



TENTATIVE—SUBJECT TO CHANGE

**CLBT 2120 Microbiology Practicum
COURSE SYLLABUS
Fall Semester 2021 (202212)**

COURSE INFORMATION

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

Campus/Class Location: Room 739, Gillis Building

Class Meets: M-F Assigned Clinical Site

Course Reference Number (CRN): 20194

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Rebecca James, B.S. MLS(ASCP)^{cm}

Email Address: rjames@southeasterntech.edu

Preferred method of contact: Email or GroupMe

Campus/Office Location: Vidalia campus, Gillis Building, Office 716

Office Hours: 7:30-8:30 am; 1:00-5:00 pm

Phone: 912-538-3183

Fax Number: 912-538-3106

Tutoring Hours (if applicable): By appointment

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](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf) (<https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf>).

REQUIRED TEXT

BOC Study Guide, 6th edition, Polansky Review cards

REQUIRED SUPPLIES & SOFTWARE

Ink pens, pencils, highlighters, permanent markers, paper, and any other supplies.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical 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 follow through. Topics include: specimen inoculations; stains; culture work-ups; bacterial identification; anti-microbial sensitivity; media preparation; safety; documentation/quality control; and process improvement.

The clinical practicum is implemented through the use of written training plans, 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

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

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, time sheet must be emailed or faxed to the instructor. **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.
- Know your place as a student.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ATTENDANCE GUIDELINES

Clinical Attendance: If the student must be absent, the student must call the clinical site preceptor by 7 am **and** the Program Instructor (Rebecca James) 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. . The student will be dismissed from the program.**
- **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 Rebecca James 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.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.
Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.
Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests

made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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 for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) for the semester.

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

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 also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

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

Time missed at clinical must be made up before the deadline.

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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</p>

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

Assessment/Assignment	Percentage
Clinical Rotation Evaluation	70%
Research Project	10%
ASCP/AMT Study questions (Study questions: Complete=10%) Study questions: Incomplete=0%)	10%
Journal Entries	10%

GRADING SCALE

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

CLBT 2100 and 2120- Microbiology and Blood Bank Clinical Rotations Fall Semester 202212 Lesson Plan

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
Week 1 9/27-10/1	CLBT 2120 Microbiology	Research project for Microbiology Study questions Polanski review cards Fax/Email time sheet 912-538-3106 Attention: Rebecca James	Course 1-9 Core A-C
Week 2 10/4-10/8	CLBT 2120 Microbiology	Research project for Microbiology Study questions Polanski review cards Fax/Email time sheet 912-538-3106 Attention: Rebecca James	Course 1-9 Core A-C
Week 3 10/11-10/15	CLBT 2120 Microbiology	Research project for Microbiology Study questions Polanski review cards Fax/Email time sheet 912-538-3106 Attention: Rebecca James	Course 1-9 Core A-C
Week 4 10/18-10/22	CLBT 2120 Microbiology	Research project for Microbiology Study questions Polanski review cards Fax/Email time sheet 912-538-3106 Attention: Rebecca James	Course 1-9 Core A-C
Week 5 10/25-10/29 10/28- Midterm	Must complete 160 hours in Microbiology	Report to STC with all study questions, research project, and forms/evaluations complete. Monday, 10/25 @ 10 AM	Course 1-9 Core A-C
Week 6 11/1-11/5	CLBT 2100 Blood Bank Clinical rotation	Research project for blood bank Study questions Polanski review cards Fax/Email time sheet 912-538-3106 Attention: Rebecca James	Course 1-9 Core A-C
Week 7 11/8-11/12	CLBT 2100 Blood Bank Clinical rotation	Research project for blood bank Study questions Polanski review cards Fax/Email time sheet 912-538-3106 Attention: Rebecca James	Course 1-9 Core A-C

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
Week 8 11/15-11/19	CLBT 2100 Blood Bank Clinical rotation	Research project for blood bank Study questions Polanski review cards Fax/Email time sheet 912-538-3106 Attention: Rebecca James	Course 1-9 Core A-C
Week 9 11/22-11/26 Holiday 11/24- 11/25	CLBT 2100 Blood Bank Clinical rotation Must complete 160 hours in Blood Bank	Research project for blood bank Study questions Polanski review cards Fax/Email time sheet 912-538-3106 Attention: Rebecca James	Course 1-9 Core A-C
Week 10 11/29-12/3	Makeup any missed time. Complete research project and study questions.		Course 1-9 Core A-C
Week 11 12/6-12/7	CLBT 2100 Blood Bank Clinical rotation	Report to STC with all study questions, research project, and forms/evaluations complete. Monday, 12/6 @ 10 AM	Course 1-9 Core A-C

COMPETENCY AREAS:

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

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.

Clinical Evaluation for CLBT 2120 Microbiology Rotation

Name: _____

Hospital _____

Dates: From _____ To _____

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

Discussed: Test or procedure discussed; principle explained. Student can explain principle in own words.

Observed: Test or procedure demonstrated. Student has observed demonstration and asked questions if needed.

Performed: Student can perform the test under direct supervision.

Competent: Student can perform with minimal supervision to obtain the expected results.

Skill/Knowledge	Discussed	Observed	Performed	Competent
1. Perform and interpret staining of specimens for G/S				
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...				
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 on students' strengths:

Comments on student's weaknesses or areas needing improvement:

Final Evaluation: Using the following guidelines, initial next to the level that most accurately reflects the student's achievement of technical proficiency. Student performance should be evaluated with reference to the requirements outlined in the above criteria.

Students must pass the clinical skills with 70 or greater (C) to pass the course.

Level	Description	Initial of Evaluator
< 70% Deficient	The student did NOT fulfill the minimum requirements of the clinical experience as outlined in the checklist. Performance falls well short of standards. Performance lacks the quality or element to meet objectives of this course.	
70% - 79% Adequate Equivalent to C	The student fulfilled all of the minimum requirements of the clinical experience as outline in the checklist. Performance meets acceptable minimum standards. Progress towards competency is acceptable.	
80% - 89%. Competent Equivalent to B	The student fulfilled the requirements of the clinical experience. Performance is completely acceptable. The student satisfactorily meets objectives and requirements of this course.	
90% - 100% Commendable Equivalent to A	The student fulfilled all of the requirements of the clinical experience. Performance is consistently beyond present expectations. The student demonstrated mastery of the skills and knowledge necessary for career entry in the Immunohematology department.	

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 evaluation in a sealed envelope SIGNED ACROSS THE SEAL. Thank you!

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
Syllabus Acknowledgement**

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 syllabi. 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. By signing this agreement, I am acknowledging that I fully understand my requirements and grading criteria that I am responsible for.

Print Name

Student Signature

Date