



Missouri Health Professions Consortium (MHPC)
Medical Laboratory Technician
Student Program Handbook
2024-2025

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**

Table of Contents

	PAGE
GENERAL INFORMATION	
History and Overview of MHPC.....	5
MHPC Organizational Structure	5
Faculty and Staff Contact Information and Faculty Qualifications.....	6
MLT PROGRAM INFORMATION	
Program Mission Statement, Philosophy and Learning Outcomes	7
Educational Program Description.....	8
Curriculum	9
Estimated Costs.....	10
Course Registration	11
Academic Calendar Dates.....	11
Program Completion Criteria and Certification	11
Accreditation	12
Professional Development Opportunities and Memberships.....	12
American Society for Clinical Laboratory Sciences (ASCLS)	12
National Board of Certification (ASCP-BOC).....	12-13
Americans with Disabilities Act.....	13
Notice of Non-Discrimination.....	13
COMMUNICATIONS	
Faculty Office Hours and Mandatory Check-Ins.....	14
“Home Campus” Advisement.....	14
MLT Program Professional Year Advisement.....	14
Program Communications.....	15
Email.....	15
Cell Phone and Texting.....	15
Canvas	15
Website	15

SAFETY

Universal Precautions and Infection Control 16
Exposure Procedure 17-18
Hepatitis B Vaccination Policy..... 18-19
Safety Regulations..... 19-20
Safety Equipment 21
First Aid 21-22

ACADEMIC STANDARDS

Professional Ethical and Academic Standards 23
Academic Preparation and Performance Expectations 24
Essential Qualifications Requirements..... 25-26
Attendance 27
Grading..... 27
Incomplete Policy..... 28
Phlebotomy Credit by Examination..... 28
Progression, Remediation and Retention Criteria 29
Academic Dishonesty 29
HIPAA..... 29-30
Academic Grievance and Appeals..... 30
Probationary Status..... 30
Dismissal from Program 31
Readmission 31

**GUIDELINES AND REQUIREMENTS FOR CLINICAL ROTATIONS AND
STUDENT LABORATORY SESSIONS**

Clinical Rotation and Student Laboratory Overview..... 32
 Student Laboratory 32
 Practicums 33
 MediaLab/LabCE Examinations..... 33
Rotation Policies..... 33
 Site Assignments 34
 Clinical Practicum Rotation Site Availability/Cancellation..... 34
 Absences 34-35
 Malpractice and Professional Liability Insurance..... 36
 Employment During the Rotations..... 36
 Confidentiality 36

Code of Ethics.....	37
Communication with the MLT Program Director.....	37
Grading.....	37-38
When a Problem Occurs During Rotations	38
Student Laboratory and Clinical Practicum Remediation Process.....	39
Failure or Withdrawal from a Rotation.....	39-40
Students with Accommodations	40
Medical Insurance and CPR Training.....	40
Release of Information.....	40
Professionalism and Student Expectations	41
Professional Appearance.....	41-42
Qualification Requirements for the MHPC MLT Program.....	42-43

PROGRAM FORMS AND DOCUMENTS

Release of Information.....	45
Confidentiality Agreement.....	46
Information Resources.....	47
Qualification Requirements Compliance Verification.....	48
Professionalism Contract	49
Handbook Signature Page.....	50



MHPC MLT PROGRAM – GENERAL INFORMATION

History and Overview of MHPC

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*
Mineral Area College, *Park Hills, Missouri*
Three Rivers College, *Poplar Bluff, Missouri*

Community colleges from across the State of Missouri have formed a consortium called the Missouri Health Professions Consortium (MHPC) 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 (MLT) 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 as listed above.

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 as outlined in related Memorandums of Understanding. Moberly Area Community College serves as the fiscal agent of the MHPC MLT Program.
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

Cynthia A. McKeon, MS, MBA, BSMT, BS, (ASCP)^{CM}

MHPC MLT Program Director
M.S., University of MO, Kansas City
M.B.A., Fontbonne College, St. Louis, Missouri
B.S.M.T., Creighton University, Omaha, Nebraska
B.S., Culver-Stockton College, Canton, Missouri

Contact Information:
2900 Doreli Lane
Mexico, Missouri 65265
cynthiam@macc.edu

Darinda Mast, MLT (ASCP)^{CM}

Instructor
MHPC MLT Program Operations Coordinator
AAS in Medical Laboratory Technician, MACC

2900 Doreli Lane
Mexico, Missouri 65265
660-263-4100 ext. 13624
darindamast@macc.edu

Jacinta Marlo, MPH, MLS (ASCP)^{CM}

Instructor
M.P.H., University of Missouri-Columbia
B.S., University of Missouri-Columbia

2900 Doreli Lane
Mexico, Missouri 65265
jacintam@macc.edu

Marvin Twenter – MLS(ASCP)

Instructor
Bachelor of Biology, Columbia College 2006
Bachelor of CLS Uni. Of Missouri 2007

2900 Doreli Lane
Mexico, Missouri 65265
mtwenter@macc.edu

Harold Burgeson – MPH, MT(ASCP)

Instructor
Master's Publish Health – Uni. Of MO 2021
Bachelor's Med Tech – Union College in NE 1995

2900 Doreli Lane
Mexico, Missouri 65265
haroldb@macc.edu

Elaine Durchholz Sowell – MLS (ASCP)^{CM}

Instructor
Bachelor of Science in Biology, University of Evansville
Evansville, IN
ASCP, Good Samaritan Hospital, Vincennes, IN

2900 Doreli Lane
Mexico, Missouri 65265
elained@macc.edu

Tanna Whitworth

Administrative Assistant
AA, General Education, MACC

2900 Doreli Lane
Mexico, Missouri, 65265
660-263-4100 ext. 13656
tannaw@macc.edu



MHPC MLT PROGRAM – PROGRAM INFORMATION

Program Mission Statement, Philosophy and Learning 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 Learning Outcomes

1. Demonstrate knowledge of laboratory professional practice.
2. Utilize established laboratory procedures.
3. Employ Professional conduct and communication skills.
4. Participate in professional development activities.
5. Comply with Federal, OSHA and laboratory safety procedures.

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.

Course Descriptions– MLT Program Year

Course description details may be found in the MACC Catalog:

<https://www.macc.edu/wp-content/uploads/2023/05/2023-2024MACCCatalog05.19.23.pdf>

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**

<u>Courses</u>	Credit Hours
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
	<u>Total: 25-26</u>

YEAR 2 **Professional Requirements**

<u>Semester 1: August-December</u>	Credit Hours
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
	<u>Total: 14</u>

<u>Semester 2: January-May</u>	
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
	<u>Total: 14</u>

<u>Semester 3: June – August</u>	
MLT 220 Clinical Chemistry and Urinalysis	5
MLT 292 Clinical Chemistry Practicum	2
	<u>Total: 7</u>

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.

<u>MLT Admissions Expenses (due in the summer semester, upon acceptance to the MLT Program)</u>	
Background Screening	Varies
Drug Screening requirements of Clinical Site Assignment	Varies
Student Membership Dues for American Society for Clinical Laboratory Science (ASCLS)	30.00
Physical Examination (cost is estimated and varies depending on healthcare provider/insurance coverage)	Varies
Immunizations – (cost is estimated and varies depending on healthcare provider/insurance coverage): <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>	Varies
Supplies (scrubs, nametag, appropriate shoes, etc)	300.00
Sub-Total, MLT Admissions	Varies
<u>Semester 1 (FALL, 16-weeks)</u>	
Tuition and Fees @ 14 credit hours/5 classes (paid directly to home campus)	4,816.00
Books - estimated cost (paid to campus bookstore or ordered online)	412.65
Media Lab/Lab CE Exam	75.00
Sub-Total, Fall	\$5303.65
<u>Semester 2 (SPRING, 16-weeks)</u>	
Tuition and Fees @ 14 credit hours/5 classes (paid directly to home campus)	4816.00
Books - estimated (paid to campus bookstore or ordered online)	307.85
Sub-Total, Spring	\$5123.85
<u>Semester 3 (SUMMER, 8-weeks)</u>	
Tuition and Fees @ 7 credit hours/2 classes (paid directly to home campus)	2408.00
Books – estimated (paid to campus bookstore or ordered online)	140.40
Certification Examination- ASCP-BOC fees	215.00
Sub-Total, Summer	\$2,763.40
TOTAL Estimated Professional Year Cost	\$13,520.90

***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. 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 practicum rotations 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. 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.

Accreditation

The MHPC MLT Program has been granted Accreditation by the National Accreditation Agency for Clinical Laboratory Science (NAACLS). NAACLS is committed to being the premier accreditation agency for ensuring the advancement of education in clinical laboratory sciences and related health care disciplines provided by domestic and international programs. 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

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

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

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>

ASCP BOC contact information:

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

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.

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 respective "home" campus for further details.



MHPC MLT PROGRAM – 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.

“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** 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 Director and may be warranted.

Program Communications

If the student has questions/issues professional or course related, they should follow the chain of command and direct question(s) first to their instructor, then to the Operations Coordinator and then to the Director.

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. 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.



MHPC MLT PROGRAM – SAFETY

Universal Precautions and Infection Control

NOTE: In the case of any exposure or incident, students must immediately report to the site instructor and follow the facility policy. As soon as possible, students should report to the Operations Coordinator of the program and submit obtain and submit copies of any incident report forms. The Operations Coordinator will direct on further follow ups.

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/affiliate sites 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. 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, splattering/splashing 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 clinical site instructor and MHPC faculty.
2. If exposure occurs at a clinical affiliate site complete necessary clinical site exposure form. If the exposure occurs during in-seat lab training days while at MACC campus notify Operations Coordinator.
3. All exposures should be cleaned well with soap and water at a minimum. In the event of a splash to the eyes flush eyes for a minimum of 5 minutes.
4. Complete the necessary clinical site exposure event report. Provide a copy of this report to the Operations Coordinator. If exposure occurs while at MACC campus provide information to the Operations Coordinator who will complete the necessary program exposure documents.
5. Testing needles or shapes involved in the incident is not necessary but one may be asked to provide detailed information regarding sharps devices (e.g., lot numbers, expiration dates, size of sharps if applicable, etc.).
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™]).

*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. 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.

References:

APIC Text website; section “Occupational Exposure to Bloodborne Pathogens”; <https://text.apic.org/toc/infection-prevention-for-occupational-health/occupational-exposure-to-bloodborne-pathogens>

Panlilio AL, Cardo DM, Grohskopf LA, et al. [Updated U.S. Public Health Service guidelines for the management of occupational exposures to HIV and recommendations for postexposure prophylaxis](#). *MMWR Recomm Rep*. 2005 Sep 30; 54(RR-9):1–17.

Centers for Disease Control and Prevention. [Update: universal precautions for prevention of transmission of human immunodeficiency virus, Hepatitis B virus, and other bloodborne pathogens in healthcare settings](#). *MMWR Morb Mortal Wkly Rep*. 1988 Jun 24; 37(24):377–382,387–388

Beltrami EM, Williams IT, Shapiro CN, et al. [Risk and management of blood-borne infections in health care workers](#). *Clin Micro Rev*. 2000 Jul; 13(3):385–407.

Hepatitis B Vaccination Policy

In accordance with clinical facility policies and Occupational Safety and Health Administration (OSHA) regulations (Federal Register, Vo. 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 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 others. 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.
- Safety Data Sheets (SDS) 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, students will follow Clinical/Affiliate Policies and Procedures.

- 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: Clean-up will be performed by the student under supervision.

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
- Face Masks

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.



MHPC MLT PROGRAM – 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 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.
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. 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 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.

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)		Practicum (Clinical Rotation)	
Unit tests	60%	Laboratory Exercises	50%	Medialab & Modules	30%
Quizzes, case studies, study questions, or other assignments, attendance and punctuality	10%	Professional Behaviors Evaluation	50%	Checklist & Virtual Learning	70%
Final Exam	30%	Total	100%	Total	100%
Total	100%				

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 78% or above must be achieved to receive credit by examination.

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. Refer to MACC Redbook page 16 <https://www.macc.edu/wp-content/uploads/2022/06/Redbook-5-31-2022-with-Cover.pdf>.

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 Student Due Process Grievance procedure.

Refer to MACC Redbook page 20 <https://www.macc.edu/wp-content/uploads/2022/06/Redbook-5-31-2022-with-Cover.pdf>

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 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 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 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 of 78% (C grade) or higher in all course work required of the degree.
- 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

If a student has withdrawn from the professional program, the Program 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 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 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.



MHPC MLT PROGRAM – CLINICAL PRACTICUM ROTATION & STUDENT LABORATORY OVERVIEW

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 specimen 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 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. 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.

Current clinical sites slated for 2024-2025 school year are:

- Blessing Health
- Hannibal Regional Medical Center
- Western MO Medical Center
- St. Francis Medical Center
- Parkland Health System
- Hermann Area District Hospital
- University of Missouri
- Barns Christian Health
- Poplar Bluff Regional Medical Center
- Boone Hospital
- Mosaic Life Care
- Liberty Hospital
- Fitzgibbon Hospital
- Bothwell Regional Health Center
- Phelps Health
- Mercy Health – Jefferson
- Scotland County Memorial Hospital
- Pershing – Brookfield

Please note that this is the current listing. There is potential for additional sites to be added throughout the year as needed.

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 director, program operation coordinator or course instructor. If the student believes there is any potential cause for concern he/she should contact the program 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 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 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 director will be determined in conjunction with the student and clinical site. The program 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 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 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 Program Director to discuss any concerns or needs.
- The Program 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 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 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 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 drug screen panel requirements of the clinical rotation site 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.

MHPC MLT PROGRAM – PROGRAM FORMS & DOCUMENTS

MHPC MLT PROGRAM

RELEASE OF INFORMATION FORM

Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

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

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 drug screen panel in alignment with clinical/affiliate site requirements 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 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**
- 5. Essential Qualifications Requirements**

Printed Student Name: _____

Date/semester: _____

Student Signature: _____