



# **Medical Laboratory Technology Program**

## **Student Handbook**

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Students are responsible for knowing the contents of the MLT Program Student Handbook. Students are responsible for periodically reviewing the policies throughout the duration of the program.

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# Mission Statements & Core Values

*The mission of Southeast Community College (SCC) is to empower and transform its students and the diverse communities it serves. The College provides accessible, dynamic, and responsive pathways to career and technical, academic transfer, and continuing education programs. Student success and completion is maximized through collegiate excellence, exemplary instruction, comprehensive student support services, enrichment programs, and student-centered processes. SCC is committed to a proactive and evidence-based approach that continually assesses and responds to student, community, and employer demand for higher education.*

Southeast Community College adheres to a set of core values that drive the decisions and actions of the institution.

- 1. Excellence** – Commitment to the highest level of performance in all facets of the College’s programs, services, and operations through effective investment and support of all assets.
- 2. Integrity** – Continuous pursuit of fulfillment of mission and goals through transparency and ethical practices in all College operations.
- 3. Innovation** – Commitment to inquiry and the respectful challenging of assumptions to promote creativity, alternative points of view, and opportunities for ongoing discovery.
- 4. Inclusion** – Promotion of opportunities and advancement for a diverse and dynamic student, faculty/staff, and community population through the creation of a positive, compassionate, and reflective culture.
- 5. Stewardship and Accountability** – Commitment to investment in appropriate resources in fulfillment of the College’s mission and goals and reliance on responsible management of human, physical, and financial resources.

## **Health Sciences Division Mission**

The mission of the SCC Health Sciences at Southeast Community College is to empower and prepare students to meet the health and wellness needs of our community. The Health Sciences division is committed to providing innovative, collaborative, student-centered learning to individuals pursuing healthcare and wellness careers.

## **Medical Laboratory Technology Mission**

The mission of the Medical Laboratory Technology Program is to prepare students to become competent Medical Laboratory Technicians.

# Health Sciences Policies & Procedures

## Academic Honesty

Academic honesty is a core principle of learning and scholarship. When you violate this principle, you cheat yourself of the confidence that comes from knowing you have mastered the targeted skills and knowledge. You also hurt all members of the learning community by falsely presenting yourself as having command of competencies with which you are credited, thus degrading the credibility of the college, the health program, and your fellow learners who hold the same credential.

All members of the learning community share an interest in protecting the value, integrity, and credibility of the outcomes of the learning experience. Faculty have the responsibility to censor behaviors that interfere with this effort.

The following behaviors will be subject to disciplinary action:

**Plagiarism**- presenting someone else's words, ideas, or data as your own work.

**Fabrication**- using invented information or falsifying research or other findings.

**Cheating** – misleading others to believe you have mastered competencies or other learning outcomes that you have not mastered. Examples include, but are not limited to:

- Copying from another learner's work
- Allowing another learner to copy from your work
- Using resource materials or information to complete an assessment without the permission of your instructor
- Collaborating on an assessment (graded assignment or test) without permission of the instructor
- Taking a test for someone else or permitting someone else to take a test for you

Academic Misconduct- other academically dishonest acts such as tampering with grades, taking part in obtaining or distributing any part of an assessment, or selling or buying products such as papers, research, projects, or other artifacts that document achievement of learning outcomes.

## Social Media

SCC Health Sciences recognizes that many students choose to participate in social media and networking sites. This includes Facebook, LinkedIn, Twitter, Instagram, Snapchat, and other websites, blogs and networking sites. Social media is a powerful communication tool that can have significant impacts. It can be positive, fun, and can lead to job opportunities; it can also negatively impact one's reputation and the organizations one represents. You must be mindful that anything you post on a social media site may be seen by anyone, including patients, classmates, instructors, and prospective employers. Inappropriate social media postings could form the basis for disciplinary action against you by the College.

It is the position of the Health Sciences Department that all students involved in health care have a moral, ethical and legal responsibility to maintain individuals' rights to privacy. HIPAA protects patient privacy and includes individually identifiable information in any form where the information could identify an individual by name, medical condition, demographics or other means. Students are expected to act with integrity and to respect the privacy rights of others. Social media postings regarding patient information constitute a violation of patient confidentiality and HIPAA. Such postings are prohibited and subject a student to discipline, up to and including dismissal from a program. Along these lines, students are reminded to use caution even when sharing locations or commenting on images. Students are directed to not post or share photographs from clinical and laboratory settings. Students must also avoid referencing clinical sites, clinical experiences, patients, and patients' family members on social media sites in any manner that violates the confidentiality of patients or their families.

## Student & Clinical Faculty Drug Screening Information & Procedures

Education of Health Science students at Southeast Community College requires collaboration between the college and clinical facilities. The educational process for these students cannot be completed without a quality clinical rotation. The college shares an obligation with the clinical facility to protect all patients from harm due to students who are under the influence of illegal drugs or alcohol while in the clinical facility. The clinical facilities require that Southeast Community College obtain a negative drug screen on each student prior to that student arriving at the clinical facility for his/her clinical rotation and that such students be drug and alcohol free while at a clinical facility.

### Guidelines for Drug Testing

1. Students admitted to a Health Sciences program at Southeast Community College that requires a clinical rotation at a contracted healthcare facility will be required to submit to initial drug and alcohol testing prior to the first clinical rotation.
2. Drug and alcohol testing will be conducted according to the procedures and standards specified by the affected clinical facility. Only drug and alcohol tests conducted by college authorized agencies will be accepted. Cost of the drug test will be paid by the student as part of student fees that will be charged the term before students complete clinical education.
3. Further drug testing and or alcohol testing may be required of the student for cause. This testing will be required at the discretion of the college or the clinical agency. Cost of the drug or alcohol testing will be the responsibility of the student.
4. All Health Science students will be tested for the following drug categories: amphetamines/methamphetamines, barbiturates, benzodiazepines, cocaine and metabolites, marijuana metabolites, opiates, phencyclidine, and propoxyphene. This list is subject to change. Testing for additional substances may occur based on clinical affiliation agreement requirements.
5. The student must provide written consent to provide specimens for the purpose of analysis and release of information to Southeast Community College. If the student is under eighteen (18) years of age, the parent or legal guardian must sign the drug and alcohol testing consent form in addition to the student. The consent form will be provided by the authorized agency the day of the appointment.
6. Students have the right to refuse to consent to drug and alcohol testing. However, students who decline will not be able to start or complete a clinical rotation and will be unable to achieve the required clinical experience for that program/course. The refusal to consent to drug or alcohol testing may result in a student being dismissed from the program.
7. The student will be provided with an instructional sheet of acceptable drug screening vendors, payment instructions, and procedural information.
8. Notification indicating a "Negative" drug screen or "Further Testing Required" will be sent to the Dean of Health Sciences at Southeast Community College.

9. The Medical Review Officer from the authorized agency will contact the student directly if “Positive” or “Further Testing Required” is noted.
10. The results will be reviewed by the Dean of Health Sciences for verification and placement purposes.
11. Students will not be allowed to hand deliver drug screening test results to the Dean of Health Sciences.
12. Any student who tests positive for a prohibited drug will be given the opportunity to contest the results. If the failure is due to justifiable prescription drug use, the student may be permitted to participate in the clinical program of the affected facility if it is determined that the student may safely do so without jeopardizing patient safety. It is the student’s responsibility to provide proper documentation if he/she has failed the drug screen due to justifiable drug use.
13. If the positive test is not due to justifiable prescription drug use, the student will meet with the Dean of the Health Sciences Division to discuss withdrawal from the designated Health Program. Depending on the circumstances, a positive drug or alcohol test may make it impossible to place a student in a clinical setting and could result in the student being dismissed from the program.
14. Students could apply for re-admission into a health program. The college will determine in its discretion whether a student will be readmitted based on among other things the circumstances relating to the failed drug or alcohol test and the ability of the College to place the student in an appropriate clinical setting. Re-admission would be based upon the next possible program in-take date (approximately 1 to 2 terms) and completion of additional drug testing.
15. Depending on the circumstances, the results of a positive drug or alcohol test may be communicated to law enforcement authorities, the Nebraska Department of Health and Human Services, or other state agencies.
16. The cost of drug and alcohol testing is provided for informational purposes only and is subject to being increased from time to time.



# Medical Laboratory Technology Program General Information

## Description of the Medical Laboratory Technology (MLT) Program

The Medical Laboratory Technology (MLT) student obtains the knowledge and skills necessary to function adequately and competently when performing laboratory procedures in medical clinics, hospitals, and other laboratory settings.

The Medical Laboratory Technology Program is designed to provide various learning opportunities to allow students to achieve academic and personal growth. Clinical experience is essential for the student to gain practical application of medical laboratory techniques.

The Medical Laboratory Technology Program curriculum requires numerous general education courses as well as courses in clinical/medical laboratory science. Courses in specialized medical laboratory techniques provide the student with knowledge and skills to perform laboratory testing procedures on patient body fluids and specimens. Students obtain additional laboratory experiences and learning opportunities within various hospital and clinic laboratories.

The students are actively involved in their learning experiences. The demands and responsibilities placed upon the students will increase as the program progresses. The Medical Laboratory Technology Program will award the successful graduate an Associate of Applied Science degree, and students will be eligible to take the national certifying examination of the American Society for Clinical Pathology (ASCP) Board of Certification.

Graduates of this program may continue their education in medical laboratory science by transferring these two years of credits to the Clinical Laboratory Science Program, University of Nebraska Medical Center.

## Award

Associate of Applied Science Degree

62 Semester Credits

The issuing of the degree is **not** contingent upon the student passing any type of external certifying examination.

**Note: The time required to complete the Associate of Applied Science Degree in Medical Laboratory Technology is 24 months.**

## Unforeseen Closure of the Medical Laboratory Technology Program

The National Accrediting Agency for Clinical Laboratory Science (NAACLS) requires the program to have a “teach out” plan in case the program unexpectedly closes due to natural and unnatural disasters or permanent closure. Intentional closure of the program will be communicated to all students immediately. In case of disaster the college will inform students of a plan for continuation of their education as soon as that information is available.

### Prospective Students:

- In the case of permanent closure students will be informed that the program will not take a new cohort due to program closure.
- In the case of a natural or unnatural disaster the program will work with other laboratory science programs to continue education and training until training can resume at the college.
- Students will be counseled in applying to other local programs.
- Program closure information will be posted on the program website.

### Current Students:

- Students will be informed of program closure.
- In the case of a natural or unnatural disaster the program will work with other laboratory science programs to continue education and training until training can resume at the college.
- In the event of a mandated permanent closure currently enrolled students will be allowed to complete the program.
- The Program Director will be designated to clear students applying for the certification exam.

## Medical Laboratory Technology (MLT) Program Curriculum

Descriptions for each course can be found online in the Southeast Community College Catalog.

Course Name	Course Number	Credit Hours	Hours In Class
<b>First Session (Spring)</b>			
**Procedures in Phlebotomy	MEDT1100	2.0	30
Laboratory Methods	MEDT1150	3.0	75
*Oral Communications	SPCH1090	3.0	45
*Human Physiology	BIOS2130	4.0	75
		Total Hours: 12.0	Total Hours: 225
<b>Second Session (Summer)</b>			
Hematology 1 & Lab	MEDT1160	3.0	75
*General Chemistry	CHEM1090	4.0	75
		Total Hours: 7.0	Total Hours: 150
<b>Third Session (Fall)</b>			
Hematology 2 & Lab	MEDT1170	4.0	120
Immunology	MEDT1180	1.0	15
Medical Microbiology 1 & Lab	MEDT1190	4.0	120
*English Composition I	ENGL1010	3.0	45
		Total Hours: 13.0	Total Hours: 300
<b>Fourth Session (Spring)</b>			
Medical Microbiology 2 & Lab	MEDT2100	4.0	120
Medical Laboratory Chemistry 1 & Lab	MEDT2110	5.0	135
Immunochemistry 1 & Lab	MEDT2130	3.0	75
		Total Hours: 12.0	Total Hours: 330
<b>Fifth Session (Summer)</b>			
Medical Laboratory Chemistry 2 & Lab	MEDT2120	2.0	60
Immunochemistry 2 & Lab	MEDT2140	2.0	60
*Social Science or Psychology	SOCI1010 or PSCH 1810	3.0	45
		Total Hours: 7.0	Total Hours: 165
<b>Sixth Session (Fall)</b>			
Clinical Orientation	MEDT2150	4.0	90
Seminar	MEDT2160	2.0	30
Clinical Education	MEDT2200	6.0	270
		Total Hours: 12.0	Total Hours: 390
		Total Program Hours: 62	

\*Classes can be taken at any time. \*\*Class can be taken prior to the program or during the 1<sup>st</sup> semester.

## Medical Laboratory Technology (MLT) Program Special Fee Schedule

While in the MLT program students will be charged fees for a variety of materials and services required for completion of the program. These fees are charged to the student account and financial aid can be used to cover them.

Course	Fee	Cost
<b>First Term</b>		
MEDT 1150 Laboratory Methods	Liability Insurance	\$8.00
	Program Uniform	\$143.00
<b>Second Term</b>		
MEDT 1160 Hematology 1	Liability Insurance	\$8.00
	Criminal Background Check	\$45.00
<b>Third Term</b>		
MEDT 1190 Microbiology 1	Liability Insurance	\$8.00
<b>Fourth Term</b>		
MEDT 2100 Microbiology 2	Liability Insurance	\$8.00
MEDT 2110 Medical Laboratory Chemistry 1	Drugs of Abuse Testing	\$35.00
<b>Fifth Term</b>		
MEDT 2140 Immunohematology 2	Liability Insurance	\$8.00
<b>Sixth Term</b>		
MEDT 2150 Clinical Orientation	Program Uniform	\$143.00
MEDT2160 Seminar	Graduation Pin	\$25.00
MEDT 2200 Clinical Education	Liability Insurance	\$8.00

# Medical Laboratory Technology Program Guidelines & Requirements

## Orientation Requirements

After admittance into the Medical Laboratory Technology Program, students are required to complete program orientation. Students must have all orientation requirements completed by the date set in the orientation shell. Failure to complete orientation requirements will result in a student not being able to continue in the program.

## Advising

Students are assigned an MLT faculty advisor upon admission into the program, based on the student's last name. The program director communicates which courses students need to register for each term. It is up to the students to meet with their faculty advisor should they have any questions, at any time, during the program.

# Academic Requirements

## Required Grades

Students must maintain acceptable academic standing to remain in the MLT Program. All courses in the curriculum beginning with the MEDT prefix must be completed with a minimum grade of 75% (C+) or higher. If either the Lecture Grade or Laboratory Grade is below 75% (C+), the student will receive the lower grade as the grade for the course. This will result in an unsuccessful attempt of the course (failing grade).

Final grades for MEDT prefix courses are not rounded up to the nearest whole number (ex. 74.6% is not rounded to 75%).

If a student does not attain the minimum grade for a course they will have one chance to repeat that course. Courses that were successfully completed will not need to be repeated, however the student will have to show technical competency in those areas in order to continue progressing through the program. Showing technical competency will be completed based on an agreement between the student and MLT faculty. This may require time outside of normal classes.

Related science and general education courses required for graduation in the MLT Program must be completed with a minimum grade of 60% (D) or higher.

## Program Attempts

If the student does not attain the minimum required grade in any of the MEDT courses in the sequence, the student will be withdrawn from the MLT Program. The student who has been withdrawn for academic or behavioral performance may have the option **one time** to re-enter the program (and curriculum sequence) where they were withdrawn and repeat the MEDT course(s) they were not successful in, if space allows. Other courses that have already been successfully completed, may be required to be taken again, based on student's performance, or if there has been a major content change to the course.

After two attempts to complete the MLT program a student will not be allowed to enroll in the program until a period of two years has passed. After two years the student must complete the following requirements: attend an informal interview with the program director and other MLT faculty members, meet with program academic advisor at least three times before starting again, and restart the program at the beginning of the core curriculum. Student must reapply for admission to the program and meet all other admission requirements. If a student does not pass all classes during the third attempt of the program, they will be removed from the program and will not be allowed any subsequent attempts.

Students who have not used both attempts, may re-enter the program without retaking any courses they successfully completed as long as it is within one year of being withdrawn or withdrawing from the program. Students who wish to rejoin the program after one year has passed must retake any successfully completed MEDT courses with the exception of MEDT1100 and MEDT1150.

The student who personally elects to withdraw from the program, while still in good standing (currently passing all classes), will still maintain the two attempts to complete the program. If this student wishes

to rejoin the program they will not have to reapply for admission as long as they rejoin within a year of withdrawing.

### **GPA Requirement**

Minimum cumulative grade point average (GPA) of 2.5 on a 4.0 grading scale is required to graduate from the MLT Program.

### **Curriculum Progression**

All program courses must be completed in the outlined program curriculum sequence. MEDT core classes cannot be taken out of sequence. Failure to successfully complete a course in a term will result in the student not being able to progress to the next term. If already registered, the student will have to drop the courses in the successive term or they will be administratively dropped. All program courses required in terms one through five in the curriculum must be successfully completed before beginning Clinical Education (MEDT2200) in term six.

### **Credit by Examination**

If a student elects to test out or is taking an MEDT course for a second time and elects to test out of the MEDT course, the student must attain a 75.0% (C+) or higher on the written final examination and a minimum of 75.0% (C+) or higher on the final laboratory practical/competency. The student must successfully pass the written final exam before the final laboratory practical/competency will be given. If the student does not attain the minimum 75.0 % (C+) scores, the student must register for both the lecture and laboratory. The student must complete the Credit by Examination form, register for the testing out of the course, and pay the fee (0.5 tuition) to SCC prior to the "testing out" of a course; before any exams or practicals/competencies are given.

If the student successfully completes the testing out for a course, the student will receive a grade of "PX" (Pass by Examination) and will not be required to take the class. If the student does not successfully meet the requirements for Credit by Examination of a course as stated above, then the student must register for the course and pay the full tuition for the course.

The credits on the student's transcript for taking the course the first time will be removed and the first grade will no longer be in the cumulative G.P.A. The "PX" for testing out and passing the course will then be the final grade for the course which carries the credits but no points towards the cum G.P.A.

### **Academic Integrity**

Healthcare professionals are held to the highest standards of patient care and professionalism. For this reason, students in the medical laboratory technology program are also held to high standards of academic professionalism. It is expected that students in the program, or in an MEDT course will not conduct themselves in a way that goes against the College's Academic Honesty policy.

If it is determined that a student in the MLT program or in an MEDT course has cheated on an assignment (exam, quiz, laboratory exercise, homework assignment, etc.) the following will happen:

- They will receive a zero on the assignment

- They will write a letter of apology to the instructor of the course
- They will write a 2-3-page essay outlining the definition of academic honesty, explain why what they did was considered cheating, explain the possible outcomes of patient care when taking short-cuts in the laboratory profession, and why they will not cheat in the future. This will be turned in to the MLT Program Director.
- They will meet with the MLT Program Director and be put on a Performance Improvement Plan, (and will receive a written warning) for the duration of the program. When on a Performance Improvement Plan, any other occurrence of academic dishonesty will result in automatic dismissal from the MLT program.

Receiving a zero on an assignment may keep the student from being successful in the course. If this happens the student will have to stop the program, withdraw from all registered courses, and recycle in the following year (if it is the student's first attempt at the program). If it is the student's second attempt at the program, the student will have to stop the program, withdraw from all registered courses, and will not be allowed to recycle back into the program, indefinitely.

For questions on what constitutes academic dishonesty (cheating), refer to the College's Academic Integrity page on the Southeast Community College website.

## Attendance Requirements

It is a recognized fact that regular and punctual class attendance is an important aspect of the educational process for development of sound work habits and maintenance of a record that is acceptable to future employers. By being absent from class, the student misses both the content of a particular session and the continuity of the course. Occupational training requires that the student learn specific procedural tasks and the information associated with those tasks. Therefore, punctual and regular attendance is recommended in all lecture classes and required in all laboratory classes and clinical rotations. These requirements apply to all MEDT courses required for the MLT Program.

### No-Call/No-Show

Three consecutive days/periods of absence without notification to the MLT Program faculty will be grounds for immediate dismissal from the Program.

### Notification of Absence

Any time a student is absent from an MLT laboratory or required activity, they must telephone or email a message to the MLT Program faculty prior to the beginning of class or laboratory on the day that the absence occurs.

Special requests for time off from lecture, laboratories, or clinical rotations must be made prior to the absence. Requests should be made at least one week prior to the leave to allow time for arrangements for make-up work. Requests should be made with the faculty member responsible for the lecture, laboratory, or clinical rotation. Failure to notify the faculty member ahead of time may negatively impact your grade.

### Lecture Session Attendance Policy

Lecture attendance is highly recommended but not required. Failure to attend a lecture session may negatively affect a student's grade, due to activities completed in class. If an assignment is completed during a lecture session, the student will lose points for the assignment if they are not in attendance. If an assignment is to be submitted at the beginning of a lecture session the student must submit it in person and cannot send it with a peer to submit for them. Failing to submit an assignment in lecture will negatively affect a student's grade.

### Laboratory Session Attendance Policy

Laboratory attendance is required. Failure to attend a laboratory session will negatively affect a student's grade.

Any absence will result in a loss of 10 laboratory performance points for each day the laboratory section is missed. This will negatively affect a student's grade and may result in failure to successfully complete the laboratory course with a passing grade.

Absences for illness, emergencies, or extenuating circumstances may be excused with proper documentation, such as a physician's note. Some examples are:

- Illness
- Extended illness
- Death of an immediate family member

Students are required to make up material missed due to a laboratory absence, at the discretion of the instructor. If make-up work is required, the student must work with the instructor of the course to find a time that works. This may require time outside of normal class hours. Scheduling make-up laboratory time must work with the schedule of the instructor.

If a student misses a laboratory section and therefore misses completing a graded laboratory assignment (competency) they are required to make the assignment up. This may require time outside of normal class hours. Scheduling make-up laboratory time must work with the schedule of the instructor. If the student does not make the assignment up, no points will be awarded for the assignment and it will negatively affect the student's grade.

If an assignment is to be submitted at the beginning of a laboratory session the student must submit it in person and cannot send it with a peer to submit for them. Failing to submit an assignment in lab will negatively affect a student's grade.

All laboratory practical exams (final competencies) must be completed on or before the date listed on the course schedule.

### Tardiness

Because discussion and demonstration are of key importance at the beginning of student laboratory, excessive tardiness will also result in a deduction of laboratory performance points, graded laboratory assignments (competencies) or laboratory practical exams.

Any tardy will result in a loss of 5 laboratory performance points for each day a tardy occurs in the laboratory section. This will negatively affect a student's grade and may result in failure to successfully complete the laboratory course with a passing grade.



### Leaving Laboratory Early

If a student leaves class early without permission of the instructor, that student will be considered absent for the day and the laboratory attendance policy will be applied.

## Course Policies

The following policies apply to all Medical Laboratory Technology (MEDT) courses. If a class has a different policy it will be noted in the Course Information Document (CID) for that course.

### Homework Policy

Each instructor will indicate when assignments are due on the course schedule posted in SCCs learning management system. Each instructor may have different expectations of when assignments are due so please pay close attention to the course schedule and clarify any questions with the instructor teaching the course.

If a student is unable to turn in or submit an assignment because of an absence on the day it is due, the homework assignments must be turned in or submitted the first day the student returns to campus. The student must submit it themselves and cannot send it with a peer to submit for them. Failing to submit an assignment the day after returning from an absence will result in no points being awarded for the assignment and will negatively affect the student's grade.

### Exam/Quiz Policy

Exams and quizzes must be taken on the date assigned, unless a specific situation warrants, at the discretion of the instructor.

- If a student is going to miss an exam/quiz and is aware of it in advance, the exam/quiz must be taken before the student is absent for the day.
- If a student misses an exam/quiz due to an unexpected absence, it must be made up the first day the student returns to campus, prior to the next class meeting.

If a student does not follow the above guidelines no points will be awarded for the exam/quiz and this will negatively affect the student's grade.

The Medical Laboratory Technology Program does not allow repeating/retaking an exam/quiz to achieve a higher grade.

### Testing Center

Students planning on taking a quiz or exam in the testing center must adhere to the following guidelines:

- Must have documentation of a reasonable accommodation from the Accommodations Resource Office, or have approval from the MLT Program Director
- Must take their exams before the scheduled class time, in which the rest of the students are taking the exam
  - If the student's course schedule does not allow for the above, they must at least start the exam by the time decided upon by the student and the MLT course instructor

- Failure to take the exam in the testing center by the time determined by the above policy or MLT instructor may result in either a student not being able to take the exam, and they will receive a zero, or they will have points deducted from that exam grade.

### Grading Rubrics

All grading rubrics and evaluation tools for each course can be accessed in SCCs learning management system or will be handed to the student with the assignment. It is up to the student to clarify any questions pertaining to the rubric with the instructor of the class.

### Laboratory Performance Policies

Each laboratory session will include a 'Laboratory Performance' grade as part of the course grade. A Laboratory Performance Rubric will be posted in the college's learning management system shell for the course. The rubric covers professionalism, safety, and technical areas.

Due to the seriousness of certain laboratory errors, students will lose a significant amount of laboratory performance points for the day, or a large amount of points on a graded assignment or laboratory competency, if a critical error occurs. Errors considered critical are: incorrect patient identification, incorrect specimen labeling, incorrect transcription of patient information or test results on a worksheet or in the computer, incorrect ABO/Rh type reported, failure to indicate a result is critical, misidentification of pathogens, and other critical errors at the discretion of the instructor.

### Laboratory Assignments

Laboratory assignments are only to be completed using blue or black ink. No pencils are allowed to be used on assignments, unless specified by the instructor.

### Late Work

All assignments/course work is due on the date indicated on the course schedule that can be found on the SCCs learning management system. The Medical Laboratory Technology Program does not accept late homework assignments. Failure to turn in assignments by the due date will result in no points being awarded and will negatively affect a student's grade.

While rare, certain assignments may be accepted late at the discretion of the course instructor. This information will be included on the grading rubric for the specific assignment. In this case, turning in assignments late will result in a 5% deduction off the final assignment grade for each day it is late.

### Extra Credit

There may be bonus points available on some exams and assignments. Bonus points will be awarded for the current exam/assignment only and will not raise a student's grade above 100%. Bonus points are added to exams/assignments at the discretion of the course faculty.

No extra credit assignments will be given.

### Release of Final Grades

Students may access their grades via SCCs Learning Management System. The MLT Program faculty does not release grades over the telephone or via e-mail.

# Medical Laboratory Technology Professionalism Guidelines & Policies

## Professional Behavior

The Medical Laboratory Technology Program Professionalism Guidelines & Policies are in place to encourage a positive learning environment for all students and faculty. Failure to comply with professionalism guidelines will negatively affect a student's grade and may result in dismissal from the program or class.

### Safe Practice

Unsafe practice is defined as any action or lack of action that puts patients, staff/faculty, peers, or others at risk for injury or adverse outcome whether physical, emotional, spiritual, or other.

Maintaining a safe practice environment requires the collaboration of students, educators, and program practices/processes. The aim of the safe practice guideline is to promote the individual well-being of students, foster functional educative relationships, and provide a process for evaluation of unsafe practice in student laboratory or the clinical setting. This guideline outlines a structured approach to student assessment and remediation that supports transparency and collaboration within the learning process.

### Behavioral Expectations

Students and faculty of the Medical Laboratory Technology program are expected to be honest and respectful, accept responsibility for their own actions, change behaviors in response to feedback, and communicate effectively with peers, instructors, clinical instructors, patients, and staff. Failure to meet these expectations can create an unsafe practice environment and compromise patient safety and care.

### Recognition of Unsafe Practice

Students and faculty of the Medical Laboratory Technology program have the shared responsibility of identifying and reporting unsafe practice in clinical education, student laboratory, and classroom settings. Faculty may use any number of information sources when evaluating student behavior including, but not limited to, the following: direct observation; reports from peers, students, facility staff, patients, or others; the student's written work, charting, or reflection; expert knowledge; professional judgement.

*Performance Improvement Plans* are available to students and faculty to assist in documenting and reflecting upon potential professionalism and safety issues as they occur in clinical, student laboratory, and classroom settings. The contents of reflection reports and other documentation is confidential unless disclosure is required through the processes of this guideline, college disciplinary, or grievance procedures, or legal proceedings.

The following table defines major categories of unsafe behavior and provides examples of behaviors with their associated level of risk to patient safety for each category. The lists are not inclusive of all potential unsafe practice behaviors, and the context in which a behavior occurs may affect the level of assessed risk.

**Examples of Unsafe Behaviors and Risk Levels**

	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
	<b>Less-risk</b>	<b>Medium-risk</b>	<b>High-risk</b>
Professionalism & Accountability	<ul style="list-style-type: none"> <li>• Excessive tardiness to student lab/clinical site</li> <li>• Excessive leaving student lab/clinical site early</li> <li>• Inappropriate use of social media (e.g. texting)</li> <li>• Violations of the student laboratory or clinical dress code</li> <li>• Apathy or disengagement</li> </ul>	<ul style="list-style-type: none"> <li>• Failure to adhere to clinical or student laboratory attendance policies</li> <li>• Failure to demonstrate improvement after receiving feedback</li> <li>• Displaying a pattern of lower-level behaviors in any category that together pose a <i>moderate</i> risk to patient or peer safety</li> </ul>	<ul style="list-style-type: none"> <li>• Dishonesty (e.g. lying, falsifying documentation, or copying another student’s work)</li> <li>• Failure to maintain confidentiality (e.g. HIPAA violation)</li> <li>• Cognitive impairment due to drugs, alcohol, or lack of sleep</li> <li>• Displaying a pattern of lower-level behaviors in any category that together pose a <i>significant</i> risk to patient safety</li> <li>• Violating clinical facility policies</li> <li>• Engaging in illegal activities</li> </ul>
Communication & Interaction	<ul style="list-style-type: none"> <li>• Disrespectful non-verbal communication (e.g. eye-rolling, hand gestures, and body language)</li> <li>• Failure to articulate learning needs (e.g. not asking questions or not asking for help)</li> </ul>	<ul style="list-style-type: none"> <li>• Being argumentative or verbally disrespectful when receiving feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Angry or violent behavior</li> <li>• Inappropriate or unprofessional interaction</li> </ul>
Knowledge & Skill Competency	<ul style="list-style-type: none"> <li>• Evident lack of organization</li> <li>• Evident lack of critical-thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Laboratory charting error in clinical education</li> <li>• Demonstrating inadequate knowledge of procedures or department knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Error in clinical resulting in patient harm, or with high potential for patient harm</li> </ul>

		and failing to self-correct knowledge deficit <ul style="list-style-type: none"> <li>• Making excessive critical errors in student laboratory</li> </ul>	
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### Remediation Process

If a student demonstrates unsafe behavior, faculty intervention will be in accordance with the following guidelines and will be conducted with a focus on remediation and collaboration to support the student's success in the Medical Laboratory Technology program.

Level 1	Level 2	Level 3
<b>Faculty Intervention</b>	<b>Collaborative Intervention</b>	<b>Program-level Intervention</b>
<ul style="list-style-type: none"> <li>• Discussed with instructor as soon as possible following incident</li> <li>• Meet with instructor and another program faculty member</li> <li>• <i>Conference Documentation Form</i> is completed and placed in student's file</li> </ul>	<ul style="list-style-type: none"> <li>• Student is placed on a <i>Performance Improvement Plan</i></li> <li>• Reevaluation &amp; revision of remediation plan from <i>Conference Documentation Form</i> (if applicable)</li> <li>• Meet with instructor and Program Director</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate removal from the clinical site, student laboratory, or classroom as appropriate</li> <li>• Suspension from clinical pending meeting with instructor, Program Director and/or Division Dean</li> <li>• Possible dismissal from the Medical Laboratory Technology program</li> </ul>

Failure to comply with any of the MLT Program/Clinical Education guidelines, requirements, or policies, or to practice safe behaviors will result in the implementation of the "Warning System" which may lead to failure of a course or program dismissal.

Any Level 1 infraction that is documented at least two times will be cause for a student to be placed on a Performance Improvement plan.

**Faculty Intervention** - On the first occurrence of a Level 1 or 2 Unsafe Behavior, the student is presented with a *Conference Documentation Form* with the incident documented. Both the student and the instructor sign this form and it is placed in the student's file.

**Performance Improvement Plan/Verbal Warning** -- On the second occurrence of a Level 1 or 2 Unsafe Behavior, the student is placed on a *Performance Improvement Plan*, which constitutes a verbal warning. The student and the course faculty member work together to form a plan to help the unsafe behavior cease and for the student to be successful. The form is signed by the student, the instructor, and the program director, and is placed in the student's file.

**Written Warning** -- If the same infraction or additional Level 1 or 2 infractions of the guidelines occur, a written warning will be issued. The student is given specific expectations and a time frame to correct the infraction. The form is signed by the student, the instructor, and the program director, and is placed in the student's file.

**Dismissal** - If the student continues to repeat the same infraction after a written warning, the move to dismissal will be initiated.

Note: If the student Unsafe Behavior is a Level 2 behavior, then the verbal warning may be skipped and the student may automatically receive a written warning. This is at the discretion of the MLT Program Director

Any Level 2 infraction that is documented at least two times will be cause for a student to receive a Written Warning.

Note: If the student Unsafe Behavior is a Level 3 behavior, the verbal warning will be skipped and the student will automatically receive a written warning and disciplinary action, which can include failing a course, clinical education rotation, or automatic dismissal from the program.

**Dismissal** -- Any occurrence of non-compliance after a written warning is given may result in **immediate dismissal** from the program.

#### **Warning System Due to Poor Laboratory Performance**

If a student has three critical errors in student laboratory (starting with the second term of the program – MEDT1160) they will:

1. receive a Level 1 intervention (*Conference Documentation Form*) for unsafe behavior.

After three more critical errors (after receiving the *Conference Documentation Form*) they will:

2. be placed on a *Performance Improvement Plan* and will receive a verbal warning.

After three more critical errors (after being placed on a *Performance Improvement Plan* and receiving a verbal warning) the student will:

3. receive a written warning.

After one more critical error (after receiving a written warning):

4. dismissal from program or inability to complete clinical education may occur.

This will result in the student not being able to complete the program and will be counted as a program attempt.

Critical errors will carry over from term to term, building a rolling total. Student critical errors will be kept track of in the cohort's MLT Program Shell (MLT Class of \_\_\_\_ ) found in the college's learning management system.

Critical errors include: incorrect patient identification, incorrect specimen labeling, incorrect transcription of patient information or test results on a worksheet or in the computer, incorrect ABO/Rh

type reported, failure to indicate a result is critical, misidentification of pathogens, and other critical errors at the discretion of the instructor

# Medical Laboratory Technology Program Safety Guidelines & Policies

The Medical Laboratory Technology Program Safety Guidelines & Policies are in place to protect the student. Failure to comply with safety guidelines will negatively affect a student's grade and may result in dismissal from the MLT program or an MLT course.

## Laboratory Safety - General

The Medical Laboratory Technology Program laboratory room are considered contaminated as biohazard specimens are handled in each.

### Personal Devices

Absolutely NO cell phones or other personal devices (smart watches, or other devices capable of communication with others) are to be in the Medical Laboratory Technology laboratories.

### Food/Drink & Other Consumables

No food or drinks are allowed in Medical Laboratory Technology laboratories. Each MLT laboratory has a dedicated clean area where food and drink can be kept.

No gum chewing, food, vaping, or application of lip balm/gloss in student laboratories.

### Hand Hygiene

Students must wash hands before leaving a Medical Laboratory Technology laboratory room.

### Dress Code

Clothing that covers the lower body, including the ankles and tops of the feet, must be worn in student laboratories at all times.

### Declared MLT Students

Students admitted into the Medical Laboratory Technology Program must wear the required laboratory attire (MLT Program approved scrubs) while in student laboratory.

### Non-Declared Students

Students taking the Procedures in Phlebotomy or Advanced Phlebotomy class are not required to wear scrubs but must wear clothing that follows the above guidelines. No skirts, leggings/tights, shorts, or

capris are to be worn in student laboratories.

### **All Students**

No open-toe or open-heel shoes or sandals are permitted in MLT Program student laboratories. Shoes that cover the entire foot must be worn.

No caps or sunglasses may be worn in student laboratories.

Hair greater than shoulder length must be pulled back and bound during student laboratories. Hair should be worn in a way that ensures it does not need to be touched during student lab (no hair in the way of the eyes, no hair that needs to be constantly swept back).

Students must wear a laboratory coat at all times when in the MLT program laboratory rooms. Laboratory coats are to remain in the MLT program laboratory rooms and must be discarded in the biohazard waste at the end of the term.

Students must wear latex-free, vinyl-free, and powder-free disposable gloves when working with specimens or when venipunctures or capillary punctures are performed.

### **Performance Improvement Plans**

Keeping students safe is the number one priority of the instructors of the Medical Laboratory Technology Program. If a student is determined to be unsafe by an instructor that student will be put on a 'Performance Improvement Plan' for unsafe behavior.

While on the Performance Improvement Plan for unsafe behavior the student will not be allowed to perform any laboratory procedures or procedures on other students. The student will practice and perform procedures without using biohazard specimens or chemical reagents or will use the (fake) practice arms until the instructor determines the student can return to using biohazard specimens and chemical reagents and performing phlebotomy procedures, including capillary punctures, on other students.

Due to the importance of safety in the laboratory, students will lose 10 points for each lab while they are on a Performance Improvement Plan. This will affect the final grade of the student and may prevent him/her from being successful in the course.

Students who are on a Performance Improvement Plan going into the final laboratory practical (competency) or final practical draw will not be allowed to complete the procedures or blood draw and will therefore not receive a passing grade for the course.

### **Safe Behavior**

Avoid direct contact of biological specimens with skin and clothes. All persons processing blood and body-fluid specimens must wear gloves. Gloves should be changed and hands washed if they become contaminated. Disposable gloves are not to be washed or reused.

Bio-wipes must be used when removing caps or tops from tubes.



Protective eyewear and/or plastic shields should be worn if splashing of blood or body fluids is anticipated.

Laboratory work surfaces should be decontaminated within appropriate chemical germicide after a spill of blood or other body fluids and when work activities are completed. Appropriate disinfectants are available for workspace decontamination.

Any spills should be reported to the instructor immediately. He/she will oversee the clean-up of the material.

## Laboratory Safety – Accidents/Exposures

Examples of accidents/exposures are:

- Contaminated needle-stick
- Puncture wound from blood-contaminated sharp instrument or object
- Contamination of any obviously open wound, non-intact skin, or the mucus membranes (eyes, mouth) by blood or body fluids
- Respiratory or gastrointestinal exposures to bacteria or fungi
- Falling, slipping, fainting, or any instance that may involve bodily injury

Exposure to blood or saliva on the unbroken skin is not considered significant.

### Post-Exposure Reporting

All occupational exposures must be reported immediately to the Medical Laboratory Technology course instructor. Instructors will report all accidents/exposures to the MLT Program Director. The MLT course faculty or program director will submit an accident report using the CCR/TIPS reporting system, located on 'The Hub'.

### Blood/Body Fluid Exposure Care

If exposure to blood or body fluids occurs, follow the following steps:

Step 1:

- Immediately wash wounds and skin with soap and water
- Flush mucous membranes with water
- Irrigate eyes with clean water, saline, or sterile irrigant
- Do not squeeze wounds or use antiseptics or caustic agents, such as bleach

Step 2:

- Determine the risk associated with the exposure
- Determine if the exposing substance poses a risk of infection

Step 3:

**If there is no risk of infection**

- If there is no risk of infection associated with the exposure, no further exposure care is needed

#### **If there is a risk of infection**

- If there is a risk of infection associated with the exposure the student who was exposed and the individual who was the source of the blood or body fluid will have laboratory testing to determine if there is a risk of the following: Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV)
- The individuals involved will work with their primary care physicians to have the testing completed
- Completed testing and results must be reported to the MLT Program Director
- All costs associated with the testing will be the responsibility of the students

More information concerning exposure to blood and body fluids can be found on the Centers for Disease Control and Prevention (CDC) website:

[https://www.cdc.gov/hai/pdfs/hiv/occupational\\_exposure\\_HIV\\_08\\_11x17.pdf](https://www.cdc.gov/hai/pdfs/hiv/occupational_exposure_HIV_08_11x17.pdf)

## **Clinical Education Policies**

Specific policies regarding clinical education can be found in the Medical Laboratory Technology Program's Clinical Education Handbook. Copies of the Clinical Education Handbook are available via the Medical Laboratory Technology Program's website: [www.southeast.edu/medlabtech](http://www.southeast.edu/medlabtech)

Clinical assignments are determined based on clinical site availability and schedule. Students are asked preference but it is not guaranteed that they will be placed at their sites of choice. The program tries to give students a wide variety of clinical education experiences so for this reason students are placed at various clinical sites.

If there are more students for clinical education rotations than clinical sites available, students will be placed or scheduled based on their GPA of the MLT courses. If two students have the same GPA clinical placement will then be based on their ranking upon admission to the MLT program. MLT students not placed in clinicals for Clinical may have an alternate clinical time after December.

All students will be assigned to a clinical site(s) outside of Lincoln, for a minimum of 6-8 weeks.

A student may repeat one clinical rotation, should clinical space permit, to obtain a satisfactory evaluation.