

# Medical Laboratory Technician Program



## Student Handbook

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## GENERAL INFORMATION

### ILLINOIS EASTERN COMMUNITY COLLEGES

#### MISSION STATEMENT

Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

#### PURPOSES

The District is committed to high academic standards for pre-baccalaureate, career and technical education that sustain and advance excellence in learning. The mission is achieved through a variety of programs and services that include, but are not limited to:

- Educational programs, including pre-baccalaureate, career and technical degrees and certificates that prepare a diverse student body for transfer to a four-year institution of higher education or entry into a multicultural global workplace;
- Program, course and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
- Utilization of resource-sharing partnerships to expand, retrain, and strengthen the industrial base of southeastern Illinois;
- Academic programs and institutional services that are reviewed and revised on a scheduled time frame with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
- Adult and continuing education designed to meet the immediate and long-term needs of the residents in the District;
- Programs in developmental education, which assist District residents in attaining skills and abilities needed to enter and complete college-level programs;

- Student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, transferring to a four-year institution, entering employment, or completing certificate or course goals;
- Curricula and services that are developed and updated, as necessary, to meet both short- and long-term needs of the residents of the District;
- Community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring multiculturalism and diversity within our communities;
- Professional enrichment and growth experiences for college, faculty, administrators and staff which will improve and enhance instruction and service; and,
- Resources, facilities, staff, and equipment to support all program and service components of the college.

## ILLINOIS EASTERN COMMUNITY COLLEGE

### CORE VALUES

These values, which are the foundation of Illinois Eastern Community Colleges, have defined the District since its inception, and are affirmed by the faculty, students, staff, and administration. At IECC, we believe in and place value on:

**Responsibility:** encouraging personal growth and learning through leadership, stewardship, and accountability.

**Honor/Truth:** providing an environment where honesty, truth, and integrity are encouraged in our work, communications, and service to our community.

**Fairness:** supporting freedom of expression and civility, justice and consistency.

**Respect/Self-Respect:** recognizing and accepting diversity with mutual regard for others through activities and communications.

**Compassion:** promoting the well-being of students, employees, and constituents through a caring and concerned attitude.

## STUDENT CODE OF CONDUCT

Illinois Eastern Community Colleges is committed to the personal growth, integrity, freedom of civility, respect, compassion, health, and safety of its students, employees, and community. To accomplish this commitment, IECC is dedicated to providing an environment that is free from discrimination, harassment, retaliation, and harmful behavior that hinders students, employees, or community members from pursuing IECC education or services. Therefore, IECC has established the [Student Code of Conduct](#) to communicate its expectations of students and to ensure a fair process for determining responsibility and appropriate sanctions when a student's behavior deviates from those expectations.

Students, through the act of registration at Illinois Eastern Community Colleges, obligate themselves to obey all rules and regulations published in the college catalog, program and student handbooks, and/or on the website. It's highly recommended that all students review the Student Code of Conduct immediately upon enrolling. It can be viewed by clicking the link above, and is available upon request in the Student Services Office at each campus.

## EQUAL OPPORTUNITY POLICY

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

## AMERICANS WITH DISABILITIES ACT

IECC is committed to maintaining an inclusive and accessible environment in compliance with the American with Disabilities Act (ADA) of 1990, its amendments, and Section 504 of the Rehabilitation Act of 1973, as amended.

Support is available in the form of accessible facilities, individualized plans, and reasonable accommodations to students who meet the requirements of a person with a disability. A disability requiring additional staff or funding, contractual arrangements through an outside vendor, or structural modifications (such as adaptive or assistive technology) may require several weeks to be arranged. To receive appropriate accommodations in your classes, please see the guidelines that follow. (Additional information including the list of ADA Coordinators, can be found in the [Americans with Disabilities Act Procedure](#))

### Guidelines for Requesting Reasonable Accommodations

1. Contact the ADA Coordinator at your college as soon as possible to begin the process – See contact information below
2. Complete a [Student Request for Accommodations form](#) and submit to the ADA Coordinator, along with the required supporting documentation which must:
  - Be typed or printed on official letterhead;
  - Clearly state the diagnosed disability;

- Describe the functional limitations resulting from the disability;
- Be signed and dated by an evaluator qualified to make the diagnosis (include NPI number and license number of certification and area of specialization);
- Be current (within five years for learning disabilities and one year for psychiatric disabilities (unless of a permanent nature));
- Include complete educational, developmental, and medical history relevant to the disability for which testing accommodations are being requested; and
- Include a list of all test instruments used in the evaluation report and relevant subtest scores used to document the stated disability.

#### **After the Request is Approved**

- The ADA Coordinator determines if the request can be granted and will advise you within 7 days. Every effort will be made to honor a request for a reasonable accommodation unless it is determined that doing so would pose an undue hardship or fundamentally alter the operations of the institution.
- A comprehensive plan is developed;
- An Accommodation Letter is prepared on your behalf and you are responsible for providing it to applicable faculty/staff;
- Faculty/staff will provide the approved accommodations;
- You can expect accommodations to be implemented in an effective and timely manner; if not, you should contact the ADA Coordinator as soon as possible.

#### **Subsequent Semester Expectations**

- You must meet with the ADA Coordinator every semester for which you require accommodations. Contact should be made at the earliest date possible prior to the beginning of the semester.
- You must secure and distribute an Accommodation Letter every semester to ensure accommodations are available as needed.

#### **Contact Your ADA Coordinator for Assistance**

Districtwide Adult Basic Education Students  
 Rodney Raner, Program Director of Adult Education  
 (618) 842-3711 ext. 4312  
[ranesr@iecc.edu](mailto:ranesr@iecc.edu)

### **NON-DISCRIMINATION POLICY**

Illinois Eastern Community College District No. 529 is committed to the most fundamental principles of human dignity, equality of opportunity, and academic freedom. Decisions involving students and employees are based on individual merit and free from discrimination or harassment in any form.

IECC operates pursuant to all applicable state and federal laws relating to equal educational opportunity and affirmative action, including but not limited to Executive Orders 11246 and 11375 as amended, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Human Rights Act of 1977, Section 503/504

of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Illinois Human Rights Act.

Illinois Eastern Community College District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender, identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category.

The IECC Nondiscrimination policy is applicable to educational programs and offerings, activities, and services provided or operated by IECC. Additionally, this policy applies to all conditions of employment, including but not limited to hiring, placement, promotion, transfer, demotion, selection, recruitment, employment, advertising, layoff and termination, and compensation.

Retaliation against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful discriminatory practice is prohibited.

## **MEDICAL LABORATORY TECHNICIAN PROGRAM INFORMATION**

### **MEDICAL LABORATORY TECHNICIAN PROFESSION**

The Medical Laboratory Technician profession is dedicated to the performance of laboratory procedures and interpretation of results that assist physicians in the diagnosis and treatment of disease. The practice of modern medicine would be impossible without the scientific testing performed daily in the medical laboratory. Medical laboratory technicians (MLT) play an important role in providing personalized care. MLTs work in a variety of settings such as hospitals, clinics, research laboratories, and public health laboratories and have diverse functions in the areas of analysis and clinical decision-making, information management, regulatory compliance, education, quality assurance, and performance improvement within the laboratory.

### **PROGRAM MISSION STATEMENT**

In keeping with the mission of Frontier Community College, the Medical Laboratory Technician program was developed to bring educational opportunities to improve the lives of our students and our communities by providing highly competent medical laboratory technicians to help fill positions in the community and region. The program is committed to producing highly trained individuals who will provide accurate and reliable diagnostic testing results. Frontier Community College provides education that will prepare medical laboratory technicians to meet the knowledge, skills, and professional behaviors that are necessary to meet employer expectations of new graduates and to be eligible to apply for the national certification examination.

### **PROGRAM GOALS**

1. Produce graduates that demonstrate entry-level medical laboratory technician skills.



2. Ensure that students demonstrate a knowledge of professionalism, work ethic, safety, and communication skills.
3. Produce graduates who are eligible to take and pass a nationally recognized certification exam.
4. Adhere to standards that allow the program to maintain program accreditation through the National Accrediting Agency for Clinical Laboratory Science (NAACLS).
5. To serve as a resource for the clinical laboratories in the southern Illinois area.

## PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will be able to:

- Perform routine clinical laboratory procedures within acceptable quality control parameters in Hematology, Hemostasis, Chemistry, Immunohematology, Serology, Phlebotomy, Urinalysis, and Microbiology under the general supervision of a Medical Laboratory Scientist or Pathologist.
- Demonstrate proper collection, processing, and analysis of biological specimens and other substances.
- Demonstrate technical skills, social behavior, and professional awareness that is the responsibility of a Medical laboratory technician as defined by the American Society of Clinical Laboratory Science (ASCLS) and the American Society of Clinical Pathologists (ASCP).
- Uphold application of safety and governmental regulations compliance.
- Communicate sufficiently to serve the needs of patients, the public, and members of the health care team.
- Practice professionalism through ethical behavior and attitudes.
- Use information and experience learned in the MLT program to employment situations and performance on a nationally recognized certification examination.
- Apply problem solving techniques to identify and correct procedural errors, identify instrument malfunctions, know when to seek proper supervisory assistance, and verify the accuracy of obtained laboratory results.
- Operate and maintain laboratory equipment and utilize appropriate quality control and safety procedures.
- Perform within the guidelines of the code of ethics of the ASCLS, ASCP, and the rules and regulations established by state and local regulatory groups.
- Recognize and participate in activities which will provide current knowledge and up to date skills needed to perform the duties of a medical laboratory technician.

## ADMISSION REQUIREMENTS

Admission requirements for the Medical Laboratory Technician program are as follows:

1. Completion of high school or GED equivalent.
2. Meet current requirements for admission to Frontier Community College.
3. Complete Accuplacer testing or meet college-level SAT/ACT score requirements

4. Have a minimum cumulative GPA of 2.5 on all colleges attended.
5. Complete all MLT program requirements with a “C” or better including the pre-requisite courses.
6. Complete MLT program application by April 1st to be ranked for the fall semester.

**Once accepted into the program**, the following documents will need to be submitted:

- Background Check/Fingerprinting: Required upon acceptance into the MLT program. If a criminal history is determined, then appointment acceptance is withdrawn.
  - Background Check/Fingerprinting will be done at the MLT program orientation.
- Proof of professional level CPR training
  - CPR training will be available at the MLT program orientation for those not already certified.

**Before the start of Clinical Rotations**, the following documents will need to be submitted:

- Liability Insurance – provided through FCC
- Vaccinations and TB skin test(s): Vaccinations must be current and include:
  - Hepatitis B series: series of three vaccinations or immune titer
  - MMR: 2 vaccinations or immune titer
  - Tdap: current within the last 10 years
  - Documentation of a negative two step TB test or a TB blood test performed **no earlier than ninety days before the start of clinical rotations**.
    - If the two step TB is positive, a TB blood test must be submitted.
    - If the TB blood test is positive, a negative chest x-ray must be submitted.
  - Varicella: vaccine or immune titer
  - Influenza
  - COVID
- Physical Exam
- Drug Screen

Admission process:

1. Apply to Frontier Community College at [www.iecc.edu](http://www.iecc.edu)
2. Access and view the Medical Laboratory Technician program information session online.
3. Once the information session has been completed, print out verification form to submit to the MLT academic advisor.
4. Complete and submit MLT program application to the MLT academic advisor no later than April 1<sup>st</sup>.
5. Schedule an appointment to meet with the MLT academic advisor to submit required documents, register for classes, and discuss the ranking process.
6. Students will be notified by mail of the status of their acceptance into the MLT program.
7. All students who have been accepted into the MLT program must attend a mandatory MLT orientation session.

The Program will start in the Fall semester of the year of acceptance.

Compliance records will be verified and maintained by the MLT faculty. Students are responsible for keeping their immunization and health records current. Health record information will be provided to clinical affiliate sites during the clinical rotations portion of the curriculum per site specific policies for clinical students.

## APPLICANT RANKING SYSTEM

Students are ranked based on:

1. Cumulative GPA of all colleges attended
2. Accuplacer scores

Students receive extra points in the ranking system based on:

1. Completion of the following courses prior to starting the MLT program:
  - a. HAP I
  - b. HAP II
  - c. Chem I
  - d. Chem II
  - e. General Microbiology
2. Points will be given according to the grade the student received in each of the courses.
  - a. A= 3 points
  - b. B = 2 points
  - c. C = 1 point

The top 20 students with the highest-ranking scores will be admitted into the MLT program. In the case that there is a tie for the last spot, the date of application will be considered. The student who applied earliest will receive the spot.

## MEDICAL LABORATORY TECHNICIAN (MLT) DEGREE OUTLINE

### Pre-requisites:

|          |                                     |   |
|----------|-------------------------------------|---|
| HEA 1225 | Introduction to Medical Terminology | 3 |
| LSC 1101 | General Biology I                   | 4 |

### Fall Semester

|          |                              |   |
|----------|------------------------------|---|
| MLT 1202 | Serology/Immunology          | 2 |
| LSC 2111 | Human Anatomy & Physiology I | 4 |
| LSC 2110 | General Microbiology         | 4 |
| CHM 1130 | General Chemistry I          | 5 |

|                        |   |          |
|------------------------|---|----------|
| MLT 1201               | Introduction to Clinical Lab  | <u>2</u> |
|                        |   | 17       |
| <b>Spring Semester</b> |   |          |
| MLT 1205               | Clinical Microbiology   | 3        |
| CHM 1132               | General Chemistry II  | 5        |
| LSC 2112               | Human Anatomy & Physiology II   | 4        |
| MLT 1210               | Hematology & Hemostasis   | <u>3</u> |
|                        |   | 15       |
| <b>Summer Semester</b> |   |          |
| ENG 1111               | Composition I or English Elective                                     | 3        |
| SPE 1101               | Fundamentals of Effective Speaking<br>or Interpersonal Communications | <u>3</u> |
|                        |   | 6        |
| <b>Fall Semester</b>   |   |          |
| MTH 1151               | Finite Math or Math Elective  | 3        |
| PSY 1101               | General Psychology I or other approved<br>human diversity course      | 3        |
| MLT 2201               | Immunohematology  | 4        |
| MLT 2220               | Clinical Chemistry  | 3        |
| MLT 2205               | Clinical Rotation I   | <u>3</u> |
|                        |   | 16       |
| <b>Spring Semester</b> |   |          |
| MLT 2202               | Advanced Hematology & Hemostasis                                      | 3        |
| MLT 2215               | Clinical Rotation II  | 3        |
| MLT 2221               | Advanced Clinical Chemistry   | 3        |
| MLT 2225               | Advanced Clinical Microbiology  | 3        |
| MLT 2230               | Professional Seminar  | 2        |
| GEN 2297               | Employment Skills   | <u>1</u> |
|                        |   | 15       |

**MLT PROGRAM COURSE DESCRIPTIONS**MLT 1201 – Introduction to Clinical Lab**Credit Hours: 2**

Introductory course into the medical laboratory technician profession. This course provides the fundamentals needed in the clinical laboratory including safety, basic laboratory mathematics, quality assessment, troubleshooting, and manual/automated methodologies and instrumentation. This course provides essential overview information, as well as the opportunity for developing technical competencies needed for the medical laboratory profession. PREREQUISITE: NONE. Lecture/Lab.

MLT 1202 – Serology/Immunology**Credit Hours: 2**

Introductory course into the theoretical principles and procedures of serology/immunology and those applications relevant to the medical laboratory. Clinical correlations including quality control testing are included in both lecture and laboratory. Included in this course are simulated phlebotomy experiences. This course provides essential overview information, as well as the opportunity for developing technical competencies needed for clinical rotation and for those entering the medical laboratory profession. PREREQUISITE: NONE. Lecture/Lab.

MLT 1205 – Clinical Microbiology**Credit Hours: 3**

Introductory course into the principles and procedures of medical microbiology with emphasis on pathogens commonly found in the medical laboratory. Taxonomy, identification, culture methods, and antibiotic susceptibility test procedures will be covered in this course. Quality control and clinical correlation will be used to connect learned material with real life application. PREREQUISITE: Grade of C or better in LSC 2110 General Microbiology, MLT 1201 Introduction to Clinical Lab. Lecture/Lab.

MLT 1210 – Hematology & Hemostasis**Credit Hours: 3**

Introductory course into the theoretical principles and procedures of hematology, hemostasis, and body fluid analysis. Clinical correlations including quality control testing are included in both lecture and laboratory. This course provides essential overview information, as well as an emphasis on the basic procedures performed in most medical laboratories as well as their uses in the diagnosis and follow up to hematological and coagulation disorders. PREREQUISITE: Grade of C or better in MLT 1201 Introduction to Clinical Lab, LSC 2111 Human Anatomy & Physiology I. Lecture/Lab.

MLT 2201 – Immunohematology**Credit Hours: 4**

Introductory course into the theoretical principles and procedures of immunohematology and those applications relevant to the medical laboratory. Clinical correlations including quality control testing are included in both lecture and laboratory. This course provides essential overview information, as well as, the opportunity for

developing technical competencies in blood banking needed by the medical laboratory professional.  
PREREQUISITE: Grade of C or better in MLT 1201 Introduction to Clinical Lab, MLT 1202 Serology. Lecture/Lab.

#### MLT 2202 – Advanced Hematology & Hemostasis

##### **Credit Hours: 3**

This course is a continuation of MLT 1210 Hematology & Hemostasis with emphasis on theory, procedures, and practical application of hematology, coagulation, and body fluid analysis testing. Clinical correlations including quality control testing are included. This course provides information on the procedures performed in most medical laboratories as well as their uses in the diagnosis and follow up to hematological and coagulation disorders, as well as disorders associated with diseased body fluid states. PREREQUISITE: Grade of C or better in MLT 1210 Hematology & Hemostasis. Lecture.

#### MLT 2220 – Clinical Chemistry

##### **Credit Hours: 3**

Introductory course into the theoretical principles and procedures of clinical chemistry and those applications relevant to the medical laboratory. Clinical correlations including quality control testing are included in both lecture and laboratory. Emphasis is on student performance of clinical chemistry procedures used in diagnosis of human disease, disease processes, laboratory safety, instrumentation, and clinical data evaluation. This course provides essential overview information, as well as the opportunity for developing technical competencies needed for clinical rotation and for those entering the medical laboratory profession. PREREQUISITE: Grade of C or better in CHM 1130 General Chemistry I, CHM 1132 General Chemistry II. Lecture/Lab.

#### MLT 2221 – Advanced Clinical Chemistry

##### **Credit Hours: 3**

This course is a continuation of MLT 2220 Clinical Chemistry with emphasis on pathophysiology and testing related to liver function, endocrine function, toxicology testing, therapeutic drug monitoring, tumor markers, cardiac markers, blood gases, and body fluid analysis. PREREQUISITE: Grade of C or better in MLT 2220 Clinical Chemistry. Lecture.

#### MLT 2205 – Clinical Rotation I

##### **Credit Hours: 3**

This course is an introductory, structured, off-campus clinical laboratory experience under the guidance of qualified medical laboratory professionals. Students receive individualized training and practical experience to develop professional attitudes, competencies, and analytical skills. PREREQUISITE: Grade of C or better in MLT 1205 Clinical Microbiology, MLT 1202 Serology/Immunology, MLT 1201 Introduction to Clinical Lab, MLT 1210 Hematology & Hemostasis. Lab.

#### MLT 2215 – Clinical Rotation II

##### **Credit Hours: 3**

This course is a continuation of MLT 2205 Clinical Rotation I to enhance technical skills along with clinical applications in the disciplines of immunohematology, urinalysis, hematology, microbiology, chemistry, serology, and hemostasis. PREREQUISITE: Grade of C or better in MLT 1205 Clinical Microbiology, MLT 1202 Serology/Immunology, MLT 1201 Introduction to Clinical Lab, MLT 1210 Hematology & Hemostasis, MLT 2201 Immunohematology, MLT 2220 Clinical Chemistry, and MLT 2205 Clinical Rotation I. Lab.

### MLT 2225 – Advanced Clinical Microbiology

#### **Credit Hours: 3**

This course is a continuation of MLT 1205 Clinical Microbiology which includes principles and procedures of medical microbiology with emphasis on acid fast organisms, viruses, fungi, and parasites. Taxonomy, identification, and culture methods will be covered in this course as well as common diseases caused by microorganisms by anatomical sites will be discussed. Quality control and clinical correlation will be used to connect learned material with real life application. PREREQUISITE: Grade of C or better in MLT 1205 Clinical Microbiology. Lecture/Lab

### MLT 2230 – Professional Seminar

#### **Credit Hours: 2**

This course is a review of all the major disciplines of the clinical laboratory. Professional and ethical issues concerning the medical laboratory technician are discussed. PREREQUISITE: Grade of C or better in MLT 1205 Clinical Microbiology, MLT 1202 Serology/Immunology, MLT 1201 Introduction to Clinical Lab, MLT 1210 Hematology & Hemostasis, MLT 2201 Immunohematology, MLT 2220 Clinical Chemistry, MLT 2205 Clinical Rotation I. Lecture.

## **EMAIL**

Frontier Community College provides email accounts to students to be used for sharing college information. Students are responsible for checking their student email regularly. MLT faculty will only communicate with students through their FCC email account.

## **STUDENTS TRANSFERRING TO IECC/TRANSFER CREDIT POLICY**

The acceptance of credits earned at post-secondary institutions outside Illinois Eastern Community Colleges District 529 shall be determined by an evaluative process administered by the Dean of Instruction or designee. Official transcripts of students transferring credit to IECC toward a degree or certificate can be evaluated if the credit was earned at institutions accredited by [The Higher Learning Commission](#) or similar regional accrediting agency. If the transcript indicates a cumulative grade point average of less than C, only credits will be considered for those courses which have a grade of C or better.

Students transferring to IECC must earn at least sixteen (16) semester hours at IECC to meet graduation requirements for a degree; for a certificate, sixteen (16) hours of college-level credit or 50% of the hours required, whichever is less.

## **ACADEMIC CALENDAR**

The IECC academic calendar can be found at [https://www.iecc.edu/sites/default/files/inline-files/Academic\\_Calendar\\_2023-2025\\_3-2022.pdf](https://www.iecc.edu/sites/default/files/inline-files/Academic_Calendar_2023-2025_3-2022.pdf)

## PROGRAM COMPLETION CRITERIA

Upon recommendation from the faculty, staff, and chief executive officer, students who meet the general requirements and successful completion of the didactic, laboratory, and clinical rotation requirements of the Medical Laboratory Technician Program will be granted an Associate of Applied Science degree. It is the student's responsibility to know and follow the requirements of the curriculum and the rules governing academic work. No IECC official or faculty member can relieve a student of this responsibility.

To graduate, all students must:

1. Successfully complete all the prescribed requirements of the Medical Laboratory Technician program with a "C" or better.
2. Earn 69 hours for the degree.
3. Earn a cumulative grade-point average of at least 2.0.
4. Clear all school accounts and records.
5. Complete application for graduation and pay the required fee.

## CERTIFICATION

Students who graduate from the Medical Laboratory Technician Program are eligible to sit for the National Certification Exam to become a Certified Medical Laboratory Technician. Certification is not a graduation requirement and it does not guarantee employment. All information about this exam is available at the following website.

American Society for Clinical Pathology Board of Certification: <http://www.ascp.org>

## PROGRAM ACCREDITATION

The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd. Suite 720, Rosemont, IL 60018-5119; telephone: 773-714-8880; [www.naacls.org](http://www.naacls.org)

## ETHICAL-LEGAL RESPONSIBILITIES

Medical Laboratory Technician students will adhere to the American Society for Clinical Laboratory Science (ASCLS) Code of Ethics. The Code of Ethics can be viewed at the following link: <https://www.ascls.org/about-us/code-of-ethics> .



## ASCLS CODE OF ETHICS

### Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to the professional education programs practice their profession.

#### I. Duty to the Patient

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interest of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgement in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decision regarding their own medical care.

#### II. Duty to Colleagues and the Profession

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participating in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

### III. Duty to Society

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

#### PLEDGE TO THE PROFESSION

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice.
- Changing conditions where necessary to advance the best interests of patients.

#### PROFESSIONAL, ETHICAL, AND ACADEMIC STANDARDS

Technical skills, knowledge, honesty, and integrity are the foundation that medical professionals and their patients depend on. Medical Laboratory Technicians add to those attributes careful attention to detail, accuracy, and precision. Producing reliable and quality test results is the goal of the medical laboratory. Educators are responsible for producing students that are ethical and well-trained. Therefore, in addition to the technical curriculum, the Medical Laboratory Technician program at Frontier Community College emphasizes professional ethics and attitudes as well as technical skills.

The MLT program will dismiss students who demonstrate unacceptable behavior such as plagiarism, falsifying lab results, destroying or misusing equipment in the classroom or at the clinical site, or failing to adhere to safety policies. Students are expected to conduct themselves in an ethical and responsible manner with other students, faculty, administrators, all FCC faculty, community professionals, equipment, and supplies.

Students are encouraged to seek help from their instructors and their advisors when academic problems arise.

MLT Program faculty members are responsible for facilitating the students' clinical performance, academic, and professional development. Faculty members are responsible for being aware of student conduct and discussing with the student inappropriate professional behavior. Faculty can offer academic assistance or recommend remedial strategies. Students are expected to read course materials and complete course work on time. Unprofessional behavior or poor academic performance in either general education or program specific courses can result in dismissal from the program.

Academic performance standards require students to maintain a minimum cumulative 2.5 GPA or greater and individual course grades may not fall below a "C" in order to progress through the program. Due to the fact that the program courses are sequential, students will not be allowed to progress to the next semester without successfully completing the preceding semester requirements and will in turn, be dismissed from the program if unable to maintain minimum standards of performance. Students must achieve a cumulative GPA of 2.5 or greater in order to graduate from the program. In addition, students must successfully complete all clinical rotation requirements.

All FCC MLT students are subject to the rules of student conduct and academic regulations as published in the Frontier Community College student handbook which can be viewed at the following link:  
<https://www.iecc.edu/sites/default/files/2020-03/Student%20Handbook%202019-2020.pdf>

## IECC ACADEMIC INTEGRITY POLICY

Responsibility and integrity are values Illinois Eastern Community Colleges (IECC) considers essential in achieving its mission to provide exceptional education. As such, IECC expects students to demonstrate the highest standards of academic integrity. Students are expected to be honest in their academic endeavors and responsible for their own work.

Faculty and academic support service staff will take reasonable precautions to prevent the opportunity for academic dishonesty and are authorized to establish specific guidelines consistent with this policy in order to communicate expectations. IECC's Student Code of Conduct includes examples of prohibited conduct; course syllabi may additionally be used to alert students to specific violations. Disciplinary actions and the appeal process follow the protocol outlined in the [Student Code of Conduct](#).

## SUBSTANCE ABUSE POLICY

The Medical Laboratory Technician Program adheres to the Illinois Eastern Community Colleges District 529 Substance Abuse Policy.

The Board of Trustees recognizes the importance of a college environment that is free of substance abuse. The college environment includes students, employees, and other persons participating in District 529-sponsored classes, programs, services, and other activities or events. Substance abuse is defined as unauthorized possession, sale, transfer, purchase or use of alcohol, unlawful narcotics, cannabis, or any other controlled substance.

Substance abuse within the college environment is prohibited. Students and employees involved in substance abuse within the college environment are subject to disciplinary action. Any illegal substance abuse will result in involvement of law enforcement officials.

## ACADEMIC STANDARDS

### ESSENTIAL FUNCTIONS OF MEDICAL LABORATORY TECHNICIANS

In order to successfully participate in a medical laboratory technician educational program, students must be able to comply with program-designated essential functions, or request reasonable accommodations to execute the following essential functions:

Critical Thinking: Ability to adequately judge clinical data and situations

- Identify cause-effect relationships as they pertain to the laboratory
- Display adequate problem solving
- Consider all possible outcomes of solutions
- Make sound judgements and in return, be able to defend those judgements
- Organize workload and manage time

Interpersonal: Ability to interact with people from varying backgrounds

- Work together as a team in the laboratory and with other health care professionals
- Work in culturally diverse environments
- Be honest
- Critically evaluate own performance, accept constructive criticism, and be responsible for improving own performance
- Be ethical
- Show compassion

Communication: Ability to communicate effectively

- Read and understand technical and professional materials
- Follow verbal and written instruction
- Converse with patients effectively and confidentially about lab tests
- Clearly instruct patients on specimen collection

Physical: Ability to perform laboratory duties

- Move safely and freely throughout the laboratory

- Ability to stand or sit for long periods of time and perform moderately taxing continuous physical work
- Reach benchtops, shelves, and patients needing blood drawn

Gross and Fine Motor: Ability to use motor skills in order to safely perform laboratory procedures

- Maneuver phlebotomy equipment to collect specimens from patients
- Exhibit dexterity with small laboratory equipment and ability to adjust instruments to perform laboratory procedures
- Operate computer keyboard to submit test results

Visual: Ability to adequately discern visually in order to perform laboratory procedures

- Observe laboratory specimens and instrumentation
- Differentiate color, consistency, and clarity of patient samples and reagents used during testing
- Distinguish small detail
- Read and comprehend text, numbers, and graphs

Work in High Stress Situations: Ability to respond to stress in a controlled manner

- React calmly to emergencies and high workload situations
- Communicate need for help when personal stress level gets too high
- Make realistic goals
- Establish priorities when performing multiple tasks

Adapted from: Fritsma, G.A., Fiorella B. J., and Murphey, M. Essential Requirements for Clinical Laboratory Science. CLS 1996. Vol. 9, pp 40-43

## ATTENDANCE

Students are expected to meet industry standards of attendance and punctuality and are expected to be present and on time every day except in case of illness in order to receive maximum benefits from the courses. Students are expected to be prepared, be on time, and participate in the learning process for all classes, labs, and clinical rotations. Students must inform the MLT instructor at least 15 minutes before class if they are going to be late or absent by calling or sending a text. If absent, the student is responsible for material presented in class during the absence.

Failure to contact the instructor and/or clinical site of an absence (no call/no show) will result in immediate probation. A second “no call/no show” will result in dismissal from the program.

- Unexpected Absences or Tardiness: It is the student’s responsibility to notify the course instructor or clinical rotation instructor prior to the absence or tardiness when possible. If prior notification is not possible, the instructor needs to be notified as soon as possible.
- Expected Absences or Tardiness: Students should schedule personal business, vacation, job interviews, and medical or dental appointments during times when they are not in class or clinical rotation when at all possible.

Please note that extended illness, death in the immediate family (parents, spouse, children, and grandparents) and legal circumstances will be considered on an individual basis by the MLT faculty. Students must inform the MLT Program Director as soon as possible in order for the student and Program Director to coordinate a plan to make up the missed material.

## PROBATIONARY STATUS

A student who has demonstrated unsatisfactory academic, professional, or ethical performance in an MLT course or clinical rotation may be placed on a probationary status for a specified period of time related to the nature of the offense. The Program Director will develop a probationary contract that outlines the offense, consequences, and terms of the probation. Grievances, complaints, and appeals will be honored in compliance with college policies and procedures.

## GRIEVANCE/APPEAL PROCEDURES

IECC is committed to providing students with an avenue to voice concerns or grievances. The purpose of this policy is to provide for the prompt and equitable resolution of student complaints. It is not applicable to, nor does it supplant, complaints that are governed by other IECC policies and procedures.

Students are encouraged to seek resolution, as soon as possible, through informal communication with the appropriate individual(s). When a resolution is not resolved informally, a formal written complaint may be filed following the [Student Complaint Procedure](#).

The student complaint process outlined in this policy includes, but is not limited to, academics, grading, and institutional decisions which directly affect a student. Sexual harassment complaints are governed by the [Preventing Sexual Misconduct Policy](#).

## DISMISSAL FROM PROGRAM

Dismissal is the discontinuation of the student from the MLT Program at Frontier Community College. Dismissal may be immediate or after failure to satisfactorily complete a probationary contract.

A student may be dismissed from the MLT program, for but not limited to the following reasons:

- Failure to maintain professional, ethical, or academic standards as outlined in the MLT student handbook.

- Failure to adhere to the attendance standards as outlined in the MLT student handbook.
- Unethical conduct based on any behavior which shows poor judgement, endangers or discredits individuals, the profession, or the department; and/or academic dishonesty.
- Failure to maintain physical or mental health in accordance with the essential functions of a medical laboratory technician.

## READMISSION

Students who are seeking readmission due to a failure of a course or because they have withdrawn from the program previously, must request readmission before their application can be accepted. Readmission will be granted only if it is shown that the student possesses the requisite ability and that the prior performance did not indicate a lack of capacity to complete the course of study in the program. The student must write a letter to the MLT Program Director requesting readmission in addition to completing the current application process. This letter serves as the first step in the readmission process and does not guarantee readmission into the program. If the date of exit has been 2 years or more, the student seeking readmission will be treated as a new applicant. MLT courses that have been completed previously by the student seeking readmission will not need to be retaken, but exams or similar assessments in areas previously completed may be given to prove competency. The readmitted student must meet the current application criteria, which could include new background checks, immunizations, and urine drug screen.

Students who have been dismissed from the college because of academic deficiency or misconduct may petition for readmission to the program or the college no sooner than one term following official notification of the dismissal. Petitions for readmission will be heard by an Academic Standards Committee appointed by the college president. The Committee will include members of the faculty, one member of the student personnel staff, and the Assistant Dean of Student Services.

Readmission will be granted only to those students who have the required ability and can show that their previous academic problems were due to extraordinary and compelling circumstances that adversely affected their progress.

If the Committee denies the request for readmission, the petitioner may appeal for a rehearing before the president of the college. The appeal for a rehearing must show:

1. That there are new or extraordinary circumstances, not known by or available to the petitioner at the time of the original petitions for readmission, which adversely and severely affected the petitioner's ability to meet the academic standards, or
2. That the procedures employed by the Committee failed to give the petitioner a fair hearing.

The decision of the president is final and is not subject to review.

## WITHDRAWAL POLICY

Students may add, drop, or withdraw from courses during specifically set forth days as established by Illinois Eastern Community Colleges (IECC).

### **Academic Record**

Courses dropped before the start of a semester do not become part of a student's academic record. If a student attends and withdraws either during or after a refund period, a W (withdraw) becomes part of the student's academic record. Failure to follow the official withdrawal policy will result in a grade of F.

### **Student Initiated Drop or Withdrawal**

A student is responsible for initiating a drop or withdrawal request by contacting Student Services and completing a Course Change Form (withdrawal form). The student is encouraged to meet with the instructor, his or her Academic Advisor or Retention Coordinator, and the Financial Aid Office before withdrawing from any course. Withdrawal requests must be received in Student Services no later than two weeks prior to the last day of classes of any regular length semester. Students are advised to contact Student Services for withdrawal deadlines for courses not conforming to a sixteen-week schedule.

### **Administrative Withdrawal**

Prior to an administrative withdrawal, the instructor should submit a Progress Report to allow the Retention Coordinator or Academic Advisor to contact the student. If there is no resolution, (i.e. a student-initiated withdrawal), an instructor may recommend an administrative withdrawal, if such withdrawal is deemed to be in the best academic interest of the student. The administrative withdrawal must be approved by the Dean of Instruction. The Student Services Office will notify the student and Coordinator of Financial Aid of the student's administrative withdrawal.

Upon review and approval by the Dean of Instruction, faculty may request to withdraw a student from their course with a failing grade due to plagiarism, cheating, non-attendance, or other gross infractions as outlined in the Academic Integrity Policy (500.25) and/or described in the course syllabi.

IECC also has the authority to administratively withdraw a student from classes for the following reasons:

- Registration in violation of college regulations and requirements (academic ineligibility to register);
- Failure to pay tuition and fees by established due date;
- Disciplinary suspension or dismissal for the remainder of an academic semester or longer;
- Severe psychological or health problems such that a student cannot be permitted to continue in attendance; and
- Other reasons deemed appropriate by the proper administrative staff such as the President or Dean of Instruction.

Students must follow college withdrawal policies. MLT students shall inform the Program Director of their intention to withdraw from the program and fill out a student withdrawal form and appropriate college forms. If a student withdraws from the MLT program, the MLT faculty will determine if the student will be eligible to reapply in the future based on the extenuating circumstances surrounding the reason for withdrawing.



## REFUND POLICY

Students may withdraw from courses during specifically set forth days as established by IECC.

A refund of 100% of the tuition and fees will be made to a student who withdraws during the first 10 business days of a 16-week course period and the first 5 business days of an 8-week course period or the proportionate time of any other course not conforming to a 16 or 8 week schedule.

There will be no refunds given after these established dates. Contact the Records Office for questions or concerns regarding the refund period.

Reference the [Withdrawal Policy \(500.30\)](#)

## SAFETY

### UNIVERSAL PRECAUTIONS

All students are expected to utilize universal precautions at all times when dealing with patients and patient samples. MLT students will adhere to the following policies in regard to universal precautions and prevention of exposure to blood borne pathogens:

1. Universal precautions will be observed at all times when coming into contact with blood or other potentially infectious material. Potentially infectious materials include blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, or any other fluid or tissue that comes from the human body in the classroom and at clinical sites.
2. Recapping, bending, or breaking needles is strictly prohibited in the classroom and at clinical sites.
3. In case of accidental contact with potentially infectious material, wash hands and/or other skin that has come into contact with the potentially infectious material with soap and water. If accidental exposure to mucous membranes occurs, flush with water immediately following contact.
4. Eating, drinking, smoking, applying cosmetics, applying lip balm, or handling contact lenses is prohibited in the laboratory (classroom and clinical site) due to the likelihood of being exposed to biohazardous material.
5. In the classroom and at clinical sites, procedures involving blood will be done in such a way as to avoid or bring to a minimum the chance of splashing, spraying, or production of aerosolized droplets of the possibly infectious material.
6. Mouth pipetting of any substance is strictly prohibited in all situations.
7. Proper PPE (personal protective equipment) must be used at all times while in the classroom and at the clinical site.
8. Potentially contaminated broken glass must not be picked up by hand. A broom and dustpan will be used in order to avoid accidental exposure to a potentially infectious material.
9. Any spill or accidental exposure will be immediately reported to faculty or laboratory professional in charge at the clinical site. The proper procedure for that facility will be followed.

## BLOODBORNE PATHOGEN EXPOSURE

1. Students should immediately report to the Instructor any exposure or suspected exposure to bloodborne pathogens.
2. Students are expected to follow the bloodborne pathogen exposure protocol of the institution in which the incident occurred. The student will be responsible for physician, lab, and treatment costs for services rendered. Failure to follow protocol will result in removal from the Program.
3. Students will be responsible for meeting any prescribed follow-up care. The student will be responsible for all costs of treatment or services.

## LATEX ALLERGY GUIDELINES

Latex allergy is a serious threat to health care workers as well as patients. Allergic reactions to latex may be mild, such as skin disturbances, to severe reactions resulting in death. Exposure to latex products may cause hypersensitivity response either locally or systemically. A systemic reaction may occur even with trivial exposure to latex and may result in cardiopulmonary arrest within minutes.

Latex-free gloves are used in the Medical Laboratory Technician Program. Latex-free gloves may be obtained from the course instructor if these are unavailable at the clinical rotation site.

The following guidelines are recommended by the Program to address potential incidences of acquired latex sensitivity by students:

Procedure:

1. Students should become knowledgeable of latex allergy causes and potential signs and symptoms.
2. Students should seek medical care for EARLY diagnosis and treatment of hand dermatoses and symptoms suggestive of latex allergy. Precautions recommended by the practitioner, if any, should be reported to the MLT program director.
3. Immediately report to the Clinical Supervisor or Program Director actual, or suspected, latex allergic responses.

## HEALTH AND SAFETY

In the first session of each of the introductory laboratory classes, students will be given a safety orientation. Students complete MediaLab Inc. modules and participate in class discussion regarding personal protective equipment, safe handling of blood and other body fluids, proper waste disposal, etc. Students are provided with safety glasses (when needed), gloves, and lab coats and are not allowed to participate in lab without them.

If an accident occurs in the MLT classroom, the student(s) involved will be required to fill out an accident report. Further steps to be taken will be determined by the MLT instructor in charge.

Student will also participate in phlebotomy orientation. The students must show proficiency in phlebotomy through practice on model arms. Human arms will be used for students interested in furthering their skills. Faculty members closely supervise all phlebotomy sessions.

## **SAFETY EQUIPMENT**

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

- Fire extinguisher
- Fire blanket
- Eyewash
- Shower
- Gloves
- Lab coats
- First aid kit

## **GUIDELINES & REGULATIONS FOR CLINICAL ROTATIONS**

### **CLINICAL ROTATION OVERVIEW**

The clinical rotation component of the Medical Laboratory Technician Program is the period of time in which students spend time off campus in an affiliated medical laboratory. Clinical rotations are structured to provide exposure to all departments of a laboratory including microbiology, serology, chemistry, urinalysis, blood bank, and hematology. Students spend 8 hours a day, two days a week, during the last two semesters of the program in a medical laboratory. Students work one on one with laboratory professionals to learn how to operate equipment and to apply knowledge learned in previous courses to real life situations. Students are not expected to perform MLT tasks without supervision. After students demonstrate competency, they will perform all tasks under direct supervision of qualified laboratory personnel. Course specific clinical rotation objectives are provided to students and clinical sites.

Students are typically assigned to two clinical sites. Students will be at a different clinical rotation site during the last two semesters of the program with students switching sites at the beginning of the new semester. Clinical rotations starting and ending times vary among clinical affiliate sites. Hours for the clinical rotations will be arranged in advance. Students are allowed two 15-minute breaks and one-half hour lunch break.

### **PHLEBOTOMY EXPECTATIONS**

Because the opportunity to perform phlebotomy varies among our clinical sites, the Medical Laboratory Technician Program at Frontier Community College does not require students to perform phlebotomy as a graded function of their clinical rotation. We encourage affiliates to provide students with several days of observation in phlebotomy. Students may perform phlebotomy under the supervision of a technologist, technician, or trained phlebotomist. The program faculty would like the students to try drawing patients, but there is no expectation that a student perform any preset number of draws. The goal of the students' phlebotomy experience is to gain an understanding of the pre-analytical process including: patient identification, selection of anticoagulants, specimen labeling, receipt of specimens in the laboratory, and specimen distribution.

Students should not be expected to fill in for absent phlebotomists. Students should not be required to come in early or stay late to perform phlebotomy. If an opportunity exists where an affiliate desires to hire a student as a paid phlebotomist outside his or her clinical rotation hours, the affiliate may do so.

## **STUDENT PLACEMENT**

Hospital affiliates are contracted to provide clinical rotation experiences for our students. However, they are under no obligation to take students for training. Every effort will be made to place all qualified students at an affiliated hospital. New affiliates may be added as needed to meet the demands of student enrollment but there is no absolute guarantee of a student being placed at a specific site. Placement decisions will be made by the MLT faculty. Site assignments consist of a predetermined number of hours each week. Site supervision is provided by a NAACLS approved clinical coordinator. Students will receive clinical rotation placement assignments via email or in person. Transportation to affiliating agencies is the student's responsibility.

Clinical rotations occur over the span of the fall and spring semesters of the second year of the MLT program. Students will be placed at a different clinical site at the beginning of each semester. This allows students to see how laboratories operate and are organized in different ways depending on the size of the facility, test catalog, and staff availability. Deviations from this procedure will be at the discretion of the MLT Program Director.

To be eligible for clinical rotations, students must have a cumulative 2.5 grade point average, have earned a "C" or better in all required courses for the program, have completed all the necessary prerequisite course work and filed the appropriate paperwork with the MLT Program Director.

## **WHEN CLINICAL ROTATION CANNOT BE GUARANTEED**

The program strives to maintain an adequate number of clinical rotation sites to accommodate a maximum of 20 students. The program is always actively looking for additional sites willing to participate in clinical rotations.

Should a student be placed at a clinical site and that site withdraws from the program for reasons such as staff vacancies, medical leave, or staff re-organization, the following procedure would take place in order listed.

1. The student would be offered placement in any open professional practice site.

2. Current professional practice sites would be called upon to take an additional student.
3. Clinical sites, who have expressed interest in the past, would be contacted and recruited to join the program and consider the student in question.

## **POLICIES AND PROCEDURES IN CASE OF INTERRUPTED CLINICAL ROTATION**

In the event of illness or other personal emergencies, the student should report to the program director, explaining the reason for the interruption of clinical rotations. The program director, along with the clinical coordinator at the clinical site will work together to arrange a later date in which the clinical rotation can be completed. If arrangements cannot be made to continue the clinical rotation at the original site, the program director will work with the student to find an alternative arrangement to complete clinical rotations.

## **ABSENCES & TARDINESS AT CLINICALS**

Students are expected to attend all clinical rotation days. If a student becomes ill during clinicals, has a death in the family, or has other personal issues come up, the student is responsible for making up any missed time, hour for hour upon approval of the clinical site and Program Director. It is the student's responsibility to let the clinical site/clinical coordinator know of any absences as soon as possible. Students who miss an excessive amount of days during their clinical rotations, run the risk of failing or be required to extend their rotation dates. The program is not obligated to find a student an alternate professional practice site in the event they are dismissed from clinical rotations for absenteeism or tardiness.

## **INCLEMENT WEATHER**

In the event of inclement weather, students are still required to attend professional practice unless their own health and safety would be jeopardized. In the event of a legitimate adverse weather event, the student will be responsible for making up the time, hour for hour. The professional practice site will decide when any necessary make up time will take place.

## **SERVICE WORK**

During clinical rotations, students should, at no time, be required to perform service work unsupervised by a qualified medical laboratory professional. The clinical site may offer the student employment outside of school hours such as evenings, weekends, or holidays. It will be the student's choice to become an employee. At no time may a student be pressured or coerced to work outside of regular scheduled school hours nor is the clinical site obligated to employ the student during or after the professional practice experience. If a student is hired by his or her clinical site, school hours and work hours must be clearly defined. Students will never be used as a paid staff replacement. Service work is noncompulsory.

## **PATIENT CONFIDENTIALITY**

While working in a clinical setting, students will be exposed to patient results and records. Medical laboratory professionals, including students, are expected to maintain strict confidentiality of patient information and test results as mandated by the Health Insurance Portability and Accountability Act (HIPAA). Students are required to complete the Medialab, Inc. module on HIPPA compliance prior to beginning clinical rotations. Students should print the completion certificate and deliver it to the Program Director. Clinical sites may also require students to sign a confidentiality statement. Failure to maintain confidentiality of patient information may lead to termination of the student's clinical rotation.

## **DRESS AND APPEARANCE**

Students are required to wear a standard black scrub set (matching top and bottom) and closed toe and closed back shoes. Students participating in clinical rotations are expected to be compliant with the dress code of the assigned site. Clothing should always be neatly pressed and clean with no unpleasant odors. Students should be aware of what happens to their clothing when they stretch, bend, lift, jump, and twist. Name badges must be worn at all times during clinical rotations. The clinical rotation site will provide the student with lab coat, gloves, goggles, and other necessary safety apparel.

Good body hygiene is expected at all times. Heavy perfumes, cologne, and make up are discouraged. This is common courtesy to those who may have allergies or sick individuals who can be nauseated by strong odors.

Jewelry must not interfere with laboratory work. There should be no dangling objects such as necklaces, earrings, or bracelets that could get caught in laboratory equipment. Ornamental rings are discouraged due to the possibility of harboring germs or causing holes in gloves. Students should note that many kinds of jewelry such as multiple earrings, tongue piercings, and nose rings do not contribute to professional appearance and may violate the site's own dress codes. The clinical site's dress code must always be followed during clinical rotations. In general, wrist watches and wedding rings are the only permissible jewelry.

Hair, mustaches, and beards should be well-groomed, clean and worn in a controlled style that avoids contamination. Length and style should not interfere with patient contact or performance of laboratory work. Long hair must be pulled back at all times, but especially when working around equipment with moving parts. This is for safety and infection control reasons.

Fingernails must be kept clean and should not be longer than 1/8" above the fingertips. Artificial nails, nail jewelry, and chipped nail polish are not allowed.

## **CELL PHONE USE**

Social networking is not permitted during clinical rotations. Information about a patient in any context is a possible HIPAA violation. Discussing any clinical information on a social network site is a potential HIPAA violation.

If a social networking issue should arise during enrollment in the program, the consequence could be recommendation for dismissal from the MLT program.

Personal cell phone use during clinical experiences is prohibited except on break or lunch. Cell phones should be turned off or set to silent and put away during clinical rotations.

## **SUBSTANCE ABUSE AT CLINICAL ROTATION SITES**

Any student who arrives at the clinical rotation site and is suspected of drug or alcohol use will not be allowed to continue the clinical rotation. The Instructor or Clinical Supervisor will ask the College or clinical site personnel to validate the student behavior and/or odor of alcohol-like substance. If these individuals concur that the student may be under the influence of drug or alcohol, the student will be removed from the clinical rotation. If the student is determined to be under the influence of inappropriate drug use, the student will remain until arrangements can be made for transportation home for him/her. The Instructor will notify the Dean of Instruction as soon as possible. The student will receive no credit for the clinical rotation.

**Inappropriate drug use means impaired ability to function safely in the clinical rotation.**

Prescribed medication may be used as long as judgment and/or coordination is not impaired.

The following actions will be taken for a student with suspected and/or confirmed drug/alcohol use:

1. The student will be required to have an evaluation by a substance abuse specialist and follow the recommended plan of care. This will be at the student's expense.
2. Each case will be reviewed by the Program Director and the Dean of Instruction who will make a decision regarding the student's continuation in the Medical Laboratory Technician Program.

## **PHYSICAL EXAMINATION AND IMMUNIZATIONS**

By the second semester of the first year you must submit a completed physical exam form, signed by a physician, advanced practice nurse or physician assistant, and a completed immunization record. Protective immunizations and TB testing are updated annually and/or as needed and the results maintained in the student file. Information from the physical and immunization will be held in the Program Director's office and records shall be made available to Clinical Affiliate personnel upon request of the agency. Changes in health status, such as surgery, illness, or injury should be reported to the instructor and/or Dean of Instruction.

## **BACKGROUND CHECKS AND URINE DRUG SCREENS**

The program requires all students to undergo a urine drug screen within 30 days before they begin clinical rotations to meet clinical affiliate requirements. In addition, many hospitals require any personnel working in their facility to undergo random drug testing which would include students who participate in clinical rotations at the site. A positive drug test at any time in the program, for any drug including marijuana, may be grounds for

immediate dismissal from the program. If a student fails a drug test prior to the clinical rotation, the student will not be allowed to begin their clinical rotation. If a student fails a drug test during the clinical rotation, the site may terminate the student's clinical rotation. Failure of a drug test at any time may lead to dismissal from the Program.

All Medical Laboratory Technician students will be required to complete a criminal background check prior to starting clinical rotations. An unsatisfactory background check may result in negation of admission or withdrawal from the program. A change in student status during the program which results in a criminal conviction may be grounds for dismissal or administrative withdrawal from the program. **Students are required to report any incident which might result in a change in criminal history status to the Program Director within 5 days.** Failure to report a change in status is grounds for immediate dismissal from the program. Students who do not give permission to conduct the criminal background check will not be allowed to participate in clinical rotations.

Students are required to sign a release form that will allow the student's criminal background check and drug screen to be shared with each clinical affiliate site before the start of the student's clinical rotations.

## LIABILITY INSURANCE

Each student must carry the Professional-Personal Liability Insurance Policy provided by IECC. The fees for this policy are paid at the beginning of the fall term of the second year of the program.

## HEALTH INSURANCE

It is recommended that all MLT students carry their own personal health insurance. **Each student is responsible for his/her own health care costs including costs related to incidents occurring in the campus lab or clinical rotation sites.**

## CONFIDENTIALITY OF STUDENT RECORDS

FERPA - Family Educational Rights and Privacy Act (500.11)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The rights afforded students under FERPA include:

1. The right to inspect and review education records
2. The right to request amendment of education records
3. The right to consent to disclose personally identifiable information contained in education records
4. The right to restrict the release of directory information



## 5. The right to file a complaint

For questions or requests related to student's education records, visit the Student Services Office.

All MLT Program student records will be kept locked in a file cabinet in the MLT Program Director's office and will be treated as confidential. Students may request to review their own records. After the student graduates or withdraws from the program, the files are moved to Student Services and stored or destroyed according to college policy.

## AFTER GRADUATION – GRADUATE SURVEY

The Program Director will maintain contact with all graduates for the first year following graduation in order to compile statistics in order to maintain NAACLS accreditation. Statistics for Certification Pass/Fail, employment rates, and student satisfaction with placement must be compiled and submitted yearly. Please make sure you have an up to date telephone number, address, and email address on file. You will be sent a survey electronically within the first year. These surveys are used to continuously improve the MLT program.

## TEACH OUT PLAN

NAACLS requires the MLT program have a "teach out" plan in case the program closes. Intentional closure of the program will be communicated to all students immediately. In the event that the program closes, current students will be allowed to complete the program, but no new students will be admitted. If the program is closed due to physical or natural disaster, students will be informed about other MLT programs. If the program is closed temporarily due to disaster, students will be informed of a plan for continuation of their education as soon as that information is available.

## CLINICAL ROTATION SITES

The Medical Laboratory Technician Program maintains affiliated clinical sites for student experiences in clinical rotations. The list may change as affiliates are added or dropped. These include the following:

Ascension St. Vincent, Evansville, Indiana  
Carle Richland Hospital, Olney, Illinois  
Clay County Hospital, Flora, Illinois  
Crawford Memorial Hospital, Robinson, Illinois  
Davies Community Hospital, Washington, Indiana  
Fairfield Memorial Hospital, Fairfield, Illinois  
Gibson General Hospital, Princeton, Indiana  
Good Samaritan Hospital, Vincennes, Indiana

Hamilton Memorial Hospital, McLeansboro, Illinois  
Lawrence County Memorial Hospital, Lawrenceville, Illinois  
Sarah Bush Lincoln Health Center, Mattoon, IL  
St. Anthony's Hospital, Effingham, Illinois  
St. Elizabeth's Hospital, O'Fallon, Illinois  
Wabash General Hospital, Mt. Carmel, Illinois

## FACULTY AND STAFF CONTACT INFORMATION & QUALIFICATIONS

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