotations in the Medical Laboratory Technology program at J. Sargeant Reynolds Community College. Violations will result in removal from the MLT program and may be subject to the strictest penalties deemed necessary under legal and ethical standards, including fines and/or incarceration. This includes, but is not limited to:
 - Discussing a case (even involving a family member) without the patient’s express permission.
 - Writing about a case in any form, including on Facebook or other social media.
 - Acting in a way that allows information about a patient to be inferred.

- Approaching a patient (friend, family member, or acquaintance) in any setting and indicating awareness of their medical situation, unless they initiate the conversation.
- Exhibiting behavior in the clinical area that an affiliate faculty member deems potentially life-threatening or that may result in patient injury.
- Failing to act in a responsible or prudent manner in carrying out professional duties at a clinical site.
- Coming to clinical while exhibiting impaired judgment or ability to perform assigned duties, including but not limited to being under the influence of drugs or alcohol, or experiencing acute mental or physical illness.
- Demonstrating behavior defined as misconduct under Section 1-35, Student Conduct, of the JSRCC Student Handbook, or as defined in a course syllabus.

Absenteeism

1. Class attendance is mandatory. Students are expected to be present and on time for all educational activities. There is no leave allowance other than the institution's scheduled holidays and vacation days. Each instructor will specify how absenteeism and tardiness affect the final grade in their course. For example, in most MLT courses, more than 2–4 absences per course, per semester, might result in a lower grade or, in some instances, having to repeat the course altogether.
2. In the event of an absence from any class, it is the student's responsibility to notify the appropriate instructor by telephone or email.
3. Absences due to illness lasting longer than 48 hours, or absence on the day of a scheduled test, will require a written doctor's excuse.
4. It is the student's responsibility to arrange for and complete any missed educational activities due to absence. Make-up of missed laboratory sessions is at the discretion of the faculty member responsible for the individual course.
5. In some MLT courses, three tardies equal one absence. Arriving late is disruptive to the learning of others and should be avoided.

Disciplinary Action

Students may be subject to disciplinary action, including course or program suspension or dismissal, under certain circumstances.

In each classroom/lab and clinical course, faculty may designate a portion of the grade to **professional behavior**. Students **must** pass this element to pass the course.

1. The first incident is a warning. The faculty member will complete a Professional Performance Report. Copies will be given to the student, kept by the instructor, and placed in the student's file.
2. The second incident will result in disciplinary action. The student will be removed from the course and will not be allowed to return until they make an appointment with the School of Health Professions (SHP) Dean or Assistant Dean within 48 hours and meet with them to discuss the behavior.
3. The third incident will result in dismissal from the course and an earned grade of "F."
4. Four incident reports during enrollment in the program will result in a mandatory meeting between the student, the Dean, and the Program Director to re-evaluate the student's suitability as a medical laboratory professional. At this meeting, a professional improvement plan will be developed, and the student will be subsequently re-evaluated.

Note: Should a patient's, faculty member's, or another student's safety be compromised through a student's negligence or other behavior, or if a student's behavior is so severely disruptive or unprofessional, faculty will require the student to immediately leave the class, lab, or clinical setting and are authorized to prohibit the student from returning to the area. The student will be required to meet with the Dean or Assistant Dean, along with the Program Director, to re-evaluate their ability to remain in the Medical Laboratory Technology program. Such extreme behavior is likely to result in the student's immediate dismissal from the program.

Appeals

1. Students are encouraged to discuss their concerns with the appropriate faculty member first.
2. When appropriate, students should bring concerns to the Program Director.
3. To appeal grades or address issues not resolved above, consult the Reynolds Student Handbook for "Student Appeal of Academic and/or Administrative Decisions," Policy 1-12.

AI Guidelines

Defining Generative Artificial Intelligence (AI): Generative AI is a type of AI that can create new content and ideas — including conversations, stories, images, videos, and music — in response to prompts. Generative AI can be trained to learn human language, programming languages, or complex subject matter, and it reuses training data to solve new problems. (Definition adapted from Amazon Web Services, [aws.amazon.com/what-is/generative-ai.](https://aws.amazon.com/what-is/generative-ai/))

Conditional AI Usage: In this program, the use of generative AI is permissible only under specific circumstances, as outlined in individual assignment instructions. When AI tool usage is allowed, exercise caution and appropriately cite and attribute any content generated through its use. It is essential to strike a balance between leveraging the advantages of AI resources and preserving your individual creativity and problem-solving abilities. Failure to adhere to the specified generative AI usage guidelines may result in academic consequences. Pay careful attention to assignment requirements to determine whether AI tools are permitted, and follow the instructions accordingly.

Privacy & Confidentiality: Using generative AI does not change the principles of data privacy laws or your responsibility to uphold them. Personally identifiable information (PII) and protected health information (PHI) must not be entered into generative AI tools, as doing so may compromise the privacy of that individual. PII is defined by the U.S. Department of Labor as information that (1) directly identifies an individual (e.g., name, address, Social Security number or other identifying number or code, telephone number, email address) or (2) indirectly identifies an individual (e.g., gender, race, birth date, geographic indicator, and other descriptors). Personal information or protected health information should not be used in generative AI prompts. Names of real individuals or their personal details, particularly health information, must be redacted or changed when students create prompts for generative AI tools.

Laboratory Safety

Safety

1. The clinical laboratory has numerous potential hazards. During the introduction to the laboratory, students are responsible for familiarizing themselves with the location and operation of all safety equipment. It is also the student's responsibility to review, understand, and adhere to the safety regulations given during the laboratory introduction and safety lectures. OSHA guidelines on occupational exposure to bloodborne and airborne pathogens will be strictly enforced.
2. Students will be provided with appropriate safety apparel in quantities sufficient for reasonable use. If a student requires specific safety equipment, they must request it from the instructor prior to the first scheduled laboratory.
3. If an accident occurs, students must report the incident to the instructor in charge of the laboratory. The instructor is responsible for directing the student to appropriate treatment, at the student's own expense.
4. Students are encouraged to have appropriate health insurance, which is not provided by the College. Responsibility for any costs following an injury or illness sustained by the student during a classroom or clinical experience belongs to the student. The College will furnish malpractice insurance coverage during the clinical rotation period. Instructors and students should notify the Program Director of any injuries sustained at the College or at clinical rotation sites.
5. If you have any questions about a procedure, equipment, materials, or reagents, **STOP** what you are doing and **ASK** the instructor for assistance.

Dress Code

1. The dress code is professional. While attending class at JSRCC, you are expected to maintain a clean, neat appearance. Appropriate street clothes are always required.
2. Students are required to wear designated burgundy MLT scrubs during lab.
3. During all laboratory sessions, OSHA guidelines will be followed, including:
 - a. Appropriate Personal Protective Equipment (PPE) is required. Refusal to wear the designated PPE is grounds for dismissal from the program.
 - b. Low-heeled, enclosed, non-permeable shoes must be worn in all laboratory sessions. Flip-flops, open-toe and/or open-back shoes, and canvas shoes are not permitted.
 - c. Hats (baseball caps, etc.) are not to be worn in laboratory sessions.

- d. Long hair must be pulled back and worn above shoulder length when in the laboratory.
 - e. Dangling jewelry, scarves, and ties must be contained within PPE or removed.
 - f. Fingernails should be of moderate length.
 - g. Superior personal hygiene will be maintained at all times.
4. Faculty reserve the right to deny admission to any class or lab if a student is considered to be dressed inappropriately.

Note: Additional safety standards may apply, as determined by a specific course or discipline.

Laboratory Equipment

Each student is required to report loss of or damage to laboratory equipment. Compliance with this requirement is part of the Honor Code; noncompliance is an Honor Code violation. Blatant negligence resulting in damage to laboratory equipment will be assessed at replacement or repair cost. All fees for damage must be paid by the end of each semester before grades will be released.

Inclement Weather Policy

In the event of inclement weather, announcements will primarily address changes to on-campus classes and services. Please note:

- “On-Campus Classes and Services Cancelled” means:
 - Campus buildings will be closed.
 - All online classes will continue as scheduled.
 - Virtual services (such as online tutoring, advising, and support) will remain available.

Students are responsible for checking official College communication channels (email, website, or emergency alerts) for updates. If you are enrolled in an online course, expect no disruption unless otherwise notified by your instructor.

Clinical Affiliations

Clinical Affiliates Utilized by the Program

- HCA Richmond sites (Henrico Doctors' Hospitals – Forest and Parham, Chippenham, Johnston-Willis, John Randolph Hospitals, and TriCities Hospital)
- Bon Secours sites (St. Mary's Hospital, St. Francis Hospital, Memorial Regional Medical Center, and Southside Regional Medical Center – Petersburg)
- Patient First Richmond Urgent Care Centers (phlebotomy only)
- Riverside Healthcare – Williamsburg and Gloucester
- Sentara sites, including Williamsburg and Martha Jefferson (Charlottesville) Hospitals, and Halifax Regional Hospital (South Boston)
- Virginia Physicians' Associates Laboratories (limited rotations)
- Laboratory Corporation of America (phlebotomy)
- Virginia Commonwealth University Health Systems – Tappahannock and Community Memorial Health (South Hill)
- Sovah Health – Danville Regional Medical Center and Martinsville Community Hospital
- University of Virginia Hospitals (Charlottesville)
- Mary Washington Healthcare (Fredericksburg)

Affiliate clinical sites will vary each semester; the Program Director or Clinical Coordinator should be consulted for an up-to-date listing.

Clinical Rotations

- Arranged by the Clinical Coordinator or Program Director.
- Occur after completion of **all** other MDL coursework.
- With decreasing numbers of clinical affiliate sites and increasing numbers of students in the program, students may experience delays starting clinical rotations. If there are more students than openings in a given semester, placement will be made in the order that completed clinical placement applications are submitted to the Program Director.
- JSRCC continually strives to locate additional sites, some of which are geographically farther from the Richmond area. Students may need to travel to complete their training.

Clinical affiliation standards are specifically outlined in the MLT Clinical Handbook. This will be reviewed with students immediately prior to clinical rotation.

Student Work in Clinical Practicums

In compliance with National Accrediting Agency for Clinical Laboratory Science (NAACLS) standards, the program's policy for students in clinical practicums prohibits the use of students to perform laboratory work in lieu of qualified laboratory personnel. After demonstrating proficiency, students may be permitted to perform routine procedures under qualified guidance and supervision. Service work by students in clinical settings outside of regular academic hours is not compulsory.

Student Acknowledgment

This page may be printed and submitted on its own as a signed acknowledgment form.

By initialing these items, I confirm that I have read and understand the following:

1. This MLT Student Handbook has been explained to me by the Program Director/Clinical Coordinator of the Medical Laboratory Technology program at J. Sargeant Reynolds Community College, or their designee. I have had an opportunity to ask questions.
2. I understand that a physical exam, immunizations, drug screen, and background check are part of the program expectations.
3. I understand that safety is of key importance, and I agree to abide by all College, OSHA, and program safety standards. I further understand that placing myself or others at risk may be grounds for immediate dismissal from the program.
4. I understand that placement in a clinical rotation may be delayed due to the availability of clinical sites. I further understand that a site will be made available as sites become available.
5. I understand that if I commit a HIPAA violation, I will be dismissed from the program.
6. I understand that my participation impacts my grade, and I agree to:
 - Access my Canvas inbox and email regularly, as that is how my instructors will communicate.
 - Access Canvas at least weekly for course announcements and updates.
 - Complete all assignments/exams by the designated due date.
 - Successfully complete all clinical competency skill assessments.
 - Communicate regularly with my Program Advisor and College faculty.

Student signature and date: _____

Program Director signature and date: _____

Assumption of the Risk

This page (through the signature blocks below) may be printed and submitted on its own as a standalone Assumption of Risk form.

I agree that as a participant in the **Medical Laboratory Technology, AAS Program** at **various clinical facilities (see attached list)** associated with **Reynolds** Community College (the "College"), scheduled for **August 1, 2026 to July 31, 2027**, I am responsible for my own behavior and well-being. I accept this condition of participation, and I acknowledge that I have been informed of the general nature of the risks involved in this activity, including but not limited to infectious/biological risks such as exposure to blood and other body fluids through needle sticks/sharps; airborne infection such as respiratory illness; environmental risks due to equipment malfunction; physical risks due to trips, fatigue, noise, or radiation exposure; and chemical exposure as defined in the Safety Data Sheets (SDS) located in the MLT laboratory.

I understand that in the event of an accident or injury, personal judgment may be required by a clinical facility or College personnel regarding what actions should be taken on my behalf. Nevertheless, I acknowledge that the College and/or a clinical facility's personnel may not legally owe me a duty to take any action on my behalf. I also understand that it is my responsibility to secure personal health insurance in advance, if desired, and to take into account my personal health and physical condition.

I further agree to abide by any and all specific requests by the College and clinical facility for my safety or the safety of others, as well as any and all of the College's and clinical facility's rules and policies applicable to all activities related to this program. I understand that the College reserves the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety or welfare of others.

In consideration for being permitted to participate in this program, and because I have agreed to assume the risks involved, I hereby agree that I am responsible for any resulting personal injury or damage to or loss of my property that may occur as a result of, or arising out of, my participation in this program, unless such personal injury, damage, or loss is directly due to the negligence of the College and/or clinical facility. I understand that this Assumption of Risk form will remain in effect during any of my subsequent visits and program-related activities, unless a specific revocation of this document is filed in writing with Dr. Patricia Lawson, Dean for the School of Health Professions, at which time my visits to, or participation in, the program will cease.

I further agree that in the event College facilities incur any loss or damage as a result of my use, negligence, or willful conduct, the College will repair and/or replace the damaged or lost property as required to restore it to its condition before the damage or loss, and will invoice me for the cost, due and payable upon receipt. Upon signing this form, I accept the College facilities and other College resources described herein in the condition existing as of the date of this agreement, except for latent, undisclosed defects of which the College has knowledge.

In case of emergency, please contact: Name: _____ Phone number: _____

Acknowledgment

I acknowledge that I have read and fully understand this document. I further acknowledge that I am accepting these personal risks and conditions of my own free will. I represent that I am 18 years of age or older and legally capable of entering into this agreement.

Participant signature block

Participant's name		Participant's signature	
Address		Date	

If the participant is under 18 years of age, the following section must also be completed: my child/ward is under 18 years of age, and I am hereby providing permission for them to participate in this program, and I agree to be responsible for their behavior and safety during this activity.

Parent or guardian signature block (if participant is a minor)

Child's name		Parent's or guardian's signature	
Address		Date	

This agreement may be executed in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Facsimile and scanned signatures are effective in all respects.

JSRCC Form No. 75-0004 — October 2021 issuance approved — Vice President of Finance & Administration. Please confirm with the Office of Finance & Administration whether a newer form revision is available before use.

List of Clinical Facilities

1. Bon Secours Mercy Health – Global Agreement
 - a. St. Francis Medical Center
 - b. St. Mary's Hospital
 - c. Memorial Regional Medical Center
 - d. Richmond Community Hospital
 - e. Rappahannock General Hospital
 - f. Southside Medical Center
 - g. Southern Virginia Medical Center
2. VCU Health
 - a. Richmond
 - b. Tappahannock
 - c. Community Memorial
3. HCA – Richmond Market
 - a. CJW Medical Center
 - b. Henrico Doctors' Retreat Hospital
 - c. Henrico Doctors' Forest
 - d. Henrico Doctors' Parham
 - e. TriCities Hospital
4. LabCorp
5. Mary Washington Healthcare
6. Sentara Halifax Regional Hospital
7. Sovah Health – Danville and Martinsville
8. UVA Health, Charlottesville
9. Patient First
10. Virginia Physicians

JSRCC Form No. 75-0004 — October 2021 issuance approved — Vice President of Finance & Administration. *Please verify this facility list is current with the Clinical Coordinator each semester.*