Southeast
COMMUNITY COLLEGE

Medical Laboratory Technology (MLT) Program

Student Handbook

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

Welcome to the Medical Laboratory Technology Program!

Welcome to the Medical Laboratory Technology (MLT) program, we are happy to have you with us!

Throughout your time with us you will see how medical laboratory professionals play a major role in patient care. Although most of our work occurs behind the scenes, the results and care we provide impacts patient outcomes on a high level.

Our program mission is simple, it is "*to prepare students to become competent Medical Laboratory Technicians*".

The MLT program helps students gain the knowledge and skills necessary to function competently when performing laboratory procedures in a medical setting. The program is designed to provide various learning opportunities to allow students to achieve academic and personal growth.

Our faculty believe individuals who are invested in their educational experience will be more successful, so our students are actively involved in their learning experiences. Our courses are set up in a way that provides opportunities for students to work through the material they are learning in a way that enhances their knowledge and allows them opportunities for discussions and questions. During your time in the program, you'll find you have various tools that will help you learn the material and be successful. I can assure you, the best tool you have is *communication*! The material can be challenging at times, so our faculty encourage you to reach out with any questions you may have.

Upon successful completion of our program, you will graduate with an Associate of Applied Science degree in Medical Laboratory Technology. Graduates will be eligible to take the national certifying examination of the American Society for Clinical Pathology (ASCP) Board of Certification.

Graduates of our 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.

During your time with us you will work with four, full-time instructors. You will get to know us during your time in our classes. I hope our passion for our courses shows as we help you navigate the material. If you need to get ahold of us, our names and contact information is listed below.

As you read through the student handbook, please don't hesitate to ask one of your instructors if you have any questions or comments. Our main goal is to be here for you to help you have a successful journey through the MLT program!

MLT Program Faculty

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Health Sciences Policies & Procedures

The following pages contain important information, so please look over it carefully. We want our students to be informed individuals so they can understand college, division, and program policies. This will help you have a better experience while completing the MLT program.

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.

Academic Honesty

Academic honesty is a core prinicple 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:

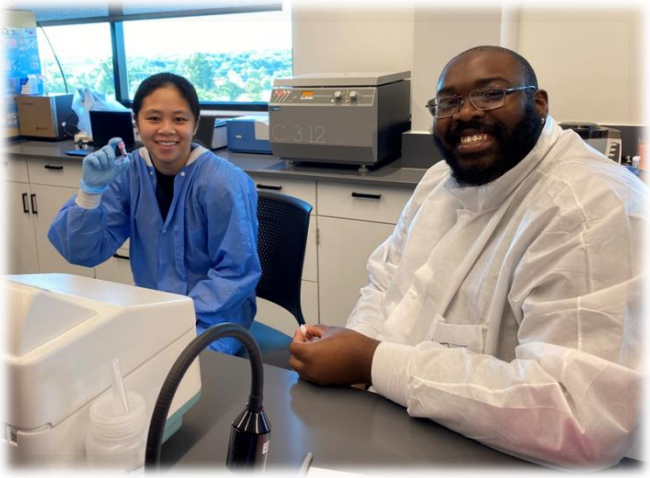
Plagiarism- presenting someone else's words, ideas, or data as your own work.

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 persmission 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.



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

The following pages contain information that is specific to the MLT program. We suggest you familiarize yourself with the policies and procedures below. Don't worry – we don't expect you to memorize all the information. We just want to make sure you know where to look if you need it.

Medical Laboratory Technology (MLT) Program Curriculum

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

**Classes can be taken at any time.*

***Class can be taken prior to the program or during the 1st semester.*

****Class may be waived if criteria is met – meet with program advisor to determine.*

#MATH1100 –Successful completion of Intermediate Algebra or higher placement score is required to take Chemistry.

Course Name	Course Number	Credit Hours
First Session (Spring)		
**Procedures in Phlebotomy	MEDT1100	2.0
Laboratory Methods	MEDT1150	2.0
*Chemistry & The Citizen (Must be taken prior to MEDT2110)	CHEM1051 & CHEM1052	4.0
*Human Physiology	BIOS2130	4.0
***Success @ SCC	ACFS1015	1.0
		Total Credit Hours: 13.0
Second Session (Summer)		
Hematology 1 & Lab	MEDT1160	3.0
Medical Microbiology 1 & Lab	MEDT1190	2.0
*Oral Communications	COMM____	3.0
		Total Credit Hours: 8.0
Third Session (Fall)		
Hematology 2 & Lab	MEDT1170	4.0
Immunology	MEDT1180	1.0
Medical Microbiology 2 & Lab	MEDT2100	4.0
*English Composition I	ENGL1010	3.0
		Total Credit Hours: 12.0
Fourth Session (Spring)		
Advanced Phlebotomy	MEDT1110	4.0
Medical Laboratory Chemistry 1 & Lab	MEDT2110	5.0
Immunohematology 1 & Lab	MEDT2130	3.0
		Total Credit Hours: 12.0
Fifth Session (Summer)		
Medical Laboratory Chemistry 2 & Lab	MEDT2120	2.0
Immunohematology 2 & Lab	MEDT2140	2.0
*Social Science	SOCI1010	3.0
		Total Credit Hours: 7.0
Sixth Session (Fall)		
Clinical Orientation	MEDT2150	4.0
Seminar	MEDT2160	2.0
Clinical Education	MEDT2200	6.0
		Total Credit Hours: 12.0

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

Award

Associate of Applied Science Degree

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

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.

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.

**Please note - the listed fees are approximate and may change at any time.

Course	Fee	Cost
First Term		
MEDT1100 Procedures in Phlebotomy	Liability Insurance	$8.00
MEDT 1150 Laboratory Methods	Liability Insurance	$8.00
	Program Uniform	$130.00
	Lab Supply Fee	$25.00
Second Term		
MEDT 1160 Hematology 1	Liability Insurance	$8.00
	Lab Supply Fee	$25.00
MEDT 1190 Microbiology 1	Criminal Background Check	$55.00
Third Term		
MEDT 1170 Hematology 2	Lab Supply Fee	$25.00
MEDT 2100 Microbiology 2	Liability Insurance	$8.00
	Lab Supply Fee	$25.00
Fourth Term		
MEDT 2110 Medical Laboratory Chemistry 1	Drugs of Abuse Testing	$55.00
	Lab Supply Fee	$25.00
MEDT 2130 Immunohematology 1	Liability Insurance	$8.00
	Lab Supply Fee	$25.00
Fifth Term		
MEDT 2120 Medical Laboratory Chemistry 2	CPR Fee	$63.00
	Lab Supply Fee	$25.00
MEDT 2140 Immunohematology 2	Liability Insurance	$8.00
	Lab Supply Fee	$25.00
Sixth Term		
MEDT 2150 Clinical Orientation	Program Uniform	$130.00
MEDT 2160 Seminar	Graduation Pin	$25.00
MEDT 2200 Clinical Education	Liability Insurance	$8.00
MEDT 2200 Clinical Education	Trajecsys Fee	$75.00

Medical Laboratory Technology Program Guidelines & Requirements

Program Delivery Options

The Medical Laboratory Technology Program can be completed as a traditional, face-to-face program, or as a hybrid program.

The face-to-face program takes place on the Lincoln campus. Face-to-face students are required to attend course lectures and required to attend course laboratory. While in the hybrid program, students will be responsible for learning the theory material without attending a lecture session, however, they are doing the same, or similar, activities as the face-to-face students. Hybrid students are required to come to the Lincoln campus for course laboratories. Both programs follow all of the policies outlined below.

Students applying to the Hybrid program must live at least 25 miles from the 8800 O street campus. If, after the application period, there are still spots available in the hybrid program, students living within Lincoln may then be able to apply to the hybrid program. Permission from the MLT program director will be required.

Requests to change a student's delivery method will only be considered between semesters and must receive approval from the Program Director prior to implementation.

Orientation Requirements

After admittance into the Medical Laboratory Technology Program, students are required to complete program orientation. You must have all orientation requirements completed by the date set in the orientation shell. Because student safety is our priority, if all of the orientation components aren't completed by the due date you might not be able to continue in the program. If you are having trouble completing the requirements, please reach out to one of the faculty members and they can help you.

Advising

You are assigned an MLT faculty advisor upon admission into the program, based on your last name. We will let you know which courses you need to register for each term. We will give you the information, but it is up to you to meet with your faculty advisor if you have any questions, at any time, during the program.

Academic Requirements

Required Grades

You 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 70% (C) or higher. If either your Lecture Grade or Laboratory Grade is below 70% (C), you will receive the lower grade as the grade for the course. This will result in an unsuccessful attempt of the course (failing grade).

If you do not attain the minimum grade for a course, you will have one chance to repeat that course. Courses that were successfully completed will not need to be repeated, however you 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 yourself and MLT faculty. This will 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 a student does not attain the minimum required grade in any of the MEDT courses in the sequence, they will be withdrawn from the MLT Program. A 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 students will not be allowed to enroll in the program until a period of two years has passed. After two years students must complete the following requirements:

- Attend an informal interview with the program director and other MLT faculty members
- Meet with the program academic advisor at least three times before starting again
- Restart the program at the beginning of the core curriculum
- 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 MEDT 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 it has not been more than one year since they last registered for MEDT classes (per college policy).

Leave of Absence

A student may be eligible to take one, one-year leave of absence while in the program. In order to take a leave of absence the student must be in good standing (currently passing all MEDT classes) at the time the request is made. A formal request must be made in writing, via email to the program director. After the request is made the student will meet with the program director and complete a 'Conference Documentation Form' indicating their plan for returning to the program. A leave of absence will not be able to extend past one year from the date of withdrawal from the program. If a student does not rejoin the program within one year from the start of the leave of absence they will be required to repeat retake any successfully completed MEDT courses with the exception of MEDT1100 and MEDT1150. This is to ensure the student is retaining the required material in order to meet required accreditation outcomes and pass the ASCP Board of Certification exam. If a student does not rejoin the program within one year from the start of the leave of absence it will count as a program attempt.

Students who take a leave of absence will have their spot in the Medical Laboratory Technology saved so they can return the following year.

Any leave of absence requested, past one, will count as a program attempt.

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 70.0% (C) or higher on the written final

examination and a minimum of 70.0% (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 70.0 % (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 cumulative G.P.A.

Academic Integrity

The Medical Laboratory Technology (MLT) Program is committed to fostering a culture of academic integrity and professionalism. Integrity is a cornerstone of the medical laboratory profession, and maintaining high ethical standards during training reflects the expectations of the healthcare field. This policy outlines the responsibilities, expectations, and consequences related to academic honesty within the program.

It is expected that students in the program, or in an MEDT course, will not conduct themselves in a way that goes against the program or College’s Academic Honesty policy.

Prohibited behaviors:

The following actions are considered violations of academic integrity:

- **Cheating:** Using unauthorized materials, information, or devices in any academic activity.
- **Plagiarism:** Presenting the work, ideas, or data of others as one's own without proper attribution.
- **Fabrication:** Falsifying or inventing information, data, or results in academic work or clinical settings.
- **Facilitation:** Helping or attempting to help another student commit an act of academic dishonesty.
- **Data Misrepresentation:** Altering or falsifying laboratory results or clinical records.
- **Unauthorized Collaboration:** Working with others on assignments or assessments without explicit permission.

- **Violation of Examination Rules:** Disrupting exams or using prohibited aids during assessments.
- **Breach of Confidentiality:** Sharing sensitive or confidential patient information accessed during clinical training.

Some examples of actions in violation of the MLT academic integrity policy are:

- Copying answers or content from another student's homework or assignment.
- Using unauthorized resources (e.g., websites, notes, AI tools) to complete assignments unless explicitly allowed.
- Plagiarizing material from textbooks, journals, or online sources without proper citation.
- Submitting work completed by someone else as your own, including purchasing assignments from external sources.
- Sharing completed assignments with other students to copy or duplicate.
- Copying or using another student's laboratory results, calculations, or observations.
- Fabricating or falsifying laboratory data, results, or notes.
- Altering data to achieve desired outcomes instead of reporting actual findings.
- Collaborating with other students on individual lab assignments without explicit permission.
- Reusing or repurposing another student's past laboratory work for submission.
- Misrepresenting patient data or clinical observations in logs or reports.
- Falsifying clinical hours or procedures performed during training.
- Sharing or copying clinical case studies or records from peers.
- Breaching patient confidentiality by sharing sensitive information without authorization.
- Using unauthorized aids, such as cheat sheets, calculators, or electronic devices.
- Copying answers from another student during exams or quizzes.
- Communicating with other students during an assessment.
- Impersonating another student or having someone else take the exam on your behalf.
- Accessing test questions in advance through unauthorized means.
- Tampering with or altering graded work to request a higher grade.
- Lying to faculty about reasons for missed deadlines or assessments.
- Stealing or unauthorized possession of exam materials, assignments, or laboratory supplies.
- Misusing online learning platforms (e.g., submitting work not performed independently in online assessments).
- Forging signatures or documentation, such as attendance logs or clinical evaluations.

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, or ask one of the MLT Program's faculty members.

Attendance & Participation Requirements

It is a recognized fact that regular class attendance enhances your knowledge of the material because you are able to interact with classmates in situations that move you into deeper understanding of the concepts. Therefore, on-time and regular attendance and participation is

required in all lecture and laboratory classes and clinical rotations. These requirements apply to all MEDT courses required for the MLT Program.

Notification of Absence

Any time you will be absent from an MLT laboratory class or required activity, we ask that you please canvas message, email, or call the instructor of the course or another MLT faculty member as soon as you can. We understand that sometimes life doesn't allow you to let us know before you will be absent. We ask that you let us know as soon as time allows. This will help ensure us that you are safe and will help us plan for the activities of class for the day.

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, if needed. 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 & Participation Policy – Face to Face Students

Lecture attendance is expected. You are responsible for watching the lectures online and asking your instructor any questions you have about the material covered. Not attending a lecture session will negatively affect your grade, due to activities completed in class and engagement points. If an assignment, quiz, or activity that is worth points is completed during a lecture session, you will lose points for the assignment if you are not in attendance. If an assignment is to be submitted at the beginning of a lecture session you must hand it in in-person and cannot send it with a peer to submit for you. Not handing in an assignment in lecture will negatively affect your grade.

If you have opted to be a face-to-face student and you don't attend lecture, it is up to the instructor of the course whether or not they share their in-class material with you. However, if you don't attend class, you will lose points for any in-class assignments, quizzes, activities that are completed when you aren't there. You will not be able to complete the hybrid student activities in order to gain points back.

Lecture Session Attendance & Participation Policy – Hybrid Students

Hybrid student participation is required. You are responsible for watching the lectures online and asking your instructor any questions you have about the material covered. Not completing assignments and activities will negatively affect your grade, due to engagement points. If an assignment, discussion, quiz, or activity that is worth points is to be completed on your own, you will lose points for the activity if you do not complete it and turn it in. If an assignment is to be submitted at the beginning of a laboratory session you must hand it in in-person and cannot send it with a peer to submit for you.

If an assignment, discussion, quiz, or activity was completed in the lecture session that is worth points, your instructor will give you a similar activity to be completed either in canvas, or to be completed at home and then handed in when you come to your laboratory class. If you do not complete the assignment or activity, it will negatively affect your grade.

Laboratory Session Attendance Policy

Laboratory attendance is required. Failure to attend a laboratory session will negatively affect your grade. Usually, the impact happens because you are missing out on valuable hands-on experiences that are reinforcing the material learned in lectures. Our laboratory schedules are fast-paced and it is easy to fall behind if you don't attend regularly.

Please read the following laboratory attendance policy carefully:

- Communication is the best tool in your student toolbox! We ask that you please let us know as soon as you can that you will miss a laboratory session.

- We recommend you attend all laboratory sessions, however we realize you have more happening in your life besides school, so you may miss two lab sessions per class, per 16-wk term, or one lab session per class, per 8-wk term, with no repercussions.
- If additional lab sessions are missed, you will meet with the instructor of the class and complete a 'Conference Documentation Form'. This meeting does not mean you are in trouble. It is a way for you to work with the instructor to come up with a plan as to how you can make it to your laboratory sessions. It is an opportunity to work as a team to help you be successful.
    - In the rare instance when a student does not come to their laboratory session or does not improve their attendance after meeting with the instructor, their grade will be negatively affected. A plan will be put into place based on the circumstance. It will be different for each situation, but a deduction of points will occur.
- Excessive absences may result in a point loss
- All laboratory unknowns, practicals, and competencies must be made up within 10 school days of the absence. If the assignment is not made up within 10 school days you will get a zero for the assignment.
    - This may require time outside of the normal class hours. Please be aware that your instructor teaches other classes so it may be difficult to find a time when the assignment can be made up.
- Regular laboratory tasks will not be made up
- Absences for illness, emergencies, or extenuating circumstances may be excused (not count towards your two allowed absences) with proper documentation, such as a physician's note. Some examples are:
    - Extended illness
    - Death of a family member or loved one
- If you leave class early without permission of the instructor, you will be considered absent for the day and that will count as one of your two misses for the class for the term.

Being on Time to Student Laboratory

Because discussion and demonstration are very important at the beginning of student laboratory, being late to student laboratory may also result in a deduction of laboratory performance points, graded laboratory assignments (competencies) or laboratory practical exams.

Excessive tardies may result in a point loss due to disrupting/delaying class time. This will negatively affect a student's grade and may results in failure to successfully complete the laboratory course with a passing grade.

Other MLT 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 you are 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 you return to campus. You must turn it in yourself and cannot send it with a peer to submit for you. 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 your grade.

Exam/Quiz Policy

Exams and quizzes for all students will be administered during class time as indicated in the course schedule.

- Academic integrity is expected by all students when taking the exams and quizzes. This means:
    - NO notes/books/handouts/electronic devices/web browsers/other students/community members, etc. should be used to assist in answering exam and quiz questions.
    - Students are expected to not share information related to the exam with one another, or to discuss exam questions.
    - Any perceived/suspected cheating/academic dishonesty will result in the student(s) receiving a zero for the exam/quiz grade, with no discussion or justification allowed. Following this type of situation, a student will then be required to have every additional exam/quiz for the remainder of the program proctored in the Southeast Community College Testing Center, located on the SCC Campuses.
- Students are not allowed to copy any material from the exams.
- If a student misses an exam/quiz due to an illness or unexpected leave of absence that would make it unable to complete, it must be made up in the testing center within 7

days or otherwise arranged with course instructor.

- It is up to the student to schedule the exam/quiz make-up time with the testing center.
- The Medical Laboratory Technology Program does not allow repeating/retaking an exam/quiz to achieve a higher grade.

Testing Center

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

- 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. Please clarify any questions about an assignment with your instructor before the due date of the assignment. This will give the instructor time to clarify and then it will give you time to complete the assignment correctly.

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 – up to 10 points per critical error - or a large number of points on a graded assignment or laboratory competency, if a critical error occurs. A critical error is any error that could cause a negative impact on patient care.

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 follow the critical result reporting procedure
- Misidentification of pathogens
- Other critical errors at the discretion of the instructor

Laboratory Assignments

In order to mimic the 'real-world' as much as possible, 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 your 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/Bonus Points

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 may be added to exams/assignments at the discretion of the course faculty.

Bonus points may not be added to your grade until all other work in the course is complete. This is at the discretion of the instructor.

Bonus points can improve your grade, but they cannot be used to pass the course if you are otherwise failing. They can only be used to raise an already passing grade (grade already above 70%).

Example, if you have a 69.3% in a class and applying the bonus points would get your grade to a 70%, they will not be used.

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.

Use of Images

The faculty take photographs during classes to use to share with the public so students can share with their families, and for profession awareness. By completing the student handbook acknowledgement, you are agreeing that faculty can use your image on social media.

If you would like us not to use your image, that's okay! You just have to let us know so we can make a note of it.

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.

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 members 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 members 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.

Conference Documentation Forms and 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 – This list is not all inclusive. Other behaviors not listed may fall into the various levels and may be used to start the reflection process with a student.

	Level 1	**Level 2**	**Level 3**
	Less-risk	***Medium-risk***	***High-risk***
Professionalism & Accountability	• Excessive tardiness to student lab/clinical site • Excessive leaving student lab/clinical site early • Inappropriate use of social media (e.g. texting) • Violations of the student laboratory or clinical dress code • Apathy or disengagement	• Failure to adhere to clinical or student laboratory attendance policies • Failure to demonstrate improvement after receiving feedback • Displaying a pattern of lower-level behaviors in any category that together pose a *moderate* risk to patient or peer safety	• Failure to maintain confidentiality (e.g. HIPAA violation) • Dishonesty (e.g. lying, falsifying documentation, or copying another student's work) • Cheating on an assignment, quiz, competency, or exam • Cognitive impairment due to drugs, alcohol, or lack of sleep • Displaying a pattern of lower-level behaviors in any category that together pose a *significant* risk to patient safety • Violating clinical facility policies • Engaging in illegal activities
Communication & Interaction	• Disrespectful non-verbal communication (e.g. eye-rolling, hand gestures, and body language) • Failure to articulate learning needs (e.g. not asking questions or not asking for help)	• Being argumentative or verbally disrespectful when receiving feedback	• Angry or violent behavior • Inappropriate or unprofessional interaction
Knowledge & Skill Competency	• Evident lack of organization • Evident lack of critical-thinking	• Laboratory charting error in clinical education • Demonstrating inadequate knowledge	• Error in clinical resulting in patient harm, or with high potential for patient harm

		of procedures or department knowledge and failing to self-correct knowledge deficit • Making excessive critical errors in student laboratory	

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**
Faculty Intervention	***Collaborative Intervention***	***Program-level Intervention***
• Discussed with instructor as soon as possible following incident • Meet with instructor and another program faculty member • *Conference Documentation Form* is completed and placed in student's file	• Student is placed on a *Performance Improvement Plan* • Reevaluation & revision of remediation plan from *Conference Documentation Form* (if applicable) • Meet with instructor and Program Director	• Immediate removal from the clinical site, student laboratory, or classroom as appropriate • Suspension from clinical pending meeting with instructor, Program Director and/or Division Dean • Possible dismissal from the Medical Laboratory Technology program

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. This is an opportunity for teamwork to occur and for the instructor to help mentor the student so the student can be successful. 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 dismiss 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 – Incorrect Patient Identification

In the medical laboratory the results we report to caregivers have a direct effect on patient care. Because of that we (the program faculty) take certain errors very seriously, even in the learning environment of student laboratory. The processes you put in place now will follow you into your career, therefore, it is best practice to perform as if you are reporting actual patient results.

We want, and expect, the students to make these kinds of errors here, in a safe learning environment. Making the errors and losing the points helps the students learn from the mistakes now, helping to ensure these mistakes will not take place when working in the community.

Because patient identification is the easiest step to take, but also the easiest to mess up, we have a process in place to communicate the importance of making sure you are drawing or performing testing on the correct patient, every time. Although the patient ID error process may seem severe, it is in place because the results we chart have such a profound effect on patient care, and if we have reported the results on the wrong patient, that patient may suffer severe consequences, up to and including death.

If you have five patient ID errors in student laboratory (starting with the second term of the program – MEDT1160) you will:

- receive a Level 1 intervention (*Conference Documentation Form*) for unsafe behavior. This is an opportunity for the student to meet with the instructor and talk about why patient ID errors are being made or not being identified. It is a time to put a plan in place to help stop patient ID errors being made. Both the student and the instructor sign this form and it is placed in the student's file.

After three more patient ID errors (after receiving the *Conference Documentation Form*) the student will:

- be placed on a *Performance Improvement Plan* and will receive a verbal warning. During this meeting, the student will meet with the instructor and the program director to put a plan in place about how to stop patient ID errors. They will set goals and consequences if these goals are not met. The student, instructor, and program director will sign this form and it is placed in the student's file.

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

- receive a written warning. The inability to correctly identify a patient or catch a patient ID error is a serious matter. While rare, if a student is unable to correct a process after the interventions above, they will receive a written warning due to the direct impact their actions can have on patient safety. During this meeting the student will be given an assignment to be completed that outlines the importance of patient identification, the consequences of incorrect patient identification, and how to prevent and catch patient identification errors. This assignment will conclude with the student giving an in-person presentation to a group of students in another Health Sciences program about the importance of patient identification. The student, instructor, and program director will sign this form and it is placed in the student's file.

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

- dismissal from program or inability to complete clinical education may occur. This instance is very rare. However, if a student is unable to put a process in place to catch or prevent making patient identification errors they may be a safety risk to the patients who would be in their care should they finish the MLT program. Because of this, the MLT faculty, in good conscious, cannot allow this student to continue in the program and perform testing in the community which we serve.

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

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

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 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 rooms 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. The 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

Because of the biohazards used in the student laboratories, you must wash hands before leaving a Medical Laboratory Technology laboratory room.

Dress Code

We want to keep you safe from accidental blood and chemical spills and possible dropped needles. Clothing that covers the lower body, including the 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. Other guidelines include no skirts, leggings/tights, shorts, or capris are to be worn in student laboratories.

All Students

<u>Heads</u>:

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).

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

Hands & Arms:
We want to keep you safe! You 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.

We touch gross things - so you must wear latex-free, vinyl-free, and powder-free disposable gloves when working with specimens or when venipunctures or capillary punctures are performed. Gloves should be changed and hands washed if they become contaminated. Disposable gloves are not to be washed, bleached, or reused.

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

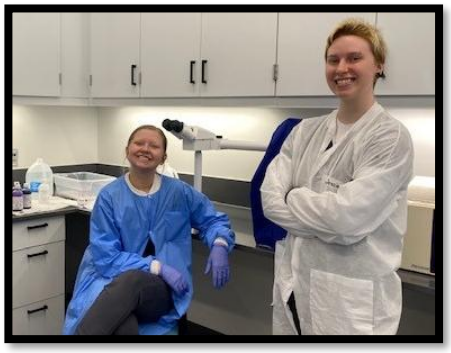
Protective eyewear and/or plastic shields should be worn if splashing of blood or body fluids is anticipated.

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. They will oversee the clean-up of the material.

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.

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/prevent/ppe.html

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

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. It is up to the student to have transportation to and from the clinical site.

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

Your Next Steps…

Thank you for reviewing the Medical Laboratory Technology Program's Student Handbook - we hope the information was helpful. It was a lot of information so it's a good idea if you periodically review the information. We also encourage you to reach out if you need clarification on any of the policies and procedures you found in the handbook.

Now…get ready to go on an educational journey that will help you understand the workings of the human body and the science behind it and the tests we do to help keep our patient's safe, and to give them the best care we can!