



CLBT 2120 MICROBIOLOGY PRACTICUM  
COURSE SYLLABUS SUMMER SEMESTER 2018

**INSTRUCTOR CONTACT INFORMATION**

Cynthia Williams, MS, MT (AMT) (HHS)

Office Hours: 7:30-8 am; 3:30-5 pm

Office Location: 716 Gillis Building

Email Address: [Cynthia Williams \(cwilliams@southeasterntech.edu\)](mailto:cwilliams@southeasterntech.edu)

Phone: 912-538-3183

Fax Number: 912-538-3106

**COURSE INFORMATION**

Credit Hours/Minutes: 4/9000 Minutes/160 hours

Class Location: Room 739 Gillis Building

Class Meets: M-F assigned clinical site

Course Reference Number (CRN): 60186

**SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**

BOC Study Guide 5th ed. ASCP and Polansky review cards **REQUIRED SUPPLIES & SOFTWARE**

Ink pens, pencil, highlighter, permanent marker, paper and any other supplies deemed necessary by instructor.

**COURSE DESCRIPTION**

Provides students with an opportunity for in-depth application and reinforcement of Microbiology principles and techniques in a clinical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follows through. Topics include: Specimen inoculations, stains, culture work-ups, bacterial identification, anti-microbial sensitivity, media preparation, special area, safety, documentation/quality control, and process improvement. The clinical practicum is implemented through the use of written training plan, written performance evaluation, and coordinated supervision.

**MAJOR COURSE COMPETENCIES**

1. Specimen Inoculations
2. Stains
3. Culture Work-Ups
4. Bacterial Identification
5. Anti-Microbial Sensitivity
6. Media Preparation

7. Special Areas
8. Safety
9. Documentation/Quality Control
10. Process Improvement

PREREQUISITE(S)

CLBT 1080

COURSE OUTLINE

Learning Outcomes

Specimen inoculations

Order	Description	Learning Domain	Level of Learning
1	Follow guidelines for routine specimen collection and inoculations (including blood cultures).	Cognitive	Application

Stains

Order	Description	Learning Domain	Level of Learning
1	Interpret stain results.	Cognitive	Comprehension
2	Perform staining techniques.	Psychomotor	Guided Response

Culture work-ups

Order	Description	Learning Domain	Level of Learning
1	Adhere to rules and regulations concerning culture work-ups.	Cognitive	Synthesis

Bacterial identification

Order	Description	Learning Domain	Level of Learning
1	Correctly identify bacteria using appropriate techniques.	Cognitive	Knowledge
2	Adhere to bacteria handling rules. Report any major handling discrepancies to a supervisor.	Cognitive	Synthesis

Anti-microbial sensitivity

Order	Description	Learning Domain	Level of Learning
1	Perform and read anti-microbial sensitivities.	Psychomotor	Guided Response

2	Relate results to disease management.	Cognitive	Application
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### Media preparation

Order	Description	Learning Domain	Level of Learning
1	Perform media.	Psychomotor	Guided Response
2	Practice safety procedures associated with handling, processing, and disposing of all chemical agents and microbials in accordance with federal, state, and local guidelines.	Cognitive	Comprehension
3	Adhere to quality control guidelines.	Affective	Valuing

### Special areas

Order	Description	Learning Domain	Level of Learning
1	Follow guidelines for testing in special areas of microbiology.	Cognitive	Application
2	Follow guidelines for specimen collection and handling.	Cognitive	Application
3	Report any test result discrepancies to a supervisor.	Affective	Responding

### Safety

Order	Description	Learning Domain	Level of Learning
1	Record test results accurately.	Cognitive	Knowledge
2	Adhere to federal, state, and local safety and quality control guidelines.	Cognitive	Synthesis

### Documentation/quality control

Order	Description	Learning Domain	Level of Learning
1	Follow and display adherence to quality control guidelines.	Affective	Responding
2	Report test results.	Cognitive	Application

### Process improvement

Order	Description	Learning Domain	Level of Learning
1	Promote teamwork and use organizational skills in performing duties in the clinical laboratory.	Affective	Characterization

## GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## STUDENT REQUIREMENTS

Students must pass a pre-test in two attempts, before attending clinical rotation. Students are required to record clinical hours each day and be signed by the clinical preceptor. Each week this time sheet will be faxed to the program director. Caution: falsification of time sheets or preceptor signatures will result in expulsion from the CLT program! Students are expected to complete all clinical hours and assignments by the due dates. A ten point penalty will be assessed for each day a research project or study questions are late. Students are responsible for policies and procedures included in the STC E-Catalog/CLT handbook. Students are responsible for requirements (drug screen, background check, immunizations, Fit test, CPR...) included in the STC E-Catalog/CLT handbook. No cell phones allowed. Read the infraction section of CLT Handbook. Stay busy during clinicals! Learn work flow, instrument operation, QC, and maintenance. If you have any down time- study the Polansky cards IN YOUR POCKET! Preceptors are watching you for prospective job opportunities. Take the initiative to draw patients, put up stock, answer phones, and load the instruments with samples.

## ATTENDANCE GUIDELINES

Clinical Attendance: If the student must be absent, the student must call the clinical site preceptor by 7 am and the Program Director (Ms. Williams) by 8am. Daily attendance and punctuality are of the utmost importance for the successful completion of each rotation. The student is expected to arrive and begin work promptly and to stay until the scheduled rotation is complete. Every day at the clinical site is important. This course requires 9000 minutes of clinical participation (4 weeks at 5 days per week=160 hours) in addition to skills check list by the preceptor, research project, and study questions.

Any tardiness or early departure will be logged in the student file. Tardiness and early departure on more than three occasions per rotation may result in the removal of the student and an unsatisfactory grade of "F" for the course. I expect the student to have perfect attendance. Under no circumstances is a student permitted to request permission from the clinical instructor(s) for time off during the 4 week experiences. Excessive absences or failure to notify the clinical facility and Ms. Williams on the day of the absence will result in removal of the student from the clinical site and an "F" will be assigned to the course. The student will be dismissed from the program. Students who miss more than 2 days for each clinical rotation will be required to bring a doctor's excuse before makeup time will be allowed. All minutes MUST be made up before the end of the semester!

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

CLT attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time as noted on each syllabus will receive a "W" for the course if removed from the course on or before the 65% portion of the semester (see STC's calendar on our website for the actual date of the 65% point). After the 65% portion of the semester, the student has earned the right to a letter grade and will receive a grade for the course. Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course involved. If you are 30 minutes late to class, you are considered absent for the day.

#### SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

#### SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

#### PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

#### WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including

grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

#### MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Exams or labs missed for any reason will be made up at the discretion of the instructor. A maximum of one exam can be made up. If more than one exam is missed the student will only be allowed to make up the first exam missed and a grade of "0" will be awarded for any other missed exams including the final. If you are 30 minutes late for class, you are considered absent and missed the test. Remember, the first test can be made up and the second will be a zero, to include the final.

#### ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

#### PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

##### 1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

##### 2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

##### 3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

#### STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 Email: <a href="mailto:bwilcox@southeasterntech.edu">Blythe Wilcox</a> <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

#### ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

#### GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

#### ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

#### TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.* GRADING POLICY

Chapter test average of 70 or higher is required to sit for the comprehensive final (grades of 69.9 will not be rounded up). You MUST pass all skills in this course to pass this course. Test and labs will be timed. Points will be deducted for spelling due to Medical Liability in the work place. Laboratory results are legal documents. NO GRADES WILL BE DROPPED!!! You must receive a “C” or higher in all CLBT, core, and clinical courses to progress in the CLT program.

Assessment/Assignment	Percentage
Clinical rotation evaluation	70%
Research project	10%
ASCP/AMT study questions (Study questions: Complete=20% Study questions: Incomplete=0%)	20%

#### GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Summer Semester 2018 Lesson Plan

CLBT Clinical Rotations 2100 & 2120

Lesson Plan is subject to change at the discretion of the instructor.

	Content	Assignments & Tests Due	Comp Area
1 May 15 Tuesday	CLBT 2120 Microbiology	Research project for Microbiology, Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-9 Core A-C
2 May 21	CLBT 2120 Microbiology	Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-9 Core A-C
3 May28	CLBT 2120 Microbiology	Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-9 Core A-C
4 June 4	CLBT 2120 Microbiology	Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-9 Core A-C
5 June 11	Must complete 160 hours in Microbiology	Attention: June 14 <sup>th</sup> : 9am Report to STC with all study questions, research project, and forms complete.	Course 1-9 Core A-C
6 June 18	CLBT 2100 Blood Bank Clinical rotation	Research project for blood bank, Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-9 Core A-C
7 June 25 OFF July 2-6	CLBT 2100 Blood Bank Clinical rotation	Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-9 Core A-C
8 July 9	CLBT 2100 Blood Bank Clinical rotation	Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-9 Core A-C

9 July 16	CLBT 2100 Blood Bank Clinical rotation Must complete 160 hours in Blood Bank	Case study Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-9 Core A-C
10 July 23	Monday and Tuesday are makeup days if clinical time missed. Complete research project and study questions.	Bring clinical skills check lists completed by the preceptor, research project, all evaluations, complete clinical hours signed by preceptor, and study questions: due today! STC-Thursday July 26 at 9am.	Course 1-9 Core A-C

**MAJOR COURSE COMPETENCIES:**

Specimen Inoculations

2. Stains
3. Culture Work-Ups
4. Bacterial Identification
5. Anti-Microbial Sensitivity
6. Media Preparation
7. Special Areas
8. Safety
9. Documentation/Quality Control
10. Process Improvement

**GENERAL CORE EDUCATIONAL COMPETENCIES:**

- A. The ability to utilize standard written English.
- B. The ability to solve practical mathematical problems.
- C. The ability to read, analyze, and interpret information

\*\* Special Attention: Reading gram stains.

CLINICAL ROTATION EVALUATION FOR CLBT 2120 MICROBIOLOGY

Name: \_\_\_\_\_ Hospital \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

Please evaluate the performance of this student based on the following criteria:

5– meets criteria 90-100% of the time; 4 –meets criteria 80 – 89% of the time; 3 – meets criteria 70-79% of the time; 2 – meets criteria 60-69% of the time; 1- meets criteria less than 60% of the time. Procedures for each test protocol are located in the Policy and Procedure Manual located in each department at each clinical facility. Students must pass the *clinical skills check off sheet with 70 or greater(C) to pass the course.*

1. Skill	5=A	4=B	3=C	2=D	1=F
The student successfully performs the following:					
1. Perform and interpret staining of specimens for GS					
2. Aseptic technique when handling specimens					
3. Culture set-up including routine, fungal, anaerobic, AFB					
4. Correctly identify organism using appropriate techniques					
5. Perform and read sensitivities					
6. Perform kit test for bacterial/parasitic ID					
7. Proper procedures for positive blood cultures					
8. Proper procedures for collection of blood culture					
9. Daily quality control procedures (catalase, coagulase, oxidase, gram stain...)					
10. QC Microscan/Vitec.					
11. QC media					
12. Adhere to rules and regulations concerning culture workups. Report any handling discrepancies to supervisor.					
13. Maintenance of Microscan/ Vitec, Bactec, CO2 tanks...					
14. Record Temperatures of incubators, refrigerators...					
II Knowledge					
The student successfully:					
1. Evaluates specimens for suitability for processing					
2. Differentiates gram-negative from gram- positive organisms					
3. Follows appropriate specimen handling procedures					
4. Correlates results with disease					
5. Recognizes critical results and makes appropriate report and documentation to RN or MD.					
6. Follows appropriate hospital protocol. (Procedures, biohazard, HIPAA, safety, PPE..)					

Comments: \_\_\_\_\_

Areas that the student could improve:

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Thank you for training this student from Southeastern Technical College. The clinical setting is a vital part of the student's education. It helps the student understand and put in to use the concepts learned in the classroom.

Preceptor signature \_\_\_\_\_

Date \_\_\_\_\_

**Please enclose in a sealed envelope, SIGNED ACROSS the seal.**

Level I Infractions:

1. Possession of or under the influence of illegal drugs or alcohol while at the clinical site or in the lab.
2. Theft, abuse, misuse, or destruction of the property or equipment of any patient, visitor, student, hospital employee, or hospital.
3. Disclosing confidential information about any patient.
4. Immoral, indecent, illegal, or unethical conduct on clinical site premises.
5. Possession of weapons, or wielding or threatening to use any type of weapon on hospital or College property.
6. Engaging in disorderly conduct that could ultimately threaten the physical wellbeing of any patient, visitor, student, and hospital or College personnel.
7. Improperly recording clinical time on one's own or another's time sheet.
8. Verbal assault or physical battery on any patient, visitor, student, and hospital or College personnel.
9. Misuse or falsification of patient, student, and hospital or College records.
10. Removal of patient, student, and hospital or College records without authorization.
11. Practicing beyond the scope of clinical objectives.
12. Accusations of sexual harassment or sexual misconduct (pending appeal).
13. Failure to comply with HIPAA regulations.
14. Dismissal from a clinical site.

Students who violate any of the identified infractions under Level I during summer or fall clinical rotation will receive a failing grade and be immediately dismissed from the program.

Refer to CLT handbook for Level II infractions.

Southeastern Technical College  
Clinical Laboratory Program

I, \_\_\_\_\_ have read and understand the syllabus and infractions level I and II.

I have also been given the opportunity to ask questions to clarify any requirements listed on the syllabus. I agree to follow the guidelines and rules listed on the syllabus and CLT Handbook. I have been given a copy of the syllabus and CLT handbook and know that the CLT handbook is also available on STC's "M" drive.

\_\_\_\_\_  
Print Name

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

Date \_\_\_\_\_