



***Missouri Health Professions Consortium (MHPC)***  
***Medical Laboratory Technician***  
***Student Handbook***

**PURPOSE OF HANDBOOK:** The purpose of this handbook is to provide, in one document, pertinent data, policies and procedures for students enrolled in the MLT Program. It is essential that students understand the information presented in this handbook to facilitate their progression through the MLT Program. This handbook has been designed to be used in conjunction with your community college catalog and college specific student handbook.

NOTE: Any changes in your home community college's Rules and Regulations and policies may supersede current information in this handbook.

**Missouri Health Professions Consortium (MHPC)**  
**Medical Laboratory Technician Student Handbook**  
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# General Information



## History and Overview of MHPC

### Missouri Health Professions Consortium

#### Cooperative Colleges:

East Central College, *Union, Missouri*  
Moberly Area Community College, *Moberly, Missouri*  
North Central Missouri College, *Trenton, Missouri*  
State Fair Community College, *Sedalia, Missouri*  
State Technical College of Missouri, *Linn, Missouri*  
Three Rivers College, *Poplar Bluff, Missouri*  
University of Missouri, *Columbia, Missouri*

Community colleges from across the State of Missouri along with the University of Missouri have formed a consortium to offer an innovative Medical Laboratory Technician (MLT) Program.

Graduates of the MLT Program will obtain an Associate of Applied Science Degree in Medical Laboratory Technician from one of the community colleges. Each student admitted to the MLT Program will select only one “home” campus from the community colleges offering the program of study, including:

- East Central College, *Union, MO*
- Mineral Area College, *Park Hills, MO*
- Moberly Area Community College, *Mexico Campus*
- State Fair Community College, *Sedalia, MO*
- Three Rivers College, *Poplar Bluff, MO*
- North Central Missouri College, *Trenton, MO*

## **MHPC MLT Organizational Structure**

1. Governing Board -- The Consortium will be managed under the authority of a Governing Board of Directors comprised of the presidents from each member community college and representatives of the University of Missouri in Columbia as outlined in related Memorandums of Understanding.
2. Home Campus - Each student admitted to a Consortium program will select one “home” campus from among the member community colleges offering the program of study. The admitted student is expected to enroll and pay tuition and fees directly to the “home” campus. Admitted students may be required to travel to other approved site(s) to attend assigned practice laboratory and clinical training. Once a student completes all program requirements, the “home” campus shall grant and confer the student’s certificate/degree, and these outcomes shall be counted and reported in accountability measures such as graduation rates, retention rates, and other institutional assessments.

## Faculty and Staff Contact Information And Faculty Qualifications

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# **MLT Program Information**

## **Program Mission Statement, Philosophy and Outcomes**

In keeping with the mission of the Missouri Health Professions Consortium (MHPC), the Medical Laboratory Technician program was developed to meet the increasing demand for highly competent medical laboratory technicians in rural and underserved areas of Missouri. The purpose of this associate degree program is to prepare selected individuals to provide accurate and reliable diagnostic testing results to the citizens of Missouri. We educate and prepare laboratory generalists, to have the knowledge, skills and professional behaviors that are necessary to be eligible to apply for the national certification examination as well as meet employer expectations in the community service area.

The MHPC Associate of Applied Science degree in Medical Laboratory Technician program aligns exceptionally well with the “service region” mission of each of the participating Consortium colleges, in following ways:

- Is intended to improve the quality of life of Missourians through teaching, discovery, and service.
- Is highly collaborative and emphasizes high quality, rigorous instruction.
- Addresses Missouri’s critical need for medical laboratory technicians in the immediate and long term, and will enhance the health of Missourians by increasing the health workforce and providing education in an area of high demand for traditional and non-traditional students.
- Is anticipated that the vast majority of this program’s graduates will continue to live and work in the same communities from which they were trained, thereby extending the positive benefits of the program.

### **Program Outcomes**

1. Demonstrate knowledge of laboratory professional practice by providing safe, effective and accurate laboratory test results while maintaining patient confidentiality.
2. Utilize established laboratory procedures taking into consideration the application of scientific principles, technical skills for operation and maintenance of laboratory equipment, and relationship of laboratory findings to disease states to ensure appropriate patient diagnosis and treatment.
3. Employs professional conduct and communication skills with patients, families, laboratory personnel, healthcare team members, and the community as a medical laboratory technician.
4. Participate in professional development activities valuing the importance of continuous learning in laboratory medicine.
5. Comply with Federal, OSHA, and laboratory safety procedures for the well-being of the patient, healthcare team, self and community.

## **Educational Program Description:**

Missouri Health Profession's Consortium Medical Laboratory Technician program prepares the graduate to assume responsibility in various laboratory settings, medical or non-medical, clinical diagnostic or research, hospital or reference laboratories.

The MLT program culminates in an Associate of Applied Science degree. All potential students must take the prescribed general education classes, which ideally can be completed in two semesters. Medical Laboratory Technician courses may only be taken after students have successfully completed prerequisite courses. Completion of the MLT-specific courses will take two semesters and one summer.

Core classes in this program study human diseases and laboratory tests that identify them. Students learn to operate equipment in medical laboratories and perform a wide range of procedures. Didactic and clinical instruction emphasize proper specimen collection and handling, understanding test procedures, safety, quality control, acquisition of technical skills, and troubleshooting techniques. To successfully complete an MLT course, students must score  $\geq 78\%$  or "C" in both the didactic and clinical components.

When students have successfully completed the Medical Laboratory Technician program, they will be eligible to take the American Society for Clinical Pathology certification examination. Granting the degree is not contingent on passing the registry examination.

### **The curriculum includes the following:**

- Orientation
- Training in phlebotomy
- Lecture (didactic) in various disciplines of laboratory science
- Practical training in the student laboratory
- Individual rotations through clinical departments of clinical affiliates
- Written and practical examinations throughout the curriculum

# MHPC MLT Program

## Associate of Applied Science Degree Program of Study Curriculum

|                                 |   |
|---------------------------------|---|
| Total Credits:                  | 60-61                                   |
| General Education Requirements: | 25-26 (minimum of 25% of total credits) |
| Professional Requirements:      | 35                                      |

### **YEAR 1**                      **General Education Requirements**

| <b><u>Courses</u></b>                              | <b>Credit Hours</b>        |
|--|----------------------------|
| Human Anatomy w/Lab (or Anatomy and Physiology I)  | 4                          |
| Physiology w/Lab (or Anatomy and Physiology II)    | 4                          |
| English Composition I                              | 3                          |
| Mathematics Requirement                            | 3                          |
| US History or Government, Constitution Requirement | 3                          |
| General Chemistry I                                | 5                          |
| Directed Electives                                 | 3-4                        |
|  | <b><u>Total: 25-26</u></b> |

### **YEAR 2**                      **Professional Requirements**

#### **Semester 1: August-December**

|  | <b>Credit Hours</b>     |
|--|-------------------------|
| MLT 150 Introduction to Laboratory Science Methods | 2                       |
| MLT 210 Immunology                                 | 3                       |
| MLT 250 Hematology and Coagulation                 | 5                       |
| MLT 260 Phlebotomy                                 | 2                       |
| MLT 291 Hematology and Coagulation Practicum       | 2                       |
|  | <b><u>Total: 14</u></b> |

#### **Semester 2: January-May**

|   |                         |
|---|-------------------------|
| MLT 270 Immunohematology                    | 5                       |
| MLT 294 Immunohematology Practicum          | 2                       |
| MLT 280 Clinical Microbiology               | 4                       |
| MLT 290 Parasitology, Mycology and Virology | 1                       |
| MLT 293 Clinical Microbiology Practicum     | 2                       |
|   | <b><u>Total: 14</u></b> |

#### **Semester 3: June – August**

|   |                        |
|---|------------------------|
| MLT 220 Clinical Chemistry and Urinalysis | 5                      |
| MLT 292 Clinical Chemistry Practicum      | 2                      |
|   | <b><u>Total: 7</u></b> |

## Course Descriptions– MLT Program Year

### MLT 150: Introduction to Laboratory Science Methods- 2 credits (2 lecture)

This course orients the student to the concepts encompassed in the laboratory environment, to include safe specimen handling, testing procedures, reporting results, basic quality control, laboratory organization and professionalism. Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program, grade of "C" or better.

### MLT 210: Immunology- 3 credits (2 lecture; 1 Lab/Clinical)

The course consists of the principles and theories of antigen and antibody reactions and the immune system as related to diagnostic serologic procedures. Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program, grade of "C" or better.

### MLT 260: Phlebotomy- 2 credits (1 lecture; 1 Lab/Clinical)

This course covers various procedures in performing venipuncture and other specialized collection techniques in addition to laws and regulations for safe phlebotomy practices. Prerequisite: IF IN MLT PROGRAM: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program, grade of "C" or better.

### MLT 250: Hematology and Coagulation- 5 credits (4 lecture; 1 Lab/Clinical)

This course studies the cellular structures in blood, normal and abnormal cell development, alterations present in disease and the mechanisms of coagulation. Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program, grade of "C" or better.

### MLT 280: Clinical Microbiology- 4 credits (3 lecture; 1 Lab/Clinical)

This course consists of the role of pathogenic bacteria and other microorganisms which will include bacterial culturing, differentiation and identification of human normal flora and disease-causing microorganisms. Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program, grade of "C" or better.

### MLT 290: Parasitology, Mycology, Virology- 1 credit (1 lecture)

This course introduces the student to parasites, fungus and viruses and their role in human health and disease. Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program, grade of "C" or better.

### MLT 270: Immunohematology- 5 credits (4 lecture; 1 Lab/Clinical)

This course consists of concepts, applications and discrepancies of blood group testing, screening and crossmatch procedures and identifying unexpected antibodies. Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program, grade of "C" or better.

### MLT 220: Clinical Chemistry and Urinalysis- 5 credits (4 lecture; 1 Lab/Clinical)

This course introduces the student to methods of analysis of chemical components found in the human body, the testing methodologies for those constituents and the results as applied to normal and abnormal disease states. Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program, grade of "C" or better.

### MLT 291: Hematology and Coagulation Practicum- 2 credits (2 Lab/Clinical)

Supervised clinical practice coordinated by the Consortium, in the hematology lab of selected clinical affiliates. Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program, grade of "C" or better.

### MLT 292: Clinical Chemistry Practicum- 2 credits (2 Lab/Clinical)

Supervised clinical practice coordinated by the Consortium, in the clinical chemistry lab of selected clinical affiliates. Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program, grade of "C" or better.

### MLT 293: Clinical Microbiology Practicum- 2 credits (2 Lab/Clinical)

Supervised clinical practice coordinated by the Consortium, in the microbiology lab of selected clinical affiliates. Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program, grade of "C" or better.

### MLT 294: Immunohematology Practicum- 2 credits (2 Lab/Clinical)

Supervised clinical practice coordinated by the Consortium, in the immunohematology lab of selected clinical affiliates. Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses, grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course during each semester required in the MHPC MLT program, grade of "C" or better.

## Credit Hour Distribution

### Lecture/Lab/Clinical Hours per Semester

1 semester = 16 weeks instruction  
 1 credit hour lecture = 15 contact hours  
 1 credit hour lab/clinical = 60 contact hours

| <b>Courses</b>                                     | <b>Lecture<br/>Credit<br/>Hours</b> | <b>Lecture<br/>Clock<br/>Hours</b> | <b>Lab/<br/>Clinical<br/>Credit<br/>Hours</b> | <b>Lab/<br/>Clinical<br/>Clock<br/>Hours</b> | <b>Total<br/>Clock<br/>Hours</b> |
|--|-------------------------------------|------------------------------------|---|--|----------------------------------|
| MLT 150 Introduction to Laboratory Science Methods | 2                                   | 30                                 | 0   | 0  | 30                               |
| MLT 210 Immunology                                 | 2                                   | 30                                 | 1   | 60   | 90                               |
| MLT 250 Hematology and Coagulation                 | 4                                   | 60                                 | 1   | 60   | 120                              |
| MLT 260 Phlebotomy                                 | 1                                   | 15                                 | 1   | 60   | 75                               |
| MLT 291 Hematology and Coagulation Practicum       | 0                                   | 0                                  | 2   | 120  | 120                              |
| <b>TOTAL SEMESTER 1:</b>                           | <b>9</b>                            | <b>135</b>                         | <b>5</b>                                      | <b>300</b>                                   | <b>435</b>                       |
| MLT 270 Immunohematology                           | 4                                   | 60                                 | 1   | 60   | 120                              |
| MLT 294 Immunohematology Practicum                 | 0                                   | 0                                  | 2   | 120  | 120                              |
| MLT 280 Clinical Microbiology                      | 3                                   | 45                                 | 1   | 60   | 95                               |
| MLT 293 Clinical Microbiology Practicum            | 0                                   | 0                                  | 2   | 120  | 120                              |
| MLT 290 Parasitology, Mycology and Virology        | 1                                   | 15                                 | 0   | 0  | 15                               |
| <b>TOTAL SEMESTER 2:</b>                           | <b>8</b>                            | <b>120</b>                         | <b>6</b>                                      | <b>360</b>                                   | <b>470</b>                       |
| MLT 220 Clinical Chemistry and Urinalysis          | 4                                   | 60                                 | 1   | 60   | 120                              |
| MLT 292 Clinical Chemistry Practicum               | 0                                   | 0                                  | 2   | 120  | 120                              |
| <b>TOTAL SEMESTER 3:</b>                           | <b>4</b>                            | <b>60</b>                          | <b>3</b>                                      | <b>180</b>                                   | <b>240</b>                       |
| <b>TOTAL PROGRAM:</b>                              | <b>21</b>                           | <b>315</b>                         | <b>14</b>                                     | <b>840</b>                                   | <b>1145</b>                      |

## **Tuition and Fees Guidelines**

### **MHPC MLT Program Students**

**Policy:** Tuition and Fees policies for the MHPC MLT Consortium Program are consistent with policies and procedures established by the participating Consortium colleges. It is the duty of the MHPC MLT Program Executive Director and MHPC Governing Board of Directors to ensure ongoing continuity and consistency between campuses within a reasonable degree of variation.

The following guidelines are intended to assist students in addressing general tuition and fees related to payment and financial aid.

#### General:

1. Students will be billed for all tuition and fees through the home campus registrars and cashiers as established by community college specific policies and procedures.
2. Students matriculated into the Consortium program will enroll at the student's "home campus" community college, and will pay the required tuition and fees to the home campus.
3. All pre-requisite general education and science coursework taken prior to a student's formal admission to the Consortium program shall be paid in the same manner as other native students attending the home community college campus.

#### Financial Aid:

1. It is generally understood that once admitted to the Consortium program, students are counted and reported as students of the "home" community college. This process shall determine the student "home-campus" for federal and state financial aid eligibility and account service. It is the intent of this Consortium agreement that all financial aid services shall be provided by the local member community college.

#### Non-Curricular Student Activities and Events:

1. Students accepted into a Consortium program will be afforded the same access rights to non-curricular events and activities as those afforded to other currently enrolled native students on the "home campus". This understanding will enable these students to participate in community college intercollegiate athletics, student activities and organizations, use the recreation facilities, library, residence halls, etc. All appropriate fees will be covered by the tuition/fees charged by the "home" member Consortium community college.

## Estimated Student Program Costs for Professional Year

Tuition and Fees for the MHPC MLT Program professional year (MLT coursework) will be higher than general education costs at the home campus. This is an estimate of student costs associated with the program, including tuition, books, supplies, immunizations, training/certifications.

| <b>MLT Admissions Expenses (due in the summer semester, upon acceptance to the MLT Program)</b>   |                    |
|---|--------------------|
| Background Screening  | Varies             |
| 11 panel drug screen  | Varies             |
| Student Membership Dues for American Society for Clinical Laboratory Science (ASCLS)  | 28.00              |
| Physical Examination (cost is estimated and varies depending on healthcare provider/insurance coverage)   | 150.00*            |
| Immunizations – (cost is estimated and varies depending on healthcare provider/insurance coverage):<br><i>Tetanus/diphtheria (Tdap) within past 10 years; MMR series; Hepatitis B series; Varicella vaccination series or titer indicating immunity; annual flu shot; annual TB Screening</i> | 500.00*            |
| Supplies (scrubs, nametag, appropriate shoes, etc)  | 300.00             |
| <b>Sub-Total, MLT Admissions</b>  | <b>\$975.00*</b>   |
| <b>Semester 1 (FALL, 16-weeks)</b>  |                    |
| Tuition and Fees @ 14 credit hours/5 classes (paid directly to home campus)   | 4,536.00           |
| Books - estimated cost (paid to campus bookstore or ordered online)   | 500.00             |
| Media Lab/Lab CE Exam   | 75.00              |
| <b>Sub-Total, Fall</b>  | <b>\$5,111.00</b>  |
| <b>Semester 2 (SPRING, 16-weeks)</b>  |                    |
| Tuition and Fees @ 14 credit hours/5 classes (paid directly to home campus)   | 4,536.00           |
| Books - estimated (paid to campus bookstore or ordered online)  | 500.00             |
| <b>Sub-Total, Spring</b>  | <b>\$5,036.00</b>  |
| <b>Semester 3 (SUMMER, 8-weeks)</b>   |                    |
| Tuition and Fees @ 7 credit hours/2 classes (paid directly to home campus)  | 2,268.00           |
| Certification Examination- ASCP-BOC fees  | 215.00             |
| <b>Sub-Total, Summer</b>  | <b>\$2,483.00</b>  |
| <b>TOTAL Estimated Professional Year Cost</b>   | <b>\$13,608.00</b> |

**\*These are cost estimates that vary depending on outside companies and healthcare/provider insurance coverage**

**Tuition & Fees listed above are current and are paid directly to the home campus, subject to change each year.** Specific tuition and fee rates may vary by campus but the total cost to the student remains the same regardless of home campus assignment. Total tuition and fee rates include tuition, professional program/course fees, student activity fees, technology fees and support services fees and do not vary based on student designation of in/out of district. **All other costs (books, immunizations, screenings, supplies, etc.) are only an approximation.** Program costs above do not include ordinary costs of daily transportation, living expenses, child care, and health insurance.



## **Course Registration**

Once the student has been accepted into the MHPC Medical Laboratory Technician (MLT) Program, and all prerequisites have been completed with satisfactory grades the student may register for the classes required for the professional phase of the program. All MLT students are subject to the procedures of registration as published in their home college student handbook and therefore should refer to their home college student handbook for registration specifics. A list of MLT classes will be provided to the registrar and students prior to enrollment.

## **Academic Calendar Dates**

Students should refer to their “home campus” academic calendar for all program dates including enrollment and drop dates. Students will also be provided with an MLT specific calendar available at the beginning of each semester.

## **Program Completion Criteria and Certification**

Successful completion of both the didactic course work, clinical rotations and practicums requirements of the MHPC MLT Program are necessary to earn the Associate of Applied Science degree.

The Associate of Applied Science Degree is conferred by the home college to those candidates who have been regularly admitted to the home college, have made application for candidacy for the Associate of Applied Science degree, have been recommended by the faculty of the Medical Laboratory Technician Program and have completed the following requirements:

1. Earned a minimum of 60 semester hours in prescribed courses with a cumulative grade point average of 2.5 or above.
2. Passed all MLT and MLT-related courses with a minimum grade of “C”.
3. Earned a minimum of the last 15 semester hours at said home campus.
4. Satisfactorily completed all financial obligations.

As a fully accredited MLT Program, graduates are eligible to sit for the most nationally recognized certification examination for Medical Laboratory Technicians administered by the American Society of Clinical Pathology Board of Certification (ASCP-BOC), 33 West Monroe Street, Suite 1600, Chicago, Illinois, 60603; [www.ascp.org](http://www.ascp.org). After successful completion of this exam, the individual will be a certified Medical Laboratory Technician (MLT).

Students who transfer to a four-year institution should expect that institution to evaluate their coursework in terms of applicability to the requirements of the student’s major field of baccalaureate study. Some AAS degrees are transferable through articulation agreements with other educational institutions.

## Professional Development Opportunities and Memberships

A graduate of the MHPC MLT program is expected to assume responsibility for continuing competency and to maintain a commitment to the professional organization. A student's involvement and membership in the American Society for Clinical Laboratory Science (ASCLS) is mandatory. In addition to professional accountability, membership is required as students will utilize member resources available on the ASCLS website.

***Examples of opportunities available for professional leadership development are listed below:***

### **American Society for Clinical Laboratory Sciences Membership**

Membership in the American Society for Clinical Laboratory Science Society is a professional obligation. Benefits include monthly periodicals, discounts on publications, access to loans, grants and fellowships, professional meetings and educational sessions with discounts. This organization is the premier society for the profession. By becoming a member, the student is acting in support of the profession. In addition, students are encouraged to join their state laboratory associations, such as ASCLS- Missouri.

American Society for Clinical Laboratory Science  
1861 International Drive Suite 200, McLean, VA 22102; ph. 571-748-3770;  
[ascls@ascls.org](mailto:ascls@ascls.org)

American Society for Clinical Laboratory Science- Missouri  
<http://www.ascls-mo.org/>

### **Class Representative: Missouri Health Professions Consortium Campus Representative**

MHPC's Medical Laboratory Technician Program may have representation by each campus. While depending on office role may vary, one duty is to act as liaison to the student body and the faculty. Their responsibility is to work in a collaborative relationship on issues concerning the academic program, student issues and concerns, and to facilitate communication and participation in program activities.

## **National Board of Certification in MLT (ASCP-BOC) Certification Examination**

Once practicums are complete and graduation is ensured you will be ready to prepare and sit for the National Certification Exam to become a Certified Medical Laboratory Technician. All information can be found on the ASCP BOC website: <https://www.ascp.org/content/board-of-certification>

### **Certification Process**

Step 1: Meet the eligibility requirements for the appropriate examination category before submitting your application.

Step 2: Complete the online application and submit the following:

- Appropriate application fee (credit card or check) Application fees are non-refundable
- Necessary documentation required to verify your eligibility (\*official transcripts)

Step 3: Receive notification to take the examination on computer at a Pearson Professional Center within a three-month period, upon determination of your examination eligibility.

Step 4: Schedule an appointment to take the examination within the three-month period indicated in your admission notification.

Step 5: Take the examination at the Pearson Professional Center of your choice. Immediately after you complete the examination, you will see your preliminary pass/fail result on the computer screen.

Step 6: Receive notification email to login and view your final examination score.

Step 7: Receive your wall certificate in approximately 4-6 weeks verifying your certification upon passing the examination, valid for three years, and a link to the Credential Maintenance Program (CMP) booklet containing information on maintaining your certification.

\*Transcripts must be requested from the home campus conferring your Associate of Applied Science – Medical Laboratory Technician degree. The MHPC Office does not have access to your official educational records.

ASCP BOC contact information:

ASCP Board of Certification 33 W. Monroe St., Suite 1600 Chicago, IL 60603; ph. 800-267-2727

### **Accreditation**

The MHPC MLT Program has been granted Accreditation by the National Accreditation Agency for Clinical Laboratory Science (NAACLS), the premier international agency for accreditation and approval of educational programs in the clinical laboratory sciences and related health professions. For more information on the accreditation process, please contact:

NAACLS

5600 N. River Rd, Suite 720

Rosemont IL 60018-5119

ph: 773.714.8880

fx: 773.714.8886

[info@naaccls.org](mailto:info@naaccls.org)

## AMERICANS WITH DISABILITIES ACT (ADA)

It is the intent of the MHPC MLT Program that compliance with the Americans with Disabilities Act shall be a high priority. Appropriate changes will be made and accommodation provided to qualified individuals with disabilities, unless doing so would pose an undue burden on the institution's resources or would fundamentally alter the nature of a program.

Students who have disabilities that qualify under the Americans with Disabilities Act (ADA) should register with their home campus if requesting accommodations and/or assistance. All members of the Missouri Health Professions Consortium comply with ADA guidelines. If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance, please notify the course instructor immediately and/or contact the Access/ADA Office at your college to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. The MHPC cooperating colleges provide accommodative services for students who qualify. Accommodation services are individualized in an attempt to provide the most appropriate services for the needs of the student.

Students may register for assistance through their respective home campuses. College contact information is listed below:

**East Central College:**

Paul Lampe, Director of Advising and Counseling, Access and Disability Services, 636-584- 6581,  
[paul.lampe@eastcentral.edu](mailto:paul.lampe@eastcentral.edu)

**Mineral Area College:**

Access Office/Disability Services, 573-518-2152, 5270 Flat River Road, Park Hills, Missouri, 63601.

**Moberly Area Community College:**

Columbia campus, Parkade Center, Room 119, (660)263-4100 x 12120, Stacy Donald, Director of Access/ADA Services at [StacyDonald@macc.edu](mailto:StacyDonald@macc.edu)

**North Central Missouri College:**

Megan Pester, Accessibility Services Coordinator, Alexander Student Center [mpester@mail.ncmissouri.edu](mailto:mpester@mail.ncmissouri.edu), 660-359-3948 Ext 1405

**State Fair Community College (SFCC Regulation 1210):**

Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St., Sedalia, MO 65301.

**Three Rivers College:**

Student Services Specialist/Coordinator of Disability Services (573)840-9605

## NOTICE OF NON-DISCRIMINATION

The Missouri Health Professions Consortium and its member institutions do not discriminate on the basis of race, color, national origin, ancestry, gender, age, disability, veteran status, and marital or parental status in admissions, programs and activities, and employment. Inquiries concerning nondiscrimination should be directed to the following respective college representatives:

**East Central College:**

Vice President of Student Development, 131 Buescher Hall, telephone number 636-584-6565 or  
[stnotice@eastcentral.edu](mailto:stnotice@eastcentral.edu)

**Mineral Area College:**

Office of the Dean of Students, 573-518-2154, or Access Office/Disability Services, 573-518-2152, 5270 Flat River Road, Park Hills, Missouri, 63601.

**Moberly Area Community College:**

Office of Student Services, 101 College Avenue, Moberly, Missouri 65270, 660-263-4110, ext. 11239

**North Central Missouri College:**

Chief of Staff, North Central Missouri College, 1301 Main, Trenton, MO 64683, (660) 359-6203 or  
[kharris@mail.ncmissouri.edu](mailto:kharris@mail.ncmissouri.edu)

**State Fair Community College (SFCC Regulation 1210):**

Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St., Sedalia, MO 65301. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

**Three Rivers College:**

Student Services Specialist/Coordinator of Disability Services (573)840-9605 located in the Welcome Center in the Bess Student Center, Poplar Bluff, MO 63901

# Communications

## **Faculty Office Hours and Mandatory Check-Ins**

Each instructor will have virtual office hours scheduled each semester. Students are encouraged to take advantage of these periods when faculty members have arranged advisement times for students. Appointments can be made individually with a faculty member or the MHPC MLT Program Operations Coordinator, when needed. In addition, students will be provided with phone numbers and e-mail for all principle faculty members for convenient access and ongoing communication opportunities.

## **Departmental Meetings**

Faculty and staff meet, either virtually or through email, to share information about program, teaching, and campus specific activities. Student representatives are invited to present an agenda item and actively participate in faculty meetings when arranged in advance with the Program Director. If a student wishes to bring forth a personal concern to the staff meeting, the discussion will remain confidential and only students involved in individual review may be in attendance.

## **“Home Campus” Advisement**

The student is assigned a faculty advisor from the corresponding home campus with knowledge and understanding specific to the MHPC MLT Program requirements. The role of the advisor is to review student transcripts and prerequisite course work to make sure the student is taking the correct courses and performing academically at a level that will make them a viable candidate to apply to the MHPC MLT Program. The Academic Advisors work in collaboration with the MHPC MLT Program **Operations Coordinator**, and Administrative Assistant to prepare students for a successful application process.

This advisor assists in planning the educational program, providing assistance with scholastic problems, and serving as a resource about opportunities and options on campus, i.e. Learning Center, Counseling Services, and Financial Aid. In addition, students have access to the MHPC MLT Program **Operation Coordinator** through virtual informational sessions, e-mail, phone contact, and scheduled meetings facilitated by the “home” campus. Prospective students are invited to contact the MHPC MLT Administrative Assistant to receive feedback on admissions processes and policies.

## **MLT Program Professional Year Advisement**

During the professional program year, students will be given feedback regarding their academic performance, program concerns, and overall professional development towards becoming a medical laboratory technician. Students will be provided a mid-term evaluation of their performance during fall, spring and summer semesters. The student will receive this evaluation via email and will have the opportunity to meet with the MHPC MLT Program **Operation Coordinator** ~~Executive Director~~ regarding these evals. A student may request a meeting with their faculty advisor at any time. If a student receives an unsatisfactory or needs improvement on their clinical practicum checklist, an additional meeting with the MHPC MLT Program Executive Director and may be warranted.

## **Program Communications**

If the student has questions, programmatic or course related, they should direct question(s) to the Operations Coordinator, or instructor, respectively, through email/office phones or discussion boards during asynchronous recordings or chat bar if during synchronous class.

## Email

All students are required to have and use their school provided email address for all MHPC MLT program communication. Should any issues arise with the email address being used, it will be up to the student to contact their home campus IT department to rectify the situation. Departmental and class messages will be relayed through home campus email. Email should be read every 24 hours while the program is in session. Students are responsible for information distributed through email by the program personnel and individual instructors within the 24-hour limit. If a student has not replied to an email in which it was required to reply within 24 hours of the message being sent, disciplinary action will be taken.

## Cell Phones and Texting

Cell phones must be turned off or silenced during all program components (i.e. synchronous lectures, student labs, clinicals, practicums, exams, etc.). Text messaging or phone calls to any faculty's personal cell phones will not be allowed for official program functions (i.e. absences, questions about course materials, etc.); students must use faculty email addresses as the main form of communication and as secondary communication, faculty office phone numbers/voicemail will be used.

- ***You may not be allowed to carry your cell phone with you during your clinical rotations. It is up to the clinical affiliate policies that you must follow. It is suggested that you obtain the facility's number on the first day of clinical rotations for family members to contact in the event of an emergency.***

## Canvas

Students are expected to utilize Canvas for course materials and examinations. Logging in to Canvas should occur every 24 hours while the program is in session. Information can be posted in the Announcements section of each course, which will show up upon logging into the course. Students may be required to leave microphones open and webcams on during lecture sessions to ensure that there are no side conversations during synchronous lecture. There is also a Canvas inbox which is separate from your school provided email address. Please refrain from using this email inbox for anything program related. Use the school provided email address for any communication throughout the entirety of the program.

## Website

General program information and frequently asked questions will be placed on the MHPC MLT website. On the website, this handbook is also posted, so you will have access to it at all times.

# Safety



## Universal Precautions and Infection Control

All Medical Laboratory Technology and Health Science students will utilize the following policies regarding blood borne pathogens in conjunction with the policies of the individual clinical agencies regarding blood borne pathogens:

1. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials (including the following body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, and any body fluid that is visibly contaminated with blood, and in all situations where it is difficult or impossible to differentiate between body fluids; and any unfixed tissue or organ from a human (living or dead) by all students in both laboratory and clinical settings.
2. Recapping, bending, breaking and shearing of needles/sharps is strictly prohibited in clinical settings and college laboratory.
3. Wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials. If hand-washing facilities are not immediately available, use of an antiseptic towelette or antiseptic hand cleanser in conjunction with a paper towel is mandated. It is still necessary to wash with soap and water as soon as possible.
4. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of exposure to infectious material.
5. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering and generation of droplets of these substances.
6. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
7. Students must utilize all personal protective equipment such as, but not limited to: gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks or other ventilation devices. All protective equipment shall be removed prior to leaving the work area, and placed in the appropriately designated area or container for storage, washing, decontamination or disposal.
8. Broken glassware, which may be contaminated, shall not be picked up by hand. It shall be cleaned up using mechanical means, i.e. dustpan and brush or tongs.
9. Any spill or accidental exposure shall be immediately reported to the faculty. In the laboratory, follow the faculty's direction for containment, disposal and disinfection of area.

## **Exposure Procedure**

### **Potential Exposure to Blood-Borne Pathogens**

1. Report the potential exposure to instructors.
2. Document what the incident was, how it occurred, and the resident source involved on the form provided.
3. The area of potential exposure with the exception of a splash to the eye should be cleaned well with soap and water. Most splashes to the eye are flushed via the normal tearing process. If no tears are present, eyes may be flushed with normal saline solution.
4. The residual source should be tested for Hepatitis B Surface Antigen (HBsAG), Human Immunodeficiency Virus Antibody (HIV), and Hepatitis C antibody (anti-HCV) only after providing counseling regarding this testing and obtaining consent for such testing.
5. Testing needles or sharps involved in the incident is not recommended.
6. The student should be counseled regarding his/her risk of Hepatitis B (HBV), Hepatitis C (HCV), and HIV and offered testing for HCV and HIV. The student shall not be tested until he/she has been counseled and has given consent for HCV and HIV testing. The recommended testing schedule for HIV testing of a student post blood exposure is as follows:
  - a. At the time of the incident
  - b. Six weeks post incident
  - c. Twelve weeks post incident
  - d. Six months post incident

The recommended testing schedule for the person exposed to an HCV-positive source is as follows:

- a. Perform baseline testing for anti-HCV and ALT activity;
- b. Perform follow-up testing (e.g., at 4-6 months) for anti-HCV and ALT activity (if earlier diagnosis of HCV infection is desired, testing for HCV RNA may be performed at 4-6 weeks);
- c. Confirm all anti-HCV results reported positive by enzyme immunoassay using supplemental anti-HCV testing (e.g., recombinant immunoblot assay [RIBA TM]).

\*Recognize that all costs for the testing will be borne by the student.

7. If the source resident (patient) is positive for HBsAG, the student should be treated in the following manner:
  - a. If the student has received the Hepatitis B vaccine series, he/she should be tested for HBsAG. If adequate levels are in the blood, no further treatment is needed. If inadequate levels are in the blood, the student should receive another dose of the vaccine and one dose of Hepatitis B antibody (HBIG).
  - b. If the student has not received the Hepatitis B vaccine, the series should be started at this time and one dose of HBIG given also.

\*Note: HBIG should be given within seven (7) days to be effective.

8. If the source resident (patient) is negative for HbsAG, and the worker has not been vaccinated, use this opportunity to start the vaccine series.

9. If the source resident refuses or is unable to give consent to be tested, the patient should be evaluated via medical history for risk factors to Hepatitis B. Based upon this history HBIG may be recommended. If the student has not received the Hepatitis B vaccine series, it should be started.
10. If the resident source is found to be HCV or HIV negative, no further follow up of the student is recommended.
11. If the resident source is found to be HCV or HIV positive, is unable to give consent, or refuses to be tested, the student should be encouraged to be tested for HCV or HIV on the previously stated schedules, and should be instructed to report any febrile illness occurring within the first twelve weeks of the incident. Symptoms of a febrile illness include:
  - a. Fever
  - b. Rash
  - c. Enlarged lymph glands
12. When a student has been exposed to an HCV-positive source, IG and antiviral agents are not administered because clinical studies have not found them to be effective in preventing infection.
13. If the source of the splash or puncture wound is unknown, the decision to test should be evaluated on an individual basis. Epidemiology should be considered. Situations, geographic area, populations, or types of exposure are evaluated in assessing risk.
14. Careful attention should be given to record keeping regarding the incident and any testing, to provide and protect the confidentiality of both the resident and student member.

Reference:

U.S. Department of Health and Human Services—Public Health Service—Centers for Disease Control. (1989, June 23). Guidelines for Prevention of Transmission of Human Immunodeficiency Virus and Hepatitis B Virus to Health Care and Public Safety Workers. *Morbidity and Mortality Weekly Report*. 38(No. S6).

OSHA: Meeting the New Requirements. Quality America, 1992.

U.S. Department of Health and Human Services—Public Health Service—Centers for Disease Control. (2001, June 29). Updated US Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Postexposure Prophylaxis. *Morbidity and Mortality Weekly Report*. 50(RR11), 1-42.

## Hepatitis B Vaccination Policy

In accordance with clinical facility policies and Occupational Safety and Health Administration (OSHA) regulations (Federal Register, Vol. 56, No. 235) the following policy is set forth for all nursing, medical laboratory, and emergency medical services students:

All students in the MHPC MLT program are technically considered to be included in “high risk” categories of occupational exposure to blood-borne pathogens by OSHA. OSHA defines “high risk” as having a minimum of one exposure to blood/blood pathogens per month and strongly recommends that all health care workers in high risk categories be vaccinated against Hepatitis B. Although the OSHA regulations address health care employers and workers, they do not include students in any part of the directive.

The OSHA directive does not make receiving the vaccination mandatory, but it does make it mandatory to inform persons of the risk, the nature of the disease, the vaccination pharmacology, and protective measures to minimize infection through proper handling of hazardous materials, personal protective measures, and policies/procedures to minimize exposure as well as the procedures to report and handle exposures. Appropriate training in class will be provided.

MLT students must obtain the vaccine at their own expense prior to training at clinical facilities and provide the MHPC MLT Program Executive Director and with documentation of having received it.

## Safety Regulations

When working in the student laboratory and in clinical rotations at affiliate laboratories, Medical Laboratory Technician students adhere to safety precautions to protect themselves, coworkers, and families. The following safety guidelines pertain to three categories of hazards: physical, chemical, and biological. Each type of hazard has appropriate safety equipment and rules to follow.

**Physical hazards** are those present in the environment or that arise when using equipment. For ultraviolet light (UV), electrical and fire hazards use the following guidelines:

- Turn off a UV light when it is not actually in use.
- Do not look into the UV light with unprotected eyes. Wear UV blocking glasses if you must work when it is on.
- Periodically inspect the external wiring of instrumentation. Have worn wires replaced.
- Do not handle equipment or connections with wet hands.
- Analytical instruments must be grounded with three-pronged plugs.
- Do not use electrical equipment where flammable vapors might be present because there is an increased risk of fire.
- Laboratories must be equipped with fire blankets, extinguishers, and personnel trained to use them.
- Laboratories should display emergency exits and conduct periodic safety drills.

**Chemical hazards** involve the storage and use of chemicals. **Corrosive** chemicals cause visible destruction of human tissue at the site of contact. **Flammable** and reactive chemicals explode or emit dangerous vapors when mixed with water. **Toxic** chemicals cause serious biologic effects when small amounts are inhaled, ingested, or absorbed. The laboratory must adhere to the following regulations:

- Never pipette by mouth.

- Store only small quantities of caustic/hazardous material in the laboratory. Volatile material should be stored in a well-ventilated area. Volatile material should never be stored in an unmodified household refrigerator or in any equipment where a spark could arise.
- When handling chemicals that produce toxic fumes, always work in a fume hood.
- Handle chemicals carefully to avoid splashing into the eyes or onto the skin.
- When working with concentrated corrosives or toxic chemicals, wear protective equipment such as chemical gloves, eye protection, chemical apron, and fume mask.
- All containers must be clearly labeled with the contents and any associated hazards.
- Document in an Incident Log kept in the laboratory, clean-up procedures for chemical spills and treatment for burns. Notify an instructor immediately if an accident occurs.
- Material Safety Data Sheets (MSDS) must be available in the laboratory.

**Biological hazards** are infectious agents from patients and specimens. Microorganisms can enter the body through the hands, mouth, eyes, ears, breaks in the skin, and needle sticks. Medical Laboratory Technician students observe the Bloodborne Pathogens Policy and Exposure procedure established by the MHPC MLT Program. Reiteration and elaboration at this point can only benefit students and is necessary for MLT students because of the nature of the program.

Clinical laboratory personnel and phlebotomists are at high risk for exposure to HIV and Hepatitis B virus. For this reason, they must adhere to Universal or Standard Precautions, a method of infection control, which assumes that ALL blood, body fluids, and tissues are infected with HIV, hepatitis viruses, and other pathogenic organisms. Laboratory personnel using Standard Precautions reduce the risk of transmission of microorganism from both recognized and unrecognized sources of infection by following five main points.

- Wash hands when changing gloves and between patients;
- Wear gloves when drawing blood or if likely to touch body substances, mucous membranes, tissue, or non-intact skin;
- Wear protective cover when clothing is likely to be soiled;
- Wear a mask and eye protection in addition to a protective body cover when likely to be splashed with body substances;
- Place intact needle/syringe and sharps in designated sharps containers. Do not bend, break, or cut needles.

In addition to adhering to the above measures, laboratory personnel and phlebotomists must do the following:

- Keep hands away from eyes, mouth, nose, etc. Keep pens out of the mouth.
- Wash hands thoroughly with antimicrobial soap when contaminated, before touching uncontaminated articles, after removing gloves, and before leaving the laboratory. Remove personal protective equipment before washing hands at the completion of laboratory.
- Never eat, drink, chew gum, apply lip balm, comb hair, insert contact lenses or smoke in the laboratory. Food is not stored in the same place as specimens, reagents, and media.
- Dispose of contaminated culture plates and tubes as well as all contaminated trash in appropriate biohazard containers as directed by your instructor.
- Dispose of pipettes, microscope slides, and other sharp items in a puncture resistant biohazard container as directed by the instructor.
- Discard broken glass in the special containers provided, NOT in regular trash. Do not pick up broken glass with your hands. Use forceps, scoop, rigid cardboard, or dustpan and brush.
- Restrict access to the lab area only to those familiar with risks.

- Prevent aerosols by checking tubes for cracks and stoppering tubes before centrifugation. Additionally, use a pipette to remove plasma or serum from a tube of blood instead of decanting. When manipulating bacterial colonies on agar plates, cool a flamed loop before picking up a colony.
- Clean up countertops with disinfectant before beginning work, after spills, and when work is completed. A fresh 1:10 dilution of household bleach is effective.
- NEVER RECAP NEEDLES. Dispose of them in a sharps container to prevent a needle stick.
- Cover cuts to the skin.
- Wear closed toed shoes in addition to the lab coat. Pull long hair back and tie it to prevent contact with contaminated materials.
- Wear protective face shields that cover eyes, nose, and mouth during procedures that are likely to generate aerosols of blood or body fluids.
- If a culture or other biological specimen spills, cover the contaminated area with a paper towel, tissue paper wipes, or absorbent powder. Pour disinfectant on top, and notify an instructor. NOTE: Students are NOT to clean up classroom spills.

## **SAFETY EQUIPMENT**

*The following safety equipment and personal protective equipment is provided in student lab as well as at each clinical affiliate per OSHA standards.*

- Fire extinguishers
- Fire blanket
- Eyewash
- Shower
- Fume Hood
- Eye protection (goggles)
- Gloves
- Lab coats (worn only in the laboratory, removed before washing hands)
- First aid kit

## **FIRST AID**

Direct pressure and elevation will stop bleeding from most wounds. Always use direct pressure. Use a thick pad of cloth and apply pressure by hand. Press hard.

Do not disturb blood clots after they have formed beneath the cloth. If blood soaks through the entire pad without clotting, do not remove the pad. Instead, add additional thick layers of cloth and continue the direct hand pressure even more firmly.

If it does not cause pain and if you do not suspect broken bones, elevate the wound when you apply direct pressure (i.e. raise the injured part of the body above the level of the victim's heart). Elevation uses the force of gravity to help reduce blood pressure in the injured area and thus blood loss slows down. Continue direct pressure on the wound.

Shock depresses body functions and can keep the heart, lungs, and other organs from working normally. Extreme pain and fright can make it worse. Even if injuries do not directly cause death, the victim can go

into shock and die. Anyone with a serious injury must have medical care—even if he or she seems to have recovered.

Do your best to comfort, quiet, and soothe a victim. Keep him or her lying down, comfortable, and maintain a normal body temperature. If it is hot, provide shade; if it is cold, provide protection from cold both under and over the victim. Cover the victim only enough to keep him or her from losing body heat. Get medical help as soon as possible.

A burn is an injury that results from heat, chemical agents, or radiation. It may vary in depth, size, and severity causing injury to the cells in the affected area. Burns may affect the respiratory system also if hot air or irritating gases are inhaled.

Burns are usually classified according to depth or degree of skin damage. First-degree burns result from exposure to radiation or the sun, light contact with hot objects, or scalding by hot water or steam. There are no blisters present. Apply cold water or submerge the burned area in cold water if the burn is first degree.

Second-degree burns result from contact with hot liquids, deep sunburn, and flash burns from flammable liquids. Blisters develop and the skin surface takes on a wet appearance due to loss of plasma through the damaged layers of the skin. If the burn is second degree, immerse it in cold water (not ice water) until the pain subsides. Do not remove skin, break blisters, or apply ointment. Apply dry, sterile gauze or clean cloth as a protective bandage. Elevate arms and legs if they are burned.

Third-degree burns can be caused by contact with hot objects, electricity, flame, ignited clothing, or immersion in hot water. They may look like second-degree burns at first but eventually will appear white or charred. If the burn is third degree, do not remove skin or charred clothing. Cover burns with sterile dressing or clean cloth. Elevate arms and legs if burned. Keep victims with face burns upright and observe closely for breathing difficulty. Cold packs may be applied to the face, hands, or feet. Do not apply ointments or immerse in cold water. Get medical help as soon as possible.

# **ACADEMIC STANDARDS**



## Professional Ethical and Academic Standards

Medical professionals and their patients depend on technical skills, knowledge, honesty, and integrity from everyone on the health care team. Those engaged in laboratory medicine add to those attributes' careful attention to detail, accuracy, and precision. Producing reliable and quality test results is the province of the clinical laboratory. Educators are responsible for producing ethical, well-trained graduates. Therefore, in addition to the technical curriculum, the MHPC MLT program emphasizes professional ethics and attitudes. Unethical practices can result in legal action and/or endangering patients. Clinical laboratories cannot tolerate dishonesty and unsafe or unethical behavior.

The MHPC MLT program will dismiss students who demonstrate such behaviors as plagiarizing, falsifying lab results, destroying/misusing equipment, and failing to adhere to safety policies. The program adheres to the Code of Ethics of the American Society for Clinical Pathology (ASCP). It publishes principles and standards for clinical laboratory professionals. Students are expected to follow professional standards set by the MHPC MLT Program and to conduct themselves in an ethical and responsible manner with other students, faculty, administrators, all program and College facilities, community professionals, equipment, and supplies.

Students are encouraged to seek help from their instructors and their faculty advisors when academic problems arise. Additionally, students continue to have access to their home campus services such as, but not limited to the Learning Center and Counseling Services. Faculty members may involve home campus representatives to address violations of program policies or to address concerns related to student behavior and academic performance. The Program Executive Director may develop a probationary contract in cases where a student is in violation of academic or professional standards. Consequences related to breach of contract are specified in the individualized student probationary contract in order to promote awareness and transparency.

Program faculty members are responsible for facilitating the students' clinical performance, academic and professional development. Faculty members are responsible for being aware of student conduct and discussing with the student inappropriate professional behavior. Faculty can offer academic assistance or recommend remedial strategies. This assistance may be offered when students exhibit unsatisfactory academic progress, or display behavior that does not meet MHPC MLT professional standards. Students are expected to read course materials and complete course work on time. Unprofessional behavior or poor academic performance in either general education or professional coursework can result in dismissal from the professional program.

Academic performance standards require students to maintain a minimum overall 2.5 GPA or greater and individual course grades may not fall below a 'C' in order to progress through the program. Because the program is sequential students will not be allowed to progress to the next semester without successfully completing the preceding semester requirements and will subsequently be dismissed from the program if unable to maintain minimum standards of performance. Students must achieve a cumulative GPA of 2.5 or greater for professional coursework in order to graduate from the program. In addition, students must successfully complete all clinical rotation requirements within a timely manner.

All MHPC MLT students are subject to the rules of student conduct and academic regulations as published in their home campus college student handbook. Academic dishonesty and dismissal will be addressed according to both MHPC MLT Program policies and home campus policies and procedures.

## **Academic Preparation & Performance Expectations**

Attends class and clinical rotations approximately 40 hours per week, which includes preparation for and participation in the following:

- Lecture and student laboratory
- Integrated clinical rotations
- Reading, studying and understanding classroom assignments
- Travels to various locations required for coursework, labs and clinical rotations

Applies critical thinking process to requirements of the academic learning experience:

- Participates in classroom and online discussions
- Meets clinical rotation expectations
- Demonstrates essential skills consistent with entry level MLT practice, both clinical and professional in nature

Meets professionalism standards consistent with program and profession expectations:

- Addresses problems or questions to the appropriate person at the appropriate time
- Maintains personal appearance and hygiene conducive to professional settings
- Maintains work area, equipment and supplies in a manner conducive to efficiency and safety
- Models socially appropriate behaviors
- Manages time effectively
- Communicates with peers, faculty and staff effectively and professionally
- Treats peers, faculty, staff, patients with respect
- Assumes responsibility for professional conduct
- Is responsible for abiding by the rules and regulations of the program, facility, college, and the profession

## Essential Qualifications Requirements

A graduate with an Associate of Applied Science degree from the MHPC MLT program is educated to enter the practice of laboratory medicine and qualified to take the accrediting exam from the American Society of Clinical Pathologists (ASCP). Education in laboratory medicine involves assimilation of knowledge, acquisition of skills, and development of judgment through handling patient specimens, manipulation of instrumentation, and working with patients, doctors, nurses, and other health care professionals. Medical laboratory technicians must be able to work independently and as a part of a team. They must be able to make appropriate decisions regarding patient results.

The MHPC MLT Program curriculum requires students to engage in diverse complex and specific experiences primarily in the laboratory but also with patients. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to perform these functions successfully. These abilities are necessary to ensure the health and safety of patients, fellow students, laboratory personnel, faculty, and other healthcare providers.

### Policy

The MHPC has a vested interest in the welfare of patients served by graduates of the Medical Laboratory Technician program. Each College also has a responsibility to its clinical affiliates, future employers, program instructors, and students enrolled in the program. Therefore, not only have academic standards been established but also non-academic essential requirements. These requirements, as distinguished from academic standards, refer to cognitive, physical, and behavioral abilities that students must have to acquire the knowledge and skills of the curriculum successfully. The standards must be met, with or without reasonable accommodation, in order for students to participate in the program. Discrimination is prohibited based on race, color, sex, national origin, age, disability, marital status, religion, or veteran status in compliance with the Americans with Disabilities Act (PL 101-336).

The essential abilities necessary to acquire or demonstrate competence in laboratory medicine and necessary for successful admission and continuance in the Medical Laboratory Technician Program include but are not limited to the following:

| Motor Skills and Mobility  |  |
|--|--|
| Dexterity and fine motor skills to perform laboratory testing and specimen manipulation  | Candidates should have sufficient motor function to move about the laboratory and the dexterity to manipulate equipment, laboratory supplies, biohazards, chemical hazards, and patient specimens. They must have the ability to operate instrumentation safely to avoid harm to self or others. Laboratory workers interpret data from computer screens and perform data input. The candidate must be able to perform phlebotomy; that is, moving from room to room or patient to patient, stooping or bending, to draw blood safely. The candidate must be able to lift, carry, push, and pull. The candidate must be able to move quickly and/or continuously as well as tolerate long periods of standing or sitting (laboratory workers spend approximately 75% of each day standing or walking). The candidate must be able to travel to clinical laboratory sites for practical experience. Candidates must be willing to work with blood, infectious organisms, and chemical reagents.<br>(Continued on next page) |
| Physical ability to maneuver within the laboratory area to perform testing and the patient treatment area to collect specimens |  |
| Sufficient touch discrimination to distinguish veins when performing venipunctures   |  |

| Sensory/Observation   |  |
|---|--|
| Visual ability to perform and interpret test results, and to read charts, graphs, instrument displays, and the printed word on paper or a computer monitor. | A candidate must be able to acquire the information presented in demonstrations and experiences in basic laboratory science. He or she must be able to discriminate subtle structure and consistency differences in specimens and cultures both macroscopically and microscopically. Additionally, he or she must be able to evaluate patient responses correctly; accurately read results or measurements on patient-related equipment; and hear monitor alarms, emergency signals, telephone interactions, and cries for help. The candidate must be able to tolerate odors and work in close and crowded areas. |
| Visual ability to distinguish gradients of colors. Note: Color blindness does not necessarily preclude admission to the program                             |  |
| Tactile ability to perform laboratory tests using assorted devices  |  |
| Communication   |  |
| Effectively communicate in written and verbal form (this includes basic computer keyboarding)   | The candidate must be able to process and communicate effectively in oral and written forms. The candidate must communicate clearly, effectively, and sensitively with other students, faculty, staff, patients, and other medical professionals. He or she must be able to follow oral and written instructions to perform laboratory test procedures correctly.  |
| Cognitive   |  |
| Ability to master information presented in lectures, written material, and images   | The candidate must be able to measure, mathematically calculate, reason, analyze, integrate, and synthesize information. The candidate must be able to read and comprehend technical and professional materials. He or she must be able to evaluate information and engage in critical thinking in the classroom and clinical setting.   |
| Cognitive ability to assess data, make decisions based on data, and provide complete and accurate results on laboratory testing for quality patient care    |  |
| Behavioral/Emotional  |  |
| Emotional stability in potentially stressful circumstances  | The candidate must possess the emotional health required to use his or her intellect in exercising appropriate judgment and prompt completion of all responsibilities. The candidate must have the emotional stability to provide professional and technical services under stressful conditions such as emergency demands and distracting environments. The candidate must be a team member, honest, compassionate, ethical, responsible, and able to manage time in order to complete technical procedures within a reasonable time frame.   |
| Behavioral restraint, emotional maturity, and sensitivity to others   |  |
| Professional Conduct  |  |
| Professionalism and ethical conduct   | Candidates must recognize the importance of operating in a moral, ethical way in the clinical laboratory and the necessity of abiding by high standards of practice. Candidates must recognize the need for confidentiality.<br><br>These standards identify the requirements for admission, retention, and graduation from the program. It is the responsibility of the student with disabilities to request those accommodations that he or she feels are reasonable and needed to execute the essential functions described.  |

#### References:

Fritsma, G., Fiorella, B., Murphy, M. (1996). Essential Requirements for Clinical Laboratory Science." *Clinical Laboratory Science*, 9(1), p. 40-43.

American Society of Clinical Laboratory Scientists. (2004). Body of Knowledge, Clinical Laboratory Scientist. Bethesda, MD: ASCLS.

American Society of Clinical Laboratory Scientists. (2004). Entry Level Curriculum, Clinical Laboratory Scientist. Bethesda, MD: ASCLS.

## Attendance

Students enrolled in the MHPC MLT program are expected to attend all scheduled synchronous class, meetings, student lab and clinical practicum rotation sessions. Students are expected to be prepared, and demonstrate timely attendance for all class/lab/clinical rotation sessions and appointments. Attendance will be taken for professionalism and financial aid purposes. A faculty member may use attendance, or lack of attendance, as a criterion in the determination of a course grade and/or dismissal from a course.

**Unexpected Absences or Tardiness:** It is the student's responsibility to notify the course instructor OR clinical instructor AND MHPC MLT Program Executive Director by e-mail or telephone PRIOR to their absence or tardiness when possible. In the event notification is not possible PRIOR to the absence or tardiness, immediate notification is necessary when it becomes possible. The instructor or MHPC MLT Program Executive Director can then make a determination on how the absence(s) can be rectified or whether it is possible to satisfactorily complete the course with the number of identified absences.

**Expected Absences or Tardiness:** Students should schedule personal business, vacation, job interviews, and medical or dental appointments during time when they are not in synchronous program sessions or expected at clinical sites. That said, program officials recognize that unavoidable situations arise; therefore, students should make arrangements with the instructors involved and notify the MLT Program Executive Director via email, at least 24 hours BEFORE the absence is expected.

**COVID-19 Related Absence:** In the event you have been advised to self-quarantine or take care of someone who needs to self-quarantine, have tested positive for COVID-19, or are experiencing symptoms consistent with COVID-19, you should not attend any program components (student lab, classes, clinicals or practicums etc). Please inform the MHPC MLT Program Executive Director and the Operation Coordinator as soon as possible via email. Alternative arrangements for synchronous program components and lab/clinical/practicum rotations may be warranted. The MHPC MLT Program is committed to the health and safety of our students, faculty and staff and we will treat each situation on an individual basis.

Note: Extended illness, death in the immediate family (parents, spouse, children and grandparents) and legal circumstances will be considered on an individual basis by the entire medical laboratory technician faculty and MHPC MLT Program Executive Director and upon written request of the student. The written request must be submitted to the MHPC MLT Program Executive Director and the Operation Coordinator via email and as soon as absence is made known and is physically possible given the circumstances.

Both program officials and affiliates stress that acquiring technical skills and knowledge depend on student attendance. Every hour at the clinical site and watching program materials is important. Students have a great deal to learn in the relatively small amount of time spent at the clinical site. Staff on-site will have activities planned and must fit in teaching with their patient work. Having to schedule make-up hours for students who missed clinical time applies undue pressure on clinical instructors. Additionally, an absent student will miss seeing rarely performed laboratory tests. For these reasons:

- Absence of no more than 25% of the clinical hours will be allowed

- Absence of two consecutive weeks of class during regular 16-week semester and the student will be dropped (unless acceptable justification is supplied to the instructor, MHPC MLT Program Executive Director, and Dean of “home campus”)
- Absence of more than 25% of the lecture portion of a class in any scheduled session and the student will be dropped if the instructor believes the student does not have reasonable opportunity to succeed in the class

For students exhibiting habitual tardiness or absence (i.e. more than one occurrence) the course instructor will note the issue on the student’s academic advising form. Habitual tardiness or absenteeism is grounds for dismissal from the program.

## **Grading**

Completion of all written work as assigned is a course requirement. Written/Electronic work is due AT OR BEFORE the due date. Work received after this will be considered late. Any late assignment will have 10% deducted for each day late (Monday through Friday) in addition to any points deducted for inaccurate/incomplete/erroneous work.

Letter grades should reflect the degree to which the student has achieved the learning outcomes specified in the course syllabi. The grading scale is used to:

- Ensure consistency in grading and among all courses (with the exception of clinical rotations, which are graded on Pass/Fail).
- Provide valid indicators of achievement which reflect the degree of the student’s understanding of course material.
- Keep the students informed of their academic achievement.

Each community college in the consortium has defined their grading scale as A, B, C, D, and F. Final grades are part of your permanent academic record. Grades are posted to the student’s record at the end of each term. Grades will display on the student’s home community college grade system. An official transcript can be requested in writing from the Registrar’s Office at the home campus.

The following grading scale applies to the MHPC MLT Program:

**100 – 90% = A**  
**83 – 89% = B**  
**78 – 82% = C**  
**66 – 77% = D**  
**65% and below = F**

In both the didactic and laboratory portion of the courses, the student must achieve 78% or greater. Failure to achieve this minimum score will result in dismissal from the program. Upon receiving a non-passing final grade, continuance in the program for the current semester of non-failed courses (pending no safety/privacy issues at the clinical site) will continue unless the student wishes to withdrawal from all semester courses. In the laboratory portion of the course, the final grade will be recorded as “Pass” or “Fail” and registered with the didactic portion. If the student laboratory or clinical performance is unsatisfactory, the student will receive an “F” in the entire course. A student receiving a grade less than “C” in an MLT course, may re-apply if readmission is approved and repeat the course one time. Students who receive a grade of less than “C” in two MLT courses or in the same MLT course two times will be dismissed from the program without consideration for readmission.

### Grading/Student Assessment

| Lecture (Didactic)   |      | Laboratory Pass/Fail (Student Laboratory) |      |
|--|------|---|------|
| Unit tests   | 60%  | Laboratory Exercises                      | 30%  |
| Quizzes, case studies, study questions, or other assignments, attendance and punctuality | 10%  | Professional Behaviors Evaluation         | 70%  |
| Final Exam   | 30%  |   |      |
| Total:   | 100% | Total:                                    | 100% |

### Honor Roll

The purpose of an honor roll system is to recognize the dedication of students who have achieved an outstanding GPA. Each community college has designated their honor roll system and the MHPC will abide by the honor roll systems of each cooperative community college.

### Incomplete Policy

Incomplete policies will be followed according to the student's "home" campus. If necessary, a letter, written by the student, will outline the extent of lecture or clinical absences and the schedule for completion as agreed upon by both student and instructor or clinical affiliate will be provided to the MHPC MLT Program Operation Coordinator. Documentation of completion of required hours will be provided to the MHPC MLT Program Operation Coordinator and the appropriate person at the student's "home" campus.

### Phlebotomy Credit by Examination

Students who have successfully completed a formal phlebotomy program, have worked full time for at least one year as a phlebotomist or hold national certification for phlebotomy, may waive the phlebotomy requirement and receive credit by examination. The student must provide documentation of the completion of a NAACLS accredited or equivalent program, letter from their supervisor indicating status as an employee or copy of their phlebotomy certificate. The documentation must include the number of classroom and clinical hours, full time hours and years as an employee or appropriate seal/signature on certificate, depending on route of phlebotomy experience.

In addition, the student must take the final exam of the MLT 260 course to prove competency. A passing score of 80% or above must be achieved to receive credit by examination.

### Examination Proctors

The student may need a proctor for more than one exam throughout the program. Proctors for examinations must be approved in advance by the MHPC MLT Program faculty. It is up to the student to find their proctor and have everything lined up in advance. There is a form at the back of this handbook that must be submitted to the proctor and filled out before the exam is to be taken. If the student waits too long to find a proctor, the student may have to drive to one of the consortium colleges to take their exam(s).

Proctors may be, but are not limited to, the following:

- Professional staff of a medical facility (department supervisor or higher level)
- Librarian or someone in an administrative position at a library
- Professional teacher at an accredited institution of learning
- Professional staff member of the adult/continuing education office or testing center at an accredited institution of learning
- Military officer (at a higher rank than the student)
- Corporate or government agency education official
- Human resource professional or employee development coordinator
- Ordained clergy member (Minister, Priest, Rabbi, Pastor, etc.)
- Civil service examiner
- Judge of a court of law

Proctors may NOT be:

- Any relatives including non-blood relatives or exes
- Personal friends
- College peers
- Current students
- Neighbors

Proctoring will take place in a public facility, and not in the home of the proctor or the student.

## **Progression, Remediation and Retention Criteria**

In an effort to support a student's academic success a student is expected to seek advisement and strategies for learning. For all unit exams, students must complete remediation after the exam is taken. Instructions for this process will be located in Canvas for each course. Remediation will be considered an assignment and worth 10 points. If a student fails to complete remediation for the exam by the due date, no points will be received for the assignment and the next unit exam will not be allowed to be taken and the student will receive a zero for that exam.

An average GPA of >2.5 indicates acceptable progress towards meeting minimum standards. Students must earn a 'C' or better in each MLT course and achieve a cumulative GPA of 2.5 or greater for professional coursework in order to progress through and graduate from the program.

## **Academic Dishonesty**

The faculty believes: if students do not respect the ethics of their program, it is unlikely they will respect or practice ethical behavior in their professional careers. Falsifying academic work is a serious offense in this professional program. Such practice undermines critical thinking and ultimately endangers the student's future in a professional career.

**ACADEMIC DISHONESTY** includes but is not necessarily limited to the following\*:

1. Claiming authorship/participation in a group paper or presentation without real contribution
2. Working in a group on a homework assignment that was assigned as individual work
3. Permitting another student to look at your answer sheet during an exam or taking online examinations in



- collaboration with another student when instructed to do so individually
4. Using electronic devices or unauthorized technology (with the exception of a basic calculator provided by or approved by a proctor) during an examination
  5. Delaying taking an examination or turning in a paper using a false excuse
  6. Any student discussing material covered in a test with students who have yet to take the test in question
  7. Attempting to communicate with other students in order to give/get help during an exam or on an assignment where collaboration is not allowed
  8. Consciously memorizing, copying or electronically saving a block of questions on an exam, so that they could be included in a test file for later use by others
  9. Previewing exams from a "test file" when the instructor does not permit students to keep copies of exams; this includes reviewing assignment submissions from prior students or program graduates
  10. Having a copy of the examination or quiz outside of the time and place of test administration or test review, whether it was obtained before or after test administration
  11. Unauthorized entry into test banks or examinations
  12. Lying about, or misrepresenting care given, clinical errors, and/or any action related to clinical experience
  13. Falsifying data in a patient health record
  14. Recording, taping or taking pictures of course materials without consent from instructor
  15. Plagiarism\* is the borrowing of ideas, opinions, examples, words, phrases, sentences, or paragraphs from a written source or another person, including students or teachers, without acknowledgment (i.e. proper APA citation which is the scientific and medical communities' official publication format). Failure to provide complete documentation about all of your resources is also considered plagiarism. Any work or assignment which is taken, part or whole from another person's writing or work without proper acknowledgment is dishonest. Students who allow another student to copy or use their work are also guilty of cheating.

\*Adapted from the MU Dept. of English Plagiarism Policy.

Academic work submitted by students shall be the result of their own thought, research or self-expression. Any student who commits an act of academic dishonesty is subject to disciplinary action. The procedures for disciplinary action will be in accord with the rules and regulations listed below and in accordance with the home campus in which the student is enrolled.

Note: Issues of academic dishonesty relate to behaviors/performance in both general education and professional courses. Thus, academic dishonesty is not only a basis for disciplinary action but is also relevant to the evaluation of the student's level of performance.

### **Group I Academic Violations**

Unintentional or accidental disregard for program policies without malicious intent. Examples include but are not limited to:

- Failure to report known absences per policy
- Failure to notify instructor or clinical site when late to lecture, student lab or clinical
- Leaving lecture or clinical site early without proper notification or excused absence
- Failure to follow dress code policy
- Not coming prepared to lecture, lab or clinical site
- Using electronic devices inappropriately (not to include cheating, see Group III Academic Violations) in lecture, lab or at clinical site
- Displaying unprofessional behavior
- Academic dishonesty

#### ***DISCIPLINARY ACTION:***

***First offense: Written warning and counseling***

***Second offense: Student will be on probation for remainder of program***

### ***Third offense: Dismissal from program***

#### **GROUP II Academic Violations**

Intentional or persistent disregard of program policies. Intentional or persistent disregard of program policies. Examples include but are not limited to:

- Negligent or unsafe laboratory practices
- Excessive absences
- Failure to meet competency level
- Sharing/providing ID/passwords or protected information with other students or peers
- Working in a group on a homework assignment that was assigned as individual work
- Displaying unprofessional behavior
- Academic dishonesty

#### ***DISCIPLINARY ACTION:***

***First offense: Written warning, counseling, and on probation for the remainder of program***

***Second offense: Dismissal from program***

#### **GROUP III Academic Violations**

Deliberate or premeditated major disregard to policies. Examples include but are not limited to:

- Accessing protected instructor resources for the purpose of academic dishonesty
- Falsifying or destroying records
- Grossly negligent or unsafe laboratory practices
- Group III patient confidentiality/HIPAA violation
- Failure to improve after verbal and/or written notification of unsatisfactory performance
- Grossly unethical and/or unprofessional behavior
- Refusal to participate with a procedure or expectation
- Academic dishonesty
- Disregard for ADA, non-discrimination and sexual harassment policies

#### ***DISCIPLINARY ACTION:***

***First offense: Dismissal from program***

## **HIPAA**

All health care agencies take patient confidentiality and the standards established with HIPAA Privacy & Security Rules seriously. As affiliates, we must also establish guidelines to assist in the enforcement of the HIPAA policy and procedures of our clinical agencies. The HIPAA regulations are in place to safeguard the privacy and confidentiality of patient information. Corrective actions with violations shall be imposed as a means of obtaining full compliance. Corrective actions reflect the severity of the noncompliance and the student's past adherence to compliance standards.

#### **Group I HIPAA Violations**

Unwitting access/disclosure with no malicious intent of Protected Health Information (PHI). Examples include but are not limited to:

- Leaving data or confidential information unattended (including clinical paperwork)
- Involves only patient(s) assigned to student

- Disclosing information by careless discussions in hallways, cafeteria, or any other public area about any patient
- Failure to protect patient identification with written work
- Failure to report known violations

**DISCIPLINARY ACTION:**

*First offense: Written warning and counseling*

*Second offense: Student will be on probation for remainder of program*

*Third offense: Dismissal from program*

## **GROUP II HIPAA Violations**

Intentional or unauthorized use/misuse of PHI with purposeful disregard of privacy and school policies. Examples include but are not limited to:

- Accessing personal patient data when not assigned to patient or if information not needed for your paperwork/clinical assignments
- Sharing/providing ID/passwords with other students
- Accessing confidential medical information on a patient for whom you are not assigned
- Reporting violations in bad faith or malicious reasons

**DISCIPLINARY ACTION:**

*First offense: Written warning, counseling and on probation for the remainder of program*

*Second offense: Dismissal from program*

## **GROUP III HIPAA Violations**

Willful or intentional access or disclosure of PHI with major disregard to policies. Examples include but are not limited to:

- Releasing information outside the Medical Laboratory Technology program
- Destroying or altering data intentionally
- Releasing data with the intent to harm the reputation of an individual
- Assessing or releasing information on multiple patients (regardless of intent)

**DISCIPLINARY ACTION:**

*First offense: Dismissal from program*

## **Academic Grievance and Appeals**

All grievances related to academic issues such as grades or grading appeals, complaints about instructors or instruction staff, academic policy and procedures, attendance, disciplinary matters related to classroom behavior and other issues involving credit classes should be resolved using the following procedure:

1. The student should first attempt to resolve the issue informally with the MLT faculty or staff.
2. If the issue cannot be resolved informally and/or the student wishes to formally notify the program about the grievance in question or appeal a decision rendered the student must present a written statement regarding the grievance/appeal to the MLT Program Executive Director within 5 working days after the grievance occurred or decision was rendered by the faculty member or staff. The MHPC MLT Program Executive Director must then make a decision after consultation with both the faculty or staff, home campus representative and the student, on the grievance. The MHPC MLT Program Executive Director will make a written response to the student, copied to the faculty or staff member, within 10 working days from the date they were originally contacted by the student.
3. If the student is not satisfied with the Program Director's decision, the student should inform the MHPC MLT Program Executive Director that he/she would like to further involve representatives from the home campus.

4. The MHPC MLT Program Executive Director will involve a representative from the student's home campus, generally the Dean of Academic Affairs, in accordance with the home campus grievance, grade appeal and/or complaint policies.

Note: Grade appeals must be made no later than 2 weeks after the date the final course grade was officially recorded. Any change of grade after that grade is officially recorded will require adjustment in accordance with home campus policies.

### **Probationary Status**

A student who has demonstrated unsatisfactory academic, professional or ethical performance in an MLT course or clinical rotation may be placed on a probationary status for a specified period of time related to the nature of the offense. The Program Executive Director will develop a probationary contract in cases where a student is in violation of academic, professional and/or ethical standards. Consequences related to breach of contract are specified in the individualized student probationary contract in order to promote awareness and transparency.

If a student has demonstrated unsatisfactory academic performance the student will make conference appointments with the appropriate instructor or Program Executive Director until such time that the student is progressing at a satisfactory level and is no longer in jeopardy of failing. Following the conference, a progress report will be provided to the student and the Program Executive Director as written documentation of areas of progress and areas of deficiency. If performance falls below acceptable levels and the student does not make satisfactory improvement, the student faces dismissal.

### **Dismissal from Program**

Dismissal is the discontinuance of the student from the MHPC MLT program. Depending on the act, this can be immediately pursuant to or after failure to complete a probationary contract satisfactorily.

A student may be dismissed from the professional year of the MLT Program including, but not limited to the following reasons:

- a. Failure to maintain academic standards as outlined in the Academic Standards policy
- b. Breach of attendance policies
- c. Unethical conduct based on any behavior which shows poor judgment, endangers or discredits individuals, the profession, or the department; and/or academic dishonesty
- d. Failure to maintain physical or mental health in accordance with the essential functions of a medical laboratory technician as determined by professional consultation

If a student has withdrawn from the professional program, the Program Executive Director, with feedback from faculty and staff involved, will determine if the student is eligible to re-apply at a later time.

Contingencies may be established for re-application at the time of withdrawal. Grievances, complaints, and appeals will be honored in compliance with "home" campus policies and procedures. Contingencies may be established for re-application at the time of dismissal or withdrawal.

### **Readmission**

Students who fail a course or who withdraws from the program must request readmission before their application for the subsequent academic year can be accepted. A student will not be considered for readmission if dismissed from the program.

The student must write a letter to the MHPC MLT Program Executive Director requesting readmission in addition to completing the current application process. This letter must include what factors have changed which will enable the student successful completion of the program in the second attempt. This letter serves as the first step in the readmission process, and does not guarantee readmission into the program. If it has been 2 years or longer since the student exited the program, the student will be treated as a completely new applicant for readmission purposes. Any courses within the MLT program the readmitted student has successfully completed, will not have to be retaken. However, if two years or more has passed since a student exited the program, competency in areas previously successfully completed may have to be proven via examinations or similar assessment.

The readmitted student must meet the current admission criteria, which could include new background checks, immunizations and drug screen results. The MHPC MLT Program Executive Director will present the information to the Admissions Committee and they will evaluate the request for readmission, and it will be granted on a space available basis.

A student can be denied readmission to the MHPC MLT program for failure to demonstrate safe, professional, and satisfactory clinical behaviors within the program on a previous attempt. Any student who has been suspended from any of the consortium colleges will not be considered for admission or re-admission into the program.

**Guidelines  
And Requirements  
For  
Clinical Practicum Rotations  
and  
Student Laboratory Sessions**

## **Medical Laboratory Technician Clinical Practicum Rotation and Student Laboratory Overview**

Clinical practicum rotations and student laboratory are an integral part of the medical laboratory technician curriculum. They provide students with opportunities for “hands on” application of the skills and knowledge taught in classes. Clinical practicum rotations and student laboratory are designed to expose students to a variety of departmental settings in diverse clinical affiliate sites such as hematology and coagulation, urinalysis, phlebotomy, immunology, microbiology, immunohematology and clinical chemistry. Through the various levels of introduction and supervision within clinical practicum rotations and student laboratory, students improve their skills to progressively higher levels of performance and responsibility.

Medical Laboratory Technician education provides two levels of clinical rotation experience. **“Student Laboratory”** occurs before student is released into their clinical site in each department. **“Practicum”** runs concurrently with professional coursework.

**Students are responsible for all costs associated with clinical placements including, but not limited to travel, relocation, and room and board.**

For all MLT clinical rotations, daily starting and ending times will vary according to the arrangements made by program officials and affiliates. Hours for the clinical rotations will be arranged in advance and the students will be given adequate notice. The student is allowed two 15-minute breaks and one-half hour lunch break. No weekend or night shifts are required. Students will never be used as paid staff replacement. Service work is noncompulsory.

### **Student Laboratory**

Student laboratory will take place on one campus within the consortium: MACC- Mexico, Missouri. Students are expected to travel to the student laboratory location on assigned dates/times for completion of all student labs and assignments. Date and times of student laboratory are told to the student in advance so arrangements can be made for travel and overnight stay if necessary. Students will be required to follow all dress code policies written in this handbook during all student laboratory sessions.

### **Practicums**

The goal of practicum rotations is to introduce students to setting in which medical laboratory technicians’ practice and to develop competent, entry-level, generalist medical laboratory technicians. Each practicum rotation is designed to provide students with in-depth experiences in the laboratory field. During practicums, students are expected to gradually take on the responsibilities of an MLT, including but not limited to QC/QA practices, equipment troubleshooting, day-to-day operations of equipment and procedures. During practicums and after demonstrating proficiency, all tasks performed will be under direct supervision of qualified and assigned laboratory personnel.

Course specific practicum objectives are provided with the individual course packets.

### **MediaLab/LabCE Examinations**

Students are required to purchase an annual MLT Examination Simulator subscription in the Fall Semester of the program from MediaLab/LabCE for use throughout the professional program. Students will utilize this subscribed web-based tutoring and testing simulator to enhance learning and critical thinking during the practicum courses. Access is valid for one year, and the students will be informed in the Fall semester with the details to purchase the subscription.

## **Medical Laboratory Technician Program Rotation Policies**

Policies and recommendations for a successful clinical rotation experience:

### ***1. Site Assignments***

**Clinical Practicums:** Clinical practicums occur throughout the MLT curriculum and after successful completion of the majority of required coursework. The method of assigning sites is determined by the MHPC MLT Executive Director and Operations Coordinator and typically is located within one hour of driving time of the student's home location. Additional travel time might be necessary depending on site availability and where the student resides. Site assignments consist of a predetermined number of hours each week. Site supervision is provided by a NAACLS approved clinical instructor. Students will receive clinical and practicum placement assignments via school email.

### ***2. Clinical Practicum Site Availability/Cancellation***

Clinical affiliates agree not to terminate participation as a facility for laboratory education with notice insufficient to allow currently enrolled students to complete program objectives as part of the Cooperative Agreement with the Missouri Health Professions Consortium MLT Program.

A placement may not be available due to an inability to secure a clinical rotation spot. There are times when the MHPC MLT Program is not able to reach a mutually agreeable clinical rotation schedule with a specific site due to various reasons.

Even after a student has been assigned to a site, the clinical practicum may be canceled at any time due to unforeseen circumstances such as staff vacancies, medical leave or staff re-organization. When these cancellations occur, the program will do everything possible to secure an alternate placement, as soon as possible, or provide a virtual alternative in clinical rotations. The student should be prepared to make last minute changes related to travel, relocation, or scheduling.

#### **Alternative Plan for Rotation Completion**

In the event that a clinical laboratory site withdraws from the program unexpectedly, the following procedure would be followed.

1. Alternate sites that would meet NAACLS requirements would be investigated for suitability by program officials. The college would enter into an agreement with those facilities as soon as possible.
2. If no site is available, virtual clinical instruction would be arranged, if feasible.
3. If sites could not be found and virtual clinical instruction is not feasible, students would be ranked by GPA. Those with the highest GPA would be given first access to the clinical sites available followed by those with lower GPA's. Students who cannot complete rotations within the school year would be taken into rotations in the following semester, if possible.



### **3. Absences**

**Excused absences are valid only for medical illness of the medical laboratory technician student only. A student may be asked to provide a valid doctors excuse for any absence.** Students may be dismissed from the program due to absenteeism or tardiness during clinical practicum rotations.

\*\* Students who have children or care for family members are strongly encouraged to have multiple back-up plans in place for the care of anyone outside of themselves during all clinical practicum rotation dates.

#### **Clinical Practicums:**

Students are expected to attend all clinical practicum rotation dates. If a student becomes ill during clinical practicums, the student will be responsible for making up any missed time, hour for hour. The student is responsible for notifying the clinical affiliate site and the course instructor/program operations coordinator as soon as possible of the illness.

All missed clinical practicum hours must be made up at a time approved by the clinical affiliate, the course faculty, **and** the MHPC MLT office. Students should make every attempt possible to make-up missed time on the day of the week the student is scheduled at the facility. The program operations coordinator and the course instructor must be notified of any time extensions beyond the original dates. A passing grade is dependent upon meeting the attendance requirement for each clinical rotation as well as any assignments outlined in the corresponding course syllabus.

Refer to the accompanying course syllabus for more specific course requirements related to passing clinical practicum requirements.

### **4. Malpractice and Professional Liability Insurance**

Clinical affiliate sites require that all students be covered under a professional liability insurance plan. Students are automatically placed under their college's professional liability policy when participating in:

- a) clinical rotations or practicums at a facility which has signed a contract agreement;
- b) a school approved function;
- c) events or experiences as part of a course assignment.

### **5. Employment during Rotations**

Students who are employed are expected to make course work requirements a priority. Students will be encouraged to decrease working hours if grades begin to decline. Every effort will be made to keep students informed of schedule changes early enough to make arrangements with an employer. Students may not be paid during their clinical practicum rotations or be working as an employee during clinical practicum rotation hours. Students must also follow dress code for their clinical practicum rotations at all times, regardless of employment before or after their scheduled clinical time.

## **6. Confidentiality**

Students are required to follow relevant state and federal laws and policies related to privileged and protected health information including HIPAA. Students are required to sign a confidentiality statement in which they agree to safeguard information learned about patients, other students and staff, including anyone at the clinical affiliate site. Students must check with the clinical affiliate site regarding the site's policies on confidentiality. Any attempt/request to remove confidential patient information from the site or posting of patient/site information on a social networking site will result in immediate program dismissal.

## **7. Code of Ethics**

The Confidentiality Agreement requires that the student has read and understands the Medical Laboratory Professional Code of Ethics and Standards. The students are expected to follow these Standards during all clinical practicum rotations.

## **8. Communication with the Program Director and Operations Coordinator**

Ongoing communication is essential during all clinical practicum experiences. Students are required to keep the program director and operations coordinator informed of current contact information (name changes, email address, mailing address, phone number, and emergency contact). Students are encouraged to contact the program director and operations coordinator via email to discuss any problems, questions, or concerns that arise during the rotations. Should a student have problems, questions or concerns that need to be addressed in an emergent manner and the program director and/or operations coordinator is not available immediately, please call/email the MHPC MLT Program office. (660)-263-1400 ext. 13624 MLT@MACC.edu

During clinical practicum rotations, it is the responsibility of the student to check their email account every 24 hours. Communication with the entire class will occur in this manner. Students are required to utilize the Canvas site dedicated to clinical rotations and practicums throughout their experiences. Canvas assignments will be posted periodically which are required for successful completion of the rotation.

## **9. Grading**

The clinical practicum evaluation process is ongoing between the student, the clinical affiliate instructor, and faculty. For clinical practicums, the faculty will outline the grading criteria in the course syllabus and provide the required evaluation forms prior to the start of each rotation. Grades are assigned "Pass" and "Fail" for student laboratory and are based on successful completion of all paperwork requirements and assignments. The practicums are assigned a letter grade.

In addition to not achieving a passing score on the clinical practicum checklists, the student may also be given a grade of "Fail" at any time prior to the completion of clinical practicums. This grade can be assigned when a student withdraws without approval from any clinical rotation, when a student fails to make progress or meet the key goals of a probationary contract, immediately upon non-compliance with HIPAA and/or safety requirements or if the student is removed from a rotation because of, but not limited to, any of the following reasons:

- This grade is assigned when a student withdraws without approval from any clinical rotation
- This grade is assigned when a student fails to make progress or meet the key goals of a probationary contract

- This grade may be assigned immediately upon non-compliance with HIPAA and/or safety requirements
- This grade may be assigned if the student is removed from a rotation due to one or more of the following:
  - Failing to meet objectives despite repeated instruction and/or correction
  - Failing to demonstrate professional conduct
  - Failing to demonstrate behaviors that constitute fundamentally safe laboratory practices
  - Failing to consistently follow the dress code despite correction
  - Failing to consistently follow guidelines for required paperwork
  - Failing to consistently meet discussion board requirements and/or assignments
  - Consistently demonstrating clinical behaviors that place others at risk
  - Inability to maintain satisfactory clinical progress leading to a failure of the rotation
  - Inability to meet terms for remediation and correction
  - Failing to follow substance abuse policy
  - Requiring an inordinate amount of faculty guidance or remediation to maintain safe practice
  - Breaching site policies that would result in dismissal if employed by said institution

Examples include but are not limited to:

- HIPAA Infractions
- No call, no show
- Excessive absenteeism or tardiness
- Insubordination (Failure to recognize the authority of a superior)
- Violation of zero tolerance policies
- Inappropriate use of cell phone

Grade appeals should be made according to the program policy outlined in this handbook and their articulating campus policies.

## ***10. When a Problem Occurs During Rotations***

The first step is for the student to try to identify the problem and explore what events might have lead to the difficulties. The next step is to look at possible solutions to the problem and analyze each to determine the possible consequences. Based upon the analyses, determine which of the possible actions will work the best. Attempt to talk the problem over with the clinical affiliate instructor. If the student does not feel comfortable doing this, the next step is to contact the MHPC MLT Program office.

With regard to all rotations, it is the student's responsibility to call or e-mail should they have a problem or even think they have a problem. A small problem, if not resolved, will turn into a larger conflict. It is far better to face problems head on than to hope that they will disappear. The student should not rely on periodic check-ins or site visits conducted by the program to address concerns. The student **MUST** take responsibility for appropriately involving program officials to assist in resolving conflict.

## ***11. Student Laboratory and Clinical Practicum Remediation Process***

Remediation is a process to assist students with their professional development. The focus can be on either the student's present knowledge base or professional behaviors. This process is designed to guide the student toward the successful completion of their rotation experience.

The remediation process is most effective when initiated early on in the rotation. The rotation remediation process can be called into action by the student, clinical site affiliate instructor, program executive director,

program operation coordinator or course instructor. If the student believes there is any potential cause for concern he/she should contact the program executive director immediately as a delay in the remediation process significantly decreases the chance for successful and timely completion of the rotation.

Process: The following steps will take place (form in Handbook):

- Identification of the concern or problem.
- A review of the student's clinical and academic history to identify a pattern of concerns.
- Identification of strategies to address concerns will be formulated by the student, and clinical affiliate site instructor, with the help of the program executive director as needed.
- An action plan will be written outlining who will be responsible for the action steps. This will include measurable student objectives developed by the student under the guidance of the program executive director.
- Faculty, with student input, will decide how to continue or whether to continue with the present clinical or practicum rotations.
- Ongoing communication with both the student and the clinical site will occur throughout the remaining rotations to ensure that the student maintains the clinical site instructor's performance expectations.
- Necessity of an onsite visit by the program executive director will be determined in conjunction with the student and clinical site. The program executive director reserves the right to schedule an unannounced visit to review the student's performance at any time.

Please note: The student should be aware that a score of less than 78% places them at risk for failure of the rotation and therefore he/she should formalize a process with their clinical affiliate instructor and program executive director to receive more timely feedback in order to address areas in need of improvement. Additionally, the student should initiate frequent contact with the program executive director to ensure progression towards a passing final score.

## ***12. Failure or Withdrawal from a Rotation***

### **Failure of Practicums:**

Failure of a practicum will result in a grade of "D" or "F" and automatic dismissal from the MHPC MLT program. The student can appeal the grade according to the program policy outlined in this handbook and their articulating campus policies.

### **Voluntary Withdrawal from Rotations:**

- A student may withdraw from a rotation with the possibility of a "W" recorded as their final grade. If a student withdraws from a rotation, continuance in the program is in jeopardy. Documentation regarding the situation will be required if readmission is sought at a later date.
- Placement for subsequent rotations upon readmission will depend on reasons for withdrawal and evidence of a remediation plan and action if appropriate.

### ***13. Students with Accommodations***

The MHPC MLT Program complies with the guidelines set forth in the Americans with Disabilities Act of 1990. Students seeking accommodations during rotations must:

- Self-identify to the corresponding office at your “home campus”. After meeting with the campus representative, students are encouraged to meet with the Executive Director to discuss any concerns or needs.
- The Executive Director are available to assist students in developing a plan for accommodations during rotations utilizing the recommendations of the home campus. The expectations for successfully completing rotations are the same for all students regardless of their abilities; however, the strategies used to complete rotations may differ.
- The MHPC MLT office encourages students to identify their needs as early as possible. Only with student permission, can the MHPC MLT office share these needs with the clinical affiliate site’s instructor.

### ***14. Medical Insurance and CPR Training***

Many clinical affiliate sites require students to have medical insurance coverage and CPR training. Due to the high risk found in laboratory environments, the colleges representing the MHPC MLT Program strongly recommend that students be covered by medical insurance. Clinical affiliate sites do not provide or offer medical insurance to students.

Students are responsible for the cost of purchasing medical insurance coverage and CPR training if the clinical site they are assigned to requires them. In order to secure more information regarding this option, please contact Student Services at your “home campus.”

### ***15. Release of Information***

A Release of Information is required for the MHPC MLT office to discuss and/or copy the student’s academic records, personal, or prior rotation information with the clinical affiliate site instructor. This form is located at the back of the handbook. The program executive director will document all contact that is made with the clinical affiliate site instructor. This form will also serve as consent to release information to any potential references upon graduation. Please check the box on the form if you wish for program personnel to be able to speak to places you are applying for jobs.

### ***16. Professionalism and Student Expectations***

Students are expected to act in the highest professional manner at all times during rotations. This includes, but is not limited to:

- Timeliness and attendance
- Positive communication with all staff, patients and faculty
- Following MHPC MLT and facility dress codes
- Being actively involved at all times whether during clinical rotations, observations, professional meetings, etc.
- Responding to all requests in a positive manner
- Seeking out learning opportunities, specifically if “down time” presents itself
- No texts, e-mails, phone calls, or other personal communication while on-site

**Student expectations and responsibilities:**

- Students are responsible for all costs associated with clinical rotations, such as travel, living expenses, tuition, drug and background checks, immunizations and uniforms, as required.
- Students are responsible for securing transportation and/or housing, as needed.
- Students are expected to adhere to the course syllabus and to complete all assignments related to the clinical rotation placement.
- Students are expected to come to each clinical rotation experience prepared with needed materials and assignments and to actively participate, to include all required materials on each day of rotation.

**17. Professional Appearance**

At all times, students are expected to present a professional appearance. Cleanliness, modesty, and safety are the primary grooming considerations. Compliance with the dress code of an assigned site is a must, as there may be site specific requirements and students may be asked to leave if their appearance is not acceptable. Below are the departmental guidelines for presenting a professional appearance:

- Name Badge: Name badges must be worn at all times when representing the school and program while in facilities and/or agencies as an MHPC MLT Student. Each clinical affiliate site will provide a name badge for the student to wear.
- Clothing: The standard rule is that skin other than face, neck, elbows/forearms, hands, knees and calves should not show. Students need to be aware of what happens to their clothing when they run, stretch, bend, lift, jump or twist. Students are required to adhere to the MHPC MLT Program dress code which includes a professional, standard black scrub set (includes matching top and bottom) and neutral colored closed toe and closed back shoes. If you are also employed by the clinical site in which you are performing clinicals, you must never wear your employee scrubs while on duty as a student, or your student scrubs while on duty as an employee.
- Footwear: Shoes need to be supportive, comfortable and professional, as open-toed or open-backed shoes are prohibited during student laboratory, clinical rotations and practicums.
- Site Dress Code Regulations: The site dress code regulations take precedence. If you have questions, direct them to the program executive director.
- Jewelry: Jewelry must be simple. Heavy neck chains and dangling or hoop earrings can be caught on equipment. Rings or bracelets with sharp edges might puncture exam gloves.
- Fragrances: Heavy perfumes, scented aftershaves and lotions should not be worn, as many patients and health care workers have allergies. In addition, many healthcare facilities will send one home when smelling of cigarette or cigar smoke.
- Personal Hygiene: Basic rules of cleanliness (absence of body odor), including hand washing apply. Hair must be clean, well-groomed and pulled back at all times if below the shoulders. Makeup must not be excessive. Fingernails must be clean and trimmed. Artificial nails and nail extenders will be prohibited during student laboratory, clinical rotations and practicums.
- Body Piercing and Tattoos: Body piercings and tattoos are discouraged and may need to be taken out, or covered with makeup or clothing, as some sites require that piercings and tattoos cannot be visible.

## **18. Qualification Requirements for MHPC MLT Program**

The MHPC MLT Program requires students to complete the following qualification requirements prior to starting any course or clinical rotation. Individual clinical affiliate sites may have additional requirements. Students are responsible for any financial cost incurred to meet these requirements. Documentation indicating compliance is to be kept in the student's file located in the MHPC MLT Program Office.

### **Confidentiality Agreement:**

Students are informed of and agree to adhere to the rules and regulations regarding their responsibility for safeguarding confidential information of patients, other students and staff (see forms). A signed Confidentiality Agreement is kept on file with the MLT Program Office.

### **Immunizations:**

Current immunizations or titers of MMR, diphtheria/tetanus, Hepatitis B series, Varicella, Influenza, and annual TB skin test or T-SPOT are required. Compliance records are verified and maintained by MHPC MLT Program office, however students should also keep a copy for their records. Students may utilize private physicians to obtain immunizations, titers, x-rays, etc. The results must still be provided to MHPC MLT Program Office. Students are responsible for keeping their immunization and health information current and for providing all documentation regarding changes in this information to the office. Results will be provided to clinical affiliate sites during the professional year per site specific policies for clinical students.

Please note: If a student's time sensitive immunizations (i.e. TB, tetanus) are scheduled to expire during any rotations the student will be required to obtain an updated immunizations record **prior** to starting said rotation.

### **Drug Screen:**

Results for the 11-panel (or more if the specific site requires) drug screen are maintained by the MHPC MLT Program Office. A positive drug screen may disqualify a student from participating in required coursework involving clinical affiliate sites and may affect the student's ability to complete the program. Please note some clinical affiliate sites require a drug screen be done a month or less prior to the start of the rotations. In such cases the student will be responsible for any costs associated with obtaining an updated drug screen.

### **Criminal Background Checks:**

A felony conviction may disqualify a student from participating in required coursework involving clinical affiliate sites and may affect the student's ability to complete the program and receive a degree. Students are required to complete a criminal background check prior to entry into the Program. Details of the criminal background check will be provided to the student in the acceptance letter received.

**Students are required to sign a release form which allows any concerns regarding the results of a student's criminal background checks or drug screen to be discussed with each clinical affiliate site prior to the beginning of the student's clinical rotations, at that site. If any changes occur in a student's background status after the initial background check, the program requires that the student inform the MHPC MLT Office immediately.**

# **Academic Forms**



## MHPC MLT PROGRAM RECORD OF ACADEMIC VIOLATIONS

|  |  |
|--|--|
| <b>Student Name</b>  | <b>Date of Counseling</b>  |
| <b>Offense :</b><br><br>First   Second   Third   (Circle appropriate category) | <b>Date of Occurrence</b>  |
| <b>Violation Group:</b><br><br>1   2   3   (Circle appropriate category)       | <b>Disciplinary Action</b>   |
| <b>Description of Violation:</b><br><br><div style="height: 300px;"></div>     | <div style="height: 300px;"> <div>_____ Written warning</div> <div>_____ Counseling</div> <div>_____ Probation- remainder of program</div> <div>_____ Dismissal from MLT program (No readmission allowed)</div> </div> |

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
MHPC MLT Program Executive Director Signature

\_\_\_\_\_  
Date

### MHPC MLT PROGRAM RECORD OF HIPAA VIOLATIONS

|   |  |
|---|--|
| <b>Student Name</b>   | <b>Date of Counseling</b>  |
| <b>Offense:</b><br><br>First   Second   Third   (Circle appropriate category) | <b>Date of Occurrence</b>  |
| <b>Violation Group:</b><br><br>1   2   3   (Circle appropriate category)      | <b>Disciplinary Action</b>   |
| <b>Description of Violation:</b>  | <br><br>____ Written warning<br><br>____ Counseling<br><br>____ Probation- remainder of program<br><br>____ Dismissal from MLT program<br>(No readmission allowed) |

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

\_\_\_\_\_  
Date

MHPC MLT Program Executive Director Signature

Date \_\_\_\_\_

## MHPC MLT PROGRAM RECORD OF REMEDIATION

| Date of Meeting   | Student Name/ID Number  |
|---|---|
| Initiator of Meeting  | Names of those Present for Meeting  |
| Remediation Addresses (please check)  |   |
| <input type="checkbox"/> Performance in course (list course below) <input type="checkbox"/> Performance in clinicals<br><input type="checkbox"/> Performance in Laboratory <input type="checkbox"/> Performance on exams<br><input type="checkbox"/> Other (specify): _____ |   |
| <b>I. Areas of Concern</b>  |   |
| Please circle the appropriate area and provide behavioral descriptors and explanations.   |   |
| <b>A. Academic or Clinical Competency</b><br><br>1. Knowledge Base<br>2. Skill Level<br>3. Conflict<br>4. Attitudes<br>5. Study Strategies<br>6. Test-Taking Skills<br>7. Medical Laboratory Process<br>8. Other: _____   | <b>B. Professional Behavior</b><br><br>1. Student-Faculty<br>2. Student-Peer<br>3. Trainee-Patient<br>4. Trainee-Clinical Supervisor<br>5. Other: _____ |
| <b>A. Professional Responsibilities/Ethics</b><br><br>1. Meeting Obligations<br>2. Ethical Responsibilities<br>3. Conflict<br>4. Attitudes<br>5. Motivation<br>6. Work Ethic<br>7. Other: _____   | <b>D. Language Skills</b><br><br>1. Oral Expression<br>2. Written Expression<br>3. Reading Skills<br>4. Critical Thinking<br>5. Other: _____            |
| <b>Concern Explanation/Description</b>  |   |
|   |   |

|  |
|--|
|  |
|--|

**REMEDIATION CONTRACT (cont.)**

| II. REMEDIATION PLAN  |      |                               |      |
|-----------------------|------|-------------------------------|------|
| Goals                 | Plan | Criteria for Goal Achievement | Date |
| 1. Student will ..... |      |                               |      |
| 2. Student will ..... |      |                               |      |
| 3. Student will ..... |      |                               |      |
| Faculty signature     |      |                               | Date |
| Faculty Signature     |      |                               | Date |

|  |      |
|--|------|
| Faculty Signature                              | Date |
| <input type="checkbox"/> Copy given to student |      |
| Student signature                              | Date |

**REMEDIATION CONTRACT (cont.)**

| <b>III. PROGRESS CHART</b><br>Complete after remediation is finished |  |      |
|--|--|------|
| Goal   | Evaluation of Progress<br>(circle one) | Date |
| 1.   | Satisfactory      Unsatisfactory       |      |
| 2.   | Satisfactory      Unsatisfactory       |      |
| 3.   | Satisfactory      Unsatisfactory       |      |
| Recommendation(s):<br><br><br><br><br><br><br><br><br><br>           |  |      |
| Faculty signature  | Date                                   |      |
| Faculty Signature  | Date                                   |      |

|  |      |
|--|------|
| Faculty Signature                              | Date |
| <input type="checkbox"/> Copy given to student |      |
| Student signature                              | Date |

# Program Forms and Documents

**MHPC MEDICAL LABORATORY TECHNICIAN PROGRAM**  
**BLOOD BORNE PATHOGEN EXPOSURE INCIDENT REPORT FORM**

| Background  |               |                           |                           |
|---|---------------|---------------------------|---------------------------|
| <b>Person Exposed:</b> _____<br><b>Student ID or SSN:</b> _____<br><b>Date/Time/Location of Incident:</b> _____<br><b>Witnesses (if applicable):</b> _____<br><b>Person notified of incident:</b> _____   |               |                           |                           |
| Exposed to: circle all that apply   |               |                           |                           |
| Blood   | CSF           | Semen                     | Vaginal Secretions        |
| Synovial Fluid  | Pleural Fluid | Pericardial Fluid         | Peritoneal Fluid          |
| Amniotic Fluid  | Saliva        | Unknown fluid             | Bloody Fluid              |
| Type of Exposure: circle all that apply   |               |                           |                           |
| Needle stick  | Sharps        | Contact w/non-intact skin | Contact w/mucous membrane |
| <div style="text-align: center;">           Estimated length of exposure (if applicable): _____<br/>           If percutaneous (needle stick or sharps):<br/> <small>Check appropriate category</small><br/>           Less severe _____ i.e. solid needle, superficial scratch, uncontaminated needle<br/>           More severe _____ i.e. large-bore hollow needle, deep puncture, contaminated needle<br/>           Estimated amount of fluid?<br/>           Small _____ i.e. few drops, short duration (seconds or less)<br/>           Large _____ i.e. several drops, major blood splash and/or longer duration         </div> |               |                           |                           |
| Source of Exposure: check appropriate category  |               |                           |                           |
| <div style="text-align: center;">           Patient at Clinical Site _____<br/>           Other Student _____ Name if known: _____<br/>           Other Person _____ Name if known: _____         </div>  |               |                           |                           |
| Incident Report:  |               |                           |                           |
| Describe incident: (use back page for additional room) <div style="text-align: center; margin-top: 20px;">             Was PPE used at time of incident? (circle all that apply)<br/>             Gloves      Lab Coat      Face Mask/Shield      Other _____<br/>             Describe immediate intervention: (circle all that apply)<br/>             Area thoroughly:    cleansed      flushed      Other _____<br/>             Clinical site incident report completed? (circle one)<br/>             Yes (Date of Report: _____)      No           </div>  |               |                           |                           |

Additional comments:

---

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Signature/Printed Name/Title: \_\_\_\_\_

Date/Time of Completed Report: \_\_\_\_\_

**MHPC MLT PROGRAM  
RELEASE OF INFORMATION FORM**

Full Name: \_\_\_\_\_

Maiden/Alias Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

I authorize Missouri Health Professions Consortium MLT Program to request and obtain a copy of my criminal background as provided in Section RSMo. 610.120 and make an inquiry to the Department of Social Services regarding the "Employee Disqualification List" as provided in Section RSMo. 660.315. I also authorize Missouri Health Professions Consortium MLT Program to request and obtain a copy of my drug screen results, immunization records, a Division of Family Services background check regarding child abuse or neglect, and a background check with the Office of Inspector General. I also realize I must provide a criminal background check for each state in which I have lived within the past ten (10) years.

I further authorize Missouri Health Professions Consortium MLT Program to provide the necessary documentation of all the above stated information to individual clinical affiliates, to verify my eligibility to participate in the clinical experience.

☐ I choose to have the information regarding only my performance as a student available to potential employers as a reference from program personnel.

---

Student Signature

---

Date



\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

## **MHPC MEDICAL LABORATORY TECHNICIAN PROGRAM CONFIDENTIALITY AGREEMENT**

The Missouri Health Professions Consortium (MHPC) Medical Laboratory Technician (MLT) Program is committed to protecting the confidentiality of all students, patients, volunteers, educational facilities and their associated written information. MLT students are required to adhere to all relevant state and federal laws and policies related to privileged and protected information, including the Code of Ethics of the American Society of Clinical Laboratory Science, FERPA and the HIPAA Privacy Regulations.

I, the undersigned understand and agree that in the course of my professional education, I will safeguard confidential information and documentation about colleagues, staff, patients, volunteers and facilities, in the following manner:

I will treat any clinical or personal information learned by me as privileged information which is subject to all state and federal laws which protect the rights of patients.

I will discuss confidential information only with authorized personnel and in a setting where non-authorized people will not overhear the information.

I will not include personal identifying information in written educational assignments or social networking sites.

I understand that all confidential information and related documents are the property of the facility providing such information and documents and only the person designated by the facility may disclose copies of written information.

I will not attempt/request to remove or photocopy medical records or other confidential documentation.

I understand that regardless of intent a breach of confidentiality may result in legal action and will result in disciplinary action including probable dismissal from the MHPC Medical Laboratory Technician Program. I also understand that I could be subject to state or federal regulations and laws which include fines and/or imprisonment, and/or a report of breach of confidentiality to professional and governmental regulatory boards.

I have read this confidentiality agreement and hereby agree to abide to the requirements and regulations stated above to the best of my ability.

Printed Student Name: \_\_\_\_\_

Date/semester: \_\_\_\_\_

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



## **Confidentiality Agreement Information Resources**

### ***Laboratory Professional Code of Ethics of the American Society for Clinical Laboratory Science***

The Laboratory Professional Code of Ethics applies to laboratory personnel at all levels, including medical laboratory technician students. The Code applies not only to conduct within laboratory roles, but also to conduct that may affect the performance of medical laboratory technicians or the reputation of the profession. The *values* (beliefs or ideals) to which members of the profession are committed form the foundation of laboratory practice, and are reflected in our interactions with individuals. Attitudes, or the tendency to respond in a certain way, are determined by a person's values. The complete ASCLS Laboratory Professional Code of Ethics can be found online at: <http://www.ascls.org/about-us/code-of-ethics>

### ***FERPA Rules and Statutes***

The Family Educational Rights and Privacy Act rules and statutes are available on line at: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### ***HIPAA Privacy Regulations***

The Health Insurance Portability and Accountability Act (HIPAA) and its implementing regulations govern the use and disclosure of individually identifiable health information.

HIPAA training will be offered through the program as part of the course curriculum. More information is also available at: <http://www.hhs.gov/ocr/privacy/>

## **Qualification Requirements for Clinical Rotations**

### **Compliance Verification**

The Medical Laboratory Technician Program requires students to complete the following qualification requirements prior to beginning coursework in the program and provide copies of all information directly to the MHPC MLT Office:

#### **Basic Physician Physical:**

A basic physical examination provided by your physician or healthcare provider documented on our form.

#### **Immunizations:**

Health records are verified and maintained by the MHPC MLT Office. Current immunizations or titers of MMR, Tdap, Hepatitis B series, Varicella, Influenza, and annual TB skin test or T-SPOT are required.

#### **Drug Screen:**

Results for panel 11 screen from a reputable company providing drug screens for “pre-employment or student” purposes.

#### **Criminal Background Checks:**

- 1) Caregiver Background Screen results
- 2) Office of Inspector General’s Background Screen results
- 3) A Missouri Highway Patrol criminal background check results

#### **Confidentiality:**

Students are informed of and understand the rules and regulations regarding their responsibility for safeguarding confidential information of patients.

I, (print name) \_\_\_\_\_, do hereby sign that to the best of my knowledge I have met these requirements and am qualified to participate in experiences involving contact with patients. I give permission for the MHPC MLT Office to share this information with persons who are responsible for supervising my clinical rotation experiences. I acknowledge that failure to positively complete any of the above qualification requirements may affect my ability to complete the program.

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

Date: \_\_\_\_\_

Student has met all specified requirements to participate in the MHPC MLT Program.

\_\_\_\_\_  
MHPC MLT Office Official

Date: \_\_\_\_\_

**MHPC MEDICAL LABORATORY TECHNICIAN PROGRAM  
PROFESSIONALISM CONTRACT**

**Professionalism Contract:**

This handbook outlines the *minimum* professional expectations of all MHPC MLT students. Expectations and potential outcomes of student behaviors are outlined throughout the document. If a student has any questions regarding professional expectations or potential outcomes of behaviors, they are strongly encouraged to contact their MLT program advisor.

By signing below, I certify that I understand the MHPC MLT Program's professional expectations of me, which are outlined in this document. I understand the potential outcomes associated with each professional behavior.

Printed Student Name: \_\_\_\_\_

Date/semester: \_\_\_\_\_

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



## MLT HANDBOOK SIGNATURE PAGE

It is your responsibility to read the MLT Student Handbook.  
You will be expected to abide by the regulations contained within the handbook.  
If any policy is unclear, discuss it with the MLT Program Executive Director immediately.

You are encouraged to refer to the handbook frequently.

**Your signature below confirms that you have read, understood and agree to the conditions as stated in this manual, which includes but are not limited to:**

- 1. Academic Standards, Academic Dishonesty policies**
- 2. Guidelines and Requirements for Clinical Rotations and Student Laboratory Sessions**
- 3. Attendance expectations**
- 4. Grading**

Printed Student Name: \_\_\_\_\_

Date/semester: \_\_\_\_\_

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

## MHPC MLT Program Agreement to Proctor Exams

By my signature I agree to proctor examinations for persons taking MHPC MLT courses. I will see that the students take the examinations honestly and according to directions provided.

If I cannot administer the examination within the time frame specified by the instructor, I will delegate those responsibilities to an appropriate designee.

I understand that I will not be paid for this service, but I will proctor these examinations to help the individuals involved.

### Proctor Information

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

Name of Company or Institution: \_\_\_\_\_

Position: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of Proctor

\_\_\_\_\_  
Date

Please list the name(s) of student(s) for whom you've agreed to proctor exams:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return this form via email ([tannaw@macc.edu](mailto:tannaw@macc.edu)) or fax 573-581-3766.

Any questions? Call 573-582-0817 ext 13624 or E-mail: [alesethompson@macc.edu](mailto:alesethompson@macc.edu)

### FAQs:

#### What are my responsibilities?

- You are to directly monitor the student while they are taking exams online for the MHPC MLT Program.

#### For what courses am I being asked to proctor exams?

- This depends on each individual student. The student will inform you which exam they are taking for each proctoring session.

#### What are the exam parameters?

- The amount of time the student has to take the exam is set within the testing software by the instructor. Usually, students are allowed a minute and a half per question depending upon the exam. It requires Respondus Lockdown Browser software the student downloads to their laptop or testing computer. Many employers have firewalls that will block the browser lockdown program, and it is up to the student to plan accordingly.

#### Can the student use any resources while taking the exam?

- The student is allowed to use only blank paper, a pen or pencil, and a non-programmable calculator. You are to collect the "blank" paper after the exam and shred.