

Halifax Community College

Medical Laboratory Technology

Policy and Procedure Handbook

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MEDICAL LABORATORY TECHNOLOGY CURRICULUM POLICY A45420

PROGRAM INFORMATION

Students enrolled in the Medical Laboratory Technology (MLT) program are governed by the Policies and Procedures Handbook of Halifax Community College. MLT students must also follow additional student policies specific to the MLT program. Each student should familiarize himself/herself with all Policies and Procedures of HCC as well as the policies and procedures contained in the MLT Policy and Procedures Handbook.

The purpose of this Policy and Procedures Handbook is to provide consistency and fairness in implementing the MLT departmental policies.

Students will receive an orientation to the MLT Policy and Procedures Handbook in the first MLT course. Students will sign a statement attesting to their understanding and willingness to abide by the handbook within the MLT program.

Students are governed by HCC policies and MLT policy and procedures handbook while on campus and in clinical settings.

Program Description

The Medical Laboratory Technology curriculum prepares graduates to perform clinical laboratory procedures in chemistry, hematology, microbiology and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance and reporting/recording and interpreting findings involving tissues, blood and body fluids.

The graduate is eligible to take the examination given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists (ASCP) for certification as a medical laboratory technician or the examination given by the National Certifying Agency for certification as a clinical laboratory technician. Granting of the degree is not contingent upon passing the certification by ASCP or efficient agencies.

The medical laboratory technician works under the supervision of a medical technologist and may be employed as a staff technician or assistant supervisor in a medical laboratory, or as a clinical instructor in an educational institution. Employment opportunities include laboratories in

hospitals, medical offices, industry and research facilities. (North Carolina Community College System Curriculum Standard, 2017.)

Program Accreditation

Halifax Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, Georgia 30033. Phone: 404-679-4501.

The Medical Laboratory Technician-Associate Degree program at Halifax Community College is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119, Phone: 773-714-8880. <http://www.naacls.org>.

Program Purpose

The purpose of the Medical Laboratory Technology curriculum is to prepare graduates to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology in employment settings that include laboratories in hospitals, medical offices, industry, and research facilities.

Program Goal

Graduates of the Medical Laboratory Technology curriculum will be able to demonstrate entry level technical, theoretical and analytical competencies in the following areas of clinical laboratory practice: Clinical Chemistry, Hematology, Microbiology, Immunohematology, Serology, and Phlebotomy.

Description of the Profession

The medical laboratory technician is an allied health professional who is qualified by academic and practical training to provide service in clinical laboratory science. The medical laboratory technician must also be responsible for his/her own actions, as defined by the profession.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are qualities essential for a medical laboratory technician. They must demonstrate ethical and moral attitudes and principles which are essential for gaining and maintaining the trust of professional associates, the support of the community,

and the confidence of the patient and family. An attitude of respect for the patient and confidentiality of the patient's record and/or diagnoses must be maintained.

Medical laboratory technicians are competent in:

1. collecting, processing and analyzing biological specimens and other substances;
2. performing analytical tests of body fluids, cells, and other substances;
3. recognizing factors that affect procedures and results, and taking appropriate actions 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 health care professionals, and with the public;
8. recognizing the responsibilities of other laboratory and health care 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; and
11. establishing and maintaining continuing education as a function of growth and maintenance of professional competence.

Upon graduation and initial employment, the medical laboratory technician should be able to demonstrate entry level competencies in the above areas of professional practice. (Essentials and Guidelines of Accredited Educational Programs for the Medical Laboratory Technician, NAACLS, revised 2012)

Certification Levels Definitions for MLT

Certification Levels Definitions refers to skills and abilities expected at career entry, not those that may be acquired with subsequent experience. The Certification Levels Definitions for the technician as published by the Board of Registry are listed below.

Knowledge: The technician has a working comprehension of the technical and procedural aspects of laboratory tests. The technician maintains awareness and complies with safety procedures and ethical standards of practice. The technician correlates laboratory tests to

disease processes and understands basic physiology recognizing appropriate test selection and abnormal test results.

Technical Skills: The technician comprehends and follows procedural guidelines in performance of laboratory tests to include (1) specimen collection and processing; (2) instrument operation and troubleshooting; (3) result reporting and record documentation; (4) quality control monitoring; (5) computer applications and (6) safety requirements.

Problem solving and Decision-Making: The technician recognizes the existence of procedural and technical problems and takes corrective action according to predetermined criteria or refers the problem to the appropriate supervisor. The technician prioritizes test requests to maintain standard patient care and maximal efficiency.

Communication: The technician communicates specimen requirements, reference ranges and test results and prepares drafts of procedures for laboratory tests according to a standardized format.

Teaching and Training Responsibilities: The technician trains new technicians and students and maintains technical competence. (ASCP Board of Registry Examination Content Guideline, 2009)

ACADEMIC INFORMATION

Curriculum Sequence

The MLT curriculum is designed to require a minimum of five (5) consecutive semesters to complete. The academic load will be as evenly distributed as possible. The curriculum consists of approximately 15 months on campus, combination lecture and lab, and approximately 6 months off campus at an approved clinical facility for bench training. Full-time students will be enrolled 13-20 credit hours each semester which translates to 25-28 contact hours per week during the on-campus semesters. The off-campus Practicum during the final spring semester requires 40 contact hours per week. The minimum full-time academic course load at HCC is 12 credit hours per semester. Since the MLT curriculum exceeds that minimum course load, MLT applicants are urged, but not required, to complete as many general education and related courses as possible prior to admission to lighten the course load. All students must be a high school graduate or equivalent and be 18 years old before starting the phlebotomy section in MLT 110.

After admission to the MLT program, all courses must be taken in the order and semester specified in the published curriculum sequence. The curriculum sequence will be distributed to students upon registration for the first semester of the program. Special arrangements to take courses out of sequence or prerequisites concurrent with any given course will not be allowed

without the permission of the program director. Course descriptions and prerequisites are defined in the college catalog. If a student does not successfully complete any course (MLT, general education or related) in the curriculum sequence, that student will be dismissed from the MLT program. That student will be allowed to continue in general education or related courses but not in MLT courses.

In the event of program closure, students who are currently enrolled in the MLT curriculum and are on track in following the published curriculum sequence will be allowed to complete the curriculum requirements, provided they remain enrolled in the MLT curriculum at HCC and continue to follow the published curriculum sequence.

Grading and Evaluation

Specific course objectives and grading policies will be distributed at the beginning of each semester in the course syllabus. Learning experiences and evaluations will be based upon the course objectives. MLT courses are graded on a seven-point scale:

93 - 100	A
85 - 92	B
78 - 84	C
70 - 77	D
below 70	F
withdrawal	W
incomplete	I

“I” (incomplete) indicates that students have not completed some phase of the course work assigned. They are in all other ways passing. Ordinarily a grade of “I” will not be given unless the student satisfactorily completes over 75% of the course requirements. The “I” must be removed during the following semester. Withdrawal and refund policies are published in the college catalog.

The student must receive a “C” (78%) or above to successfully complete an MLT course.

Academic performance for each MLT course is evaluated by administration of tests, a cumulative final exam and other graded assignments. Any student who scores below 78% on two (2) tests is counseled by the Program Director. Laboratory skills are evaluated by means of lab exams and lab reports. Affective domain objectives are evaluated in all MLT laboratory classes. The student will be required to research, prepare, and present term papers and case studies in designated courses as indicated in the course syllabi. The clinical rotation grade is determined by the clinical instructor’s evaluation of student performance based on a set of given objectives, a comprehensive exam and a written and oral presentation of a clinical case study.

Progression

Students in the MLT curriculum must achieve a grade of “C” or better in all MLT courses, and a grade of “D” or better in related or general education courses to continue in the program. If a student makes below a D in any related or general education course, they may retake those courses as long as they obtain a D or better before the start of their MLT Practicum Rotation with the exception of MLT 141, all students must have a D or better in Bio 175 before they can take MLT 141. If a student becomes academically ineligible to continue in the MLT curriculum that student will be automatically dismissed from the MLT program.

In order to begin final semester MLT Practicum, the student must:

1. successfully complete all curriculum courses (MLT, general education and related),
2. attain a grade of “C” or better in all MLT courses and D or better in all other related or general education classes,
3. have a cumulative Grade Point Average of 2.00 or better in all curriculum courses, and
4. pass the Clinical Proficiency and Written Evaluation Exams with a minimum score of 78% administered by the MLT department head and/or designated faculty.

Clinical Proficiency and Written Test Evaluation and Examination

The Clinical Proficiency and Written Test Evaluation and Examination tests knowledge and skills necessary to enter the clinical practicum. The Clinical Proficiency Evaluation is designed to ensure that the prospective student has achieved a level of proficiency in basic laboratory knowledge and skills necessary to function at a student MLT level in the clinical rotation. The Clinical Proficiency Evaluation Examination will be administered during the fall semester to all students requesting progression to the final semester clinical practicum. The written test examination is designed to ensure that the prospective student has achieved a level of proficiency in basic laboratory theory to function at a student MLT level in the clinical rotation.

Practicum (Clinical Experience)

Clinical site assignments will be made by the MLT program director. Due to the strict regulations from our clinical sites, all students must be 18 years of age or older before they can attend any clinical rotation. Second year MLT students will complete the rotations for Phlebotomy as scheduled during the fall semester. During the final spring semester, rotations will be scheduled in four major laboratory departments: Blood Bank, Chemistry, Hematology, and Microbiology. The microbiology clinical experience will be done on campus and the other three departments will be done at a clinical site off campus. Students will be scheduled for clinical assignment during day shift in most cases however the clinical site may require some evening

assignments but these are rare exceptions, Monday through Friday, in the spring semester rotations. Each student will be assigned to at least two different clinical sites during the major rotations unless otherwise noted. There will be no changes made to the schedule without the permission of the MLT department head. When enrolled in Practicum, the student will not be allowed to take any other courses scheduled to meet during the same hours.

In the event of a sudden decrease in the number of clinical sites available, students will be selected for assignment to clinical sites based on the highest curriculum GPA earned as of the end of the summer session prior to entering the second year of the program. Students not assigned to a clinical site will be scheduled for rotations at the next available time.

Each student is responsible for his/her own transportation to and from the clinical sites. Not all clinical sites are local sites and they may be up to 1 hour in distance from the HCC campus. Arrival and departure time and work assignment is left to the discretion of the supervisor at the facility. Students will receive laboratory instruction by clinical facility employees who are Medical Technologists and Medical Laboratory Technicians or equivalent. These clinical instructors will evaluate the student's performance. The student must achieve a "C" (78%) or better in each rotation in order to progress to the next clinical rotation.

During a clinical experience time, a student must meet the required number of hours that is list for each course. If a student misses time during their clinical rotation they must make that time up. Students absent from the clinical site due to illness must inform the clinical supervisor at least one hour prior to regular scheduled assignment. If absences are due to the closure of the college for weather considerations. The MLT program director will communicate makeup schedules and/or additional assignments depending on a case-by-case situation.

The student is expected to abide by the rules and regulations governing the particular clinical institution for the duration of his/her rotation. Violation of the rules and regulations may be cause for immediate dismissal from the clinical facility and from the MLT program. ***Practicum students will be required to sign a waiver attesting to their communicable disease status or show required document of their Immunizations. Students are required to have a Criminal Background Check and Drug Screen performed and the results will be reported to clinical sites before the student commences the clinical rotations.*** The clinical site will determine whether a student is allowed to be placed in the facility. If it is determined that the clinical sites will not accept the student due to background or drug test the student will be allow to finish lecture course but will not graduate due to not meeting the required clinical rotations and thus will be dismissed from the program. If the student refuses to submit required documents the student will be dismissed from the MLT program.

According to the clinical affiliation agreement, the college must withdraw any student from the clinical site upon written notification when the student is unacceptable to the clinical site for

the reasons of clinical performance, violation of clinical site regulations, or other reasonable causes. If a student is asked to be withdrawn from a clinical site, the student will receive a grade of "F" for that rotation and be dismissed from the MLT program.

Temporary emergency Closure Policy

It is the expectation of HCC to provide qualified instruction support for the MLT program once a class has started. If a temporary emergency should arise with providing adequate instructional support, then every effort will be made to continue the program with another faculty member or a qualified adjunct instructor.

If an unforeseen situation emerges that forces the temporary closure of the MLT Program for any reason, then the current students will have the option of having their tuition either refunded or held and applied to the next available MLT Class. These students will take priority over any other students regardless of selection into the next MLT class.

Role of Clinical Liaisons:

The clinical liaisons are normally the Laboratory Manager/Laboratory Director for each clinical affiliate. They oversee students while rotating in their facilities. They help with scheduling students, onboarding students, and overall administration and supervision of the students.

Service Work

After demonstrating proficiency, students may be permitted to perform clinical laboratory procedures with qualified supervision. However, once entry level competencies are demonstrated, repetition should be limited to periodic reinforcement. During scheduled practicum hours, students are not employees of the clinical facility and therefore not entitled to Workmen's Compensation or employee benefits.

Students may perform noncompulsory service work outside of regular academic hours if employed by an outside institution. Community college students will be considered high school graduates for CLIA purposes. Service work hours are not credited toward clinical rotation requirements. Student employment should be limited to hours outside of those required for academic and practical aspects of the MLT program. If employed, the student is under the domain of the employer. The MLT department accepts no responsibility or obligation arising from student employment.

Graduation

A 2.00 cumulative quality point average in MLT curriculum courses is required for graduation. College graduation requirements are stated in the college catalog. Students should apply for graduation during the registration period of their final semester. Graduates from the

MLT curriculum will receive an Associate in Applied Science Degree in Medical Laboratory Technology.

Faculty

Lonnie Barker, MBA, MT (ASCP)	MLT/PBT Department Head, Clinical Instructor.
Wendy Barley MBA, MT (ASCP)	MLT/PBT Clinical Instructor

Clinical Affiliates

ECU Health North, 250 Smith Church Road, Roanoke Rapids, NC 27870

Lab manager: Sharon Arbeene Lab Manager

Email: Sharon.arbeene@ecuhealth.org

Phone: 252-535-8352

UNC Nash General Hospital, 2460 Curtis Ellis Drive, Rocky Mount, NC 27804

Lab manager: Lalashanda (Shairee) Taylor

Email: lalashanda.taylor@unchealth.unc.edu

Phone: 252-443-8081

ECU Health Edgecombe Hospital, 111 Hospital Drive Street, Tarboro, NC 27886

Lab manager: Colin Crews

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Phone: 252-641-7180

ECU Health Roanoke Chowan Hospital, 500 S. Academy Street, Ahoskie, NC 27910

Lab manager: Storie Burgress

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Phone: 252-209-3026

VCU Community Memorial Hospital, 125 Buena Vista Cir, South Hill, VA 23970

Lab Manager: Christina Duke

Phone: 434-4473151

Maria Parham Medical Center a Duke Life Point Hospital, 566 Ruin Creek Road, P.O. Drawer
59 Henderson, NC 27536

Lab Manager: Tammy Care

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Wilson Medical Center a Duke Life Point Hospital

1705 Tarboro St SW, Wilson, NC 27893

Lab Manger: Mandy Flowers

252-399-8719

Email: Mandy.Flowers@wilmed.org

ADMISSION INFORMATION

Admission Policy

Applicants for admission to the MLT program must meet the following minimum criteria:

1. Submission of a completed "Application for Admission" to the college admission office.
2. Submission of records of high school graduation or equivalency and any post-secondary transcripts if transfer credit is desired.
3. Completion of a counseling interview with the MLT program director or MLT Clinical Instructor. Interviews will be scheduled after the above requirements are met.
4. Submission of a signed statement that the applicant is aware of the Essential Functions necessary to work in a medical laboratory and believe he/she is capable of the stated requirements.
5. Submission of a physical examination form which indicates that the student possesses satisfactory physical and emotional health indicative of their ability to function safely in a medical laboratory. This requirement must be met by summer semester of the second year of the program.
6. Science classes taken prior to acceptance into the MLT program must have been completed within five (5) years prior to acceptance into the program (Bio 168, Bio 169 and Bio 175).

Essential Functions

According to the nature of the work required in the clinical laboratory, the applicant must be able to:

1. Reach, manipulate, and operate equipment necessary for laboratory work.
2. Move and manipulate a patient as necessary for the performance of laboratory procedures.
3. Visually evaluate patients, test reactions, clinical test results, and the working environment.
4. Communicate, both verbally and in writing, with the patient, family, personnel, and others to disseminate information relevant to care and work duties, and to hear accurately to gather information relevant to patient and work duties.
5. Demonstrate emotional stability and psychological health in day-to-day interaction with patients, visitors, staff and peers, in routine and non-routine decision-making processes, and on the daily execution of didactic and clinical assignments.
6. See through a microscope clearly enough to differentiate microscopic components.
7. Discriminate color reactions.

Selection Procedures

Due to the limited clinical and laboratory space available, admission to the MLT program will follow selective admission procedures. The MLT Program Director will use the following criteria to rank applicants for selection:

1. High school GPA or GED scores
2. Grades in related courses at HCC
3. Credits for transferred college courses
4. Extra points may be earned for science and math courses successfully completed in high school.
5. Extra points may be earned for related employment in a health care facility.

The number of students fully accepted into the fall semester of the first year of the curriculum will not exceed ten. The ten (10) qualified applicants with the highest selection scores will be fully accepted to enroll in the fall semester of the first year of the curriculum. Additional students who meet the minimum qualifications may be admitted as alternates. Fully accepted applicants will have priority over alternates for placement in second year clinical rotations.

Selection procedures occur during the summer and students are notified by mail of their acceptance into the MLT program.

Readmission

Students seeking readmission to the MLT program must submit a written request for readmission to the MLT Program Director during the semester prior to the requested readmission and must comply with college policies as stated in the college catalog.

Readmission of students who have exited the MLT program is subject to the approval of the MLT Program Director. If a student was removed from their clinical practicum for disciplinary reasons are not eligible to reapply.

Students who were withdrawn from the MLT program for any reason, voluntary or academic, are limited to one readmission.

First time applicants will have priority over those requesting readmission. GPA may be a consideration in ranking for readmission. Cumulative GPA of 2.00 is required for readmission. Readmission is contingent upon clinical space available. Students applying for readmission may be required to repeat for credit any MLT course if the grade from the MLT course previously taken is two (2) years old or older as evidenced by the date of completion of the course. Alternatively, the student may be allowed to take proficiency examinations for all previously completed MLT courses with the permission of the instructor. The student must pass the proficiency exams with a C (78%) or better.

Financial aid may not be available for courses retaken.

Student Records

HCC policies on maintenance of student records are published in the college catalog. Transcripts may be requested in writing from the Registrar's office. In addition, certain student records are maintained in the MLT department files for a period of at least ten years. These records may include: All immunizations records, background check and drug screen, clinical performance evaluations, registration information, admissions test scores, grade reports, signed Essential Functions, Program Policy and Confidentiality Statements.

Health

Prior to entering the practicums, applicants who have been accepted must submit a physical assessment report signed by a physician indicating acceptable physical and emotional health to function safely in a clinical laboratory and to meet the essential functions of the program. Students will receive current training regarding the OSHA Blood borne Pathogen Standard,

current TB recommendations, and current Hepatitis B vaccination recommendations, and will be required to comply with current OSHA standards. 2 PPD skin tests must be administered within 12 months with the second one within 90 days prior to the student entering Practicum and documentation must be on file. Students who desire to receive the Hepatitis B vaccine must make arrangements with their personal health care provider at their own cost. Students will be required to present documentation of Hepatitis B vaccination or sign a waiver if they choose not to take the vaccine. COVID Vaccine is required or a wavier must be approved by the clinical site.

The college provides no on-campus health facilities. However, first aid stations are available in each building. The emergency rooms of the clinical affiliates are available for medical treatment should the need arise at the clinical site; students are responsible for costs. Students are encouraged to purchase group health insurance at the time of registration if they are not covered under another plan.

Malpractice Insurance

MLT students are required to have liability insurance before they are permitted to participate in a clinical rotation. The cost is currently \$16 and can be paid to the cashier office.

Fees and Tuition

MLT students will pay the current tuition and fees as charged by Halifax Community College. MLT students must have a white lab coat to be worn in the laboratory on campus and at the clinical sites. Black medical scrubs top and bottom along with a white lab coat are required for the pinning ceremony. Textbook costs will average approximately \$500 - 550 per semester for the first four semesters. There are several options when purchasing textbooks from our online bookstore. There are new and used books and many textbooks also have an option for an e-book. No textbooks are required for the clinical rotations. Many of the MLT courses are Hybrid Courses, therefore it is strongly recommended for you to bring to class one of the following electronic devices: iPad, Android tablet or Laptop. Other usual school supplies will be necessary. Application fee for national certifying examination given by the Board of Registry after graduation is \$225.00.

STUDENT RIGHTS AND RESPONSIBILITIES

Attendance Policy

The attendance policy for each course will be found in the course syllabus and will be discussed on the first day of class. For most MLT courses a student may not be absent more than 15% of the class and laboratory hours during a semester. There are no excused absences.

Any absences in excess of the limit will result in the student being dropped from the course. Any student who has not attended class for two consecutive weeks must be dropped unless contact has been made with the instructor and reasonable justification for the absence has been given. Tardiness is disruptive and unprofessional and will be counted against the absence limit.

It is important for students to maintain responsibility for test taking. If a student determines that a test or exam must be missed, it is the student's responsibility to make appropriate arrangements with the instructor PRIOR to missing the exam. If a test must be missed, the student will take a makeup test the next day the student is on campus.

Laboratory courses are scheduled in two-to-three-hour blocks in most cases. The student is expected to be available for instruction during the specified time. Because of the many potential hazards involved in laboratory exercises, students are not allowed to work without supervision. Make-up labs will not be offered. However, the student will be held responsible for the information, techniques, and general concepts covered during the session missed.

Confidentiality

Students in the MLT program have a moral obligation to protect the privacy of any patient in our affiliated hospitals. All information must be held in strictest confidence and must not be discussed with others in the hospital or community college not concerned with such information or with individuals outside the hospital. Students may also come into contact with confidential or sensitive information relating to other hospital or college employees or students that must not be disclosed. Any violation of the confidentiality of such information is a cause for immediate dismissal from the program. Students will sign a confidentiality statement that will be on file in the MLT department.

Professional Appearance

The student must wear a clean, white lab coat for all on-campus MLT laboratories.

At the clinical sites, the student is expected to present a clean professional appearance. Appropriate attire should be black uniform scrubs; no jeans, sweat pants, or casual t-shirts. Students will provide their own white lab coat. Identification name badge will be worn at the clinical sites. Hair should be worn away from the face and must not be multi-color. Jewelry should be limited. Shoes should be comfortable, closed-toe liquid-impermeable white shoes. Avoid the use of strong perfumes or aftershave. Any visible tattoo must be covered.

Student Conduct

MLT students represent themselves, the MLT program and college, as well as the medical laboratory profession while working in the clinical laboratory or attending class on the college campus. Therefore, high standards of conduct and professional behavior are expected.

Compliance with college policies, including acceptable conduct, is required at all times. College rules and regulations are outlined in the college catalog. Unacceptable conduct includes, but is not limited to, dishonesty, breach of confidentiality, and breach of laboratory ethics. Dishonesty includes cheating and concealing errors made in the clinical laboratory setting or simulation.

Cheating is defined as copying another student's work, utilizing an exam key, using text or lecture notes during an exam without the instructor's permission, and plagiarism, to include copying from a book without proper reference. Any work that is not your own is cheating. Cheating is the most serious of academic offenses. There is no place in the medical profession for dishonesty. The penalty for such misconduct is dismissal from the program.

Any student whose behavior causes concern as to alcohol or drug use may be requested to submit to immediate drug screening at their own expense. Failure to comply or evidence of drug or alcohol in the screening test will result in immediate dismissal from the MLT program.

No eating, or drinking is allowed in the classrooms or laboratories on campus except for designated areas. No smoking is allowed in the classrooms or laboratories on campus.

Progressive Disciplinary Action Policy

Faculty is committed to assisting students to be successful in the program. To afford students due process, MLT students who are not meeting attendance policies or course objectives in class/lab or clinical will be apprised of their performance status using the progressive discipline process.

A. Step 1: Warning

- i. The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include, but are not limited to, utilization of peer study groups, seeking help from Center for Academic Excellence (CAE), or seeking assistance or adding lab time from the MLT Instructors or Program Director.
- ii. At the discretion of the instructor and depending on the situation, this step may be skipped and a conference will be done.

B. Step 2: Conference

- i. The student meets with the instructor in a formal conference to review the performance deficit. A written conference report will identify specific course/program objectives not being met and a remediation plan/contract, including deadlines for completion, will be designed to assist the student in correcting the deficit.
- ii. If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or dismissed from the program.

C. Step 3: Probation

- i. Probation is a trial period in which the student must improve or be dismissed from the program. The student meets with the instructor and Program Director. The student, MLT Program Director, and instructor will review and sign an MLT probation contract explicitly stating expectations that must be followed during the probationary period and signed.
- ii. Probation may be implemented for:
 - 1. Failure to meet program attendance policies or course objectives.
 - 2. Inability to maintain physical and mental health necessary to function in the laboratory field.
 - 3. Unethical, unprofessional behavior, and/or unsafe clinical practice.
 - 4. Refusal to participate, within reason, in a class, lab, clinical, or procedure.
 - 5. Unsafe or unprofessional clinical practice that compromises patient or staff safety.
 - 6. Behavior which compromises clinical affiliations.
 - 7. Failure to comply with all terms outlined in a conference report.

D. Step 4: Program Dismissal

- i. If at any time during the probation period the student fails to meet any of the conditions of the probation contract or if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be dismissed from the program.
- ii. A student who is placed on probation for unsafe or unprofessional conduct may be dismissed from the program for subsequent safety or professional conduct violations at any time during the program. If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of WF as applicable.

I. Program Withdrawal/Dismissal

Personal withdrawal - to receive a "personal" withdrawal the student must have a passing grade in the MLT course at the time of withdrawal.

Academic dismissal - At the end of each semester MLT students will be dismissed from the MLT program for any of the following reasons:

- A. Failure to achieve a "D" or above in all curriculum and a 78 "C" in all clinical courses, while maintaining an overall GPA of 2.0.
- B. Failure to comply with MLT program progressive disciplinary action policy, as outlined in this handbook.
- C. Failure to meet the standards defined in clinical probation/dismissal section, as outlined in this handbook.

- D. Non-compliance with the HCC Student Conduct Policy 510.00 Codes and Violations.
- E. If a student's background check or drug is not accepted by the clinical sites then the student will be dismissed from the all-clinical rotations. He or she can finish the lecture classes but will not be able to graduate due to not being able to attend his/her required clinical rotations.

II. Immediate Dismissal from the MLT Program

In addition to HCC Student Conduct Policy 510.00 Codes and Violations, students in the MLT program will immediately be dismissed for any of the following reasons:

- A. Adjustment problems that seriously affect the health and well-being of patients, other students, college, or healthcare personnel.
- B. Demonstration of conduct not in accordance with the ethical standards of medical laboratory technology. Misconduct related to medical laboratory technology includes, but is not limited to, substance abuse, misuse and/or abuse, abandonment, breeching confidentiality, and falsifying records.
- C. Failure of acceptance by a clinical facility for clinical rotations.
- D. Possession or use of any illegal substances (drugs) or alcohol while at the college or any clinical facility. Any student who is found to possess or who appears in the classroom or clinical facility under the influence of such drugs/alcoholic beverages will be evaluated for dismissal from the MLT program. While in clinical practice, a student may at any time be required to provide a urine or blood sample for testing to validate or to disprove use of controlled substances/alcoholic beverages. Such testing will be at the student's expense. Failure to submit to such testing or provide body fluid samples will be interpreted as supportive of impairment. Test values indicating use of controlled substances/alcoholic beverages will be grounds for dismissal from the MLT program.

I. Clinical Probation

A student may be placed on clinical probation at any time for reasons including but not limited to:

- A. Acts which potentially threaten the well-being and/or safety of patients by:
 - 1. Demonstrating unsafe methods in laboratory practice.
 - 2. Inadequate preparation for assigned duties.
- B. Consistently demonstrating inability to meet the clinical objectives as outlined in the individual course syllabus.
- C. Repeated failure to submit written assignments.
- D. Absences or lateness as outlined in the attendance section of the course syllabus.

The clinical liaison or the MLT faculty member who places a student on clinical probation will do the following:

- A. Direct the student to leave the clinical area and report to the MLT Program Director.
- B. Immediately notify the MLT Program Director.
- C. Aid the MLT Program Director in filling out an MLT probation contract, which will explicitly describe the behavior which led to clinical probation, outline guidelines detailing what the student must do to correct the behavior, and identify a specific time frame in which the behavior must be corrected. This contract is to be signed by the MLT Program Director, faculty member or clinical liaison, and the student.
- D. Failure to comply with the terms of the clinical probation contract will result in program dismissal. The MLT Program Director, clinical liaison, and the MLT faculty will make the determination as to whether a student has complied with the guidelines outlined in the clinical probation contract.

- E. In all matters related to clinical probation and program dismissal, the student shall be afforded full rights and due process as set forth in the section on HCC Student Conduct Policy 510.00 Codes and Violations in the HCC student handbook.

II. Clinical Dismissal

In addition to reasons outlined previously, a student may be dismissed from clinical rotations at any point during a semester for:

- A. Threatening the well-being and/or safety of patients or staff by demonstrating unsafe methods in laboratory practice.
- B. Being inadequately prepared for assigned duties that leads to mistakes and unsafe practice.
- C. Threatening the organization and workflow of the laboratory by creating detrimental situations that run against laboratory policies. The student is a guest in the facility and does not have the rights of employees.
- D. Demonstrating adjustment problems in relation to patients or allied health personnel.
- E. Demonstrating conduct *NOT* in accord with the ethical standards of medical technology.

If a clinical liaison or MLT faculty decides that the student has infringed on one of the above policies, the liaison should:

- A. Direct the student to leave the clinical area and report to the MLT Program Director.
- B. Notify the MLT Program Director.
- C. Aid the MLT Program Director in filling out an MLT probation contract detailing the unacceptable behavior.
- D. The MLT Program Director and clinical liaison will determine if the student should be immediately withdrawn from their clinical rotations, resulting in dismissal from the MLT program, or if the student may continue with clinical training. If the Program Director and clinical liaison decide that the student may continue with clinical training, the Program Director and clinical liaison will set forth guidelines as to what the student must do to correct the behavior. This contract is to be signed by the MLT Program Director, clinical liaison, and student. Failure to comply with the terms of the contract will result in a failing grade for the course and dismissal from the program. Any missed time due to this process must be made up.
- E. Failure to comply with the guidelines outlined in the probation contract will lead to immediate program dismissal.
- F. In all matters related to clinical probation and dismissal, the student shall be afforded full rights and due process as forth in the section on the HCC Student Conduct Policy 510.00 Codes and Violations in the student handbook.

Grievance Procedures

Student grievance procedures and right to appeal can be found in the current college catalog and student handbook.

NAACLS Outcome Measures

The following outcomes are measured and reported to our Accreditation Agency (NAACLS) National Accrediting Agency for Clinical Laboratory Sciences. The measures are:

1. **MLT Program Graduation Rates:** Graduation Rates are calculated based upon the number of students entering the final half of the MLT program. HCC has determined the entry point of the final half of the program to be the 2nd fall semester of the program
2. **MLT Program Certification Rates:** Certification rates are calculated based on of those taking the examination for the first time within the first year of graduation
3. **MLT Program Graduation Placement Rates:** Graduation Placement Rates are calculated by employment in field of study or a closely related field (for those who seek employment) or continuation of education within one year of graduation

REQUIREMENTS MATERIALS

1. MLT Textbooks- Cost Varies
2. Immunizations- Cost Varies
3. Background Check, Drug Screen, Compliance Tracker and Clinical Scheduling System (Rotation Manager) \$115.49
4. Clinical Reporting System (Trajecsys) \$100.00
5. Health Form
6. Malpractice Insurance \$16.00
7. Uniforms
8. Sharpie markers
9. Your own Transportation to clinical sites

MLT MEDICAL LABORATORY TECHNOLOGY
POLICY and PROCEDURE HANDBOOK SIGNATURE PAGE

I have received and read a written copy of the Medical Laboratory Technology Policy and Procedure Handbook. I agree to abide by the stated policy.

Student signature _____

Date _____