



Medical Laboratory Technician Program Guide

for

**Current and Prospective
Students**

August 17, 2021

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**LAKE AREA TECHNICAL COLLEGE
MEDICAL LABORATORY TECHNICIAN
Program Guide**

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I. INTRODUCTION TO THE PROGRAM

WELCOME

Welcome to the Medical Laboratory Technician (MLT) Program. The medical lab profession is a very exciting, interesting and important field. The lab work you perform and the test results you obtain will impact the lives of patients by providing physicians with information to help diagnose and treat their conditions. A sampling of what you will learn includes detection of anemia and leukemia by identifying and counting blood cells, performing chemical tests on blood to identify or help in the control of diabetes, monitor medication levels to make sure they are working correctly for the patient, provide compatible blood for patients needing transfusions and identifying bacteria causing a patient's infection and determine the best antibiotic for treatment.

This program is available as a traditional on campus format or as an online hybrid option. The hybrid option requires travel to LATC to complete the lab procedures during each course. You may apply to start either in the fall or spring semesters. Whichever program you have chosen, it will be important for you to stay on task with all assignments such as reading texts, listening to lectures, completing assignments and performing lab procedures as well as preparing for and taking tests. The MLT instructors will be your advisors. We want you to be successful and will be there to help you, but we need to work toward this goal together.

This guide has been prepared to inform you of what to expect along the way as well as the policies (rules and regulations) of the MLT program. More information about the program and Lake Area Tech can be found on our web page www.lakeareatech.edu. The LATC [Student Handbook](#) and [current college catalog](#) contain a wealth of information as well.

PROGRAM ACCREDITATION

On October 31, 2019, the Lake Area Technical College's Medical Laboratory Technician program received their Certificate of Accreditation from the [National Accrediting Agency for Clinical Laboratory Sciences](#) (NAACLS). This 10-year accreditation will be up for renewal in 2029. If you have any questions or concerns, please feel free to contact NAACLS at any time: NAACLS 5600 N. River Road Suite 720 Rosemont IL, 60018.
(773)-714-8880 phone (773)-714.8886 fax info@naacils.org

CURRENT PROGRAM OUTCOMES

NAACLS requires all programs to track their program outcomes to include certification pass rate, graduation rate, attrition rate and placement rate. These measures are based on a three year rolling average. Our outcomes are listed below:

2020 MLT Program Outcomes based on a three year rolling average	Rate	Benchmarks
Certification Pass Rate ASCP-BOC: (7/1/16-6/30/19) Students passing within the first year of graduation	94%	75%
Graduation Rate: (7/1/17-6/30/20) Students graduating in the final half of the program	82%	70%
Attrition Rate: (7/1/16-6/30/19) Students who left in the final half of the program	10.41%	NA
Placement Rate: (7/1/16-6/30/19) Students finding employment or continuing in a related field within 1 year of graduation	97%	70%

PROGRAM MISSION

The Medical Laboratory Technician (MLT) Program at Lake Area Technical College is dedicated to providing students with the knowledge and skills for success as an entry-level Medical Laboratory Technician.

PROGRAM GOALS

The MLT Program at Lake Area Tech will:

1. Provide instruction responsive to the needs of the student.
2. Graduate technically competent individuals ready to enter the laboratory workforce with entry level skills.
3. Prepare graduates to take and pass ASCP BOC national certification exam.
4. Maintain a NAACLS accredited program current in the field of laboratory medicine.
5. Instill the importance of continuing education for medical laboratory professionals.
6. Foster a professional, ethical attitude in our graduates.

Although our goal is to prepare graduates to pass the ASCP Board of Certification test, this is not a requirement of graduation. Once you graduate from our program, you become eligible to take the BOC certification test. We encourage all graduates to take this test within the first 6 months of graduation.

JOB ENTRY LEVEL COMPETENCIES (GRADUATE COMPETENCIES)

At job-entry level, the medical laboratory technician graduate will:

1. Possess the entry level competencies necessary to perform routine clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion Medicine, Microbiology, Urine and Body Fluid Analysis and Laboratory Operations;
2. Collect and process biological specimens and other substances;
3. Recognize variables that can affect procedures and results (pre-analytical, analytical and post-analytical), and take appropriate actions when corrections are indicated;
4. Perform and monitor quality control within predetermined limits;
5. Perform preventive and corrective maintenance of equipment and instruments or refer to appropriate sources for repairs;
6. Process information to relate laboratory results to common disease processes, and to apply basic scientific principles when learning new techniques and procedures;
7. Apply principles of safety and comply with governmental regulations.
8. Train users and providers of lab services.
9. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and the public;
10. Communicate sufficiently to serve the needs of patients, the public and members of the health care team.
11. Recognize the significance of the need for continuing education as a means of growth and maintenance of professional competence.

COURSE OUTLINES

The sequence of classes you will take is available in the semester course outlines which can be viewed by clicking the links below or on the LATC web page. It is a good idea to keep a copy of your course outline handy so you can record when you have completed each class and the grade you received. Practicums will be arranged after all previous course work has been completed.

[Traditional Fall start \(August\)](#)

[Traditional Spring start \(January\)](#)

[Online Fall start \(August\)](#)

[Online Spring start \(January\)](#)

ADMISSION REQUIREMENTS

It is the policy of Lake Area Technical College that every person be given equal opportunity to be admitted into the program of his or her choice regardless of sex, race, color, national origin, creed, religion, marital status, status in regard to public assistance, age, ancestry, or disability.

Lake Area Tech accepts students for full-time enrollment who have a high school diploma or GED. In order to identify the students most capable of program completion and subsequent career success, LATC will require either an ACT or ACCUPLACER test score for all students desiring admission (some programs require additional testing). The tests need to have been taken within the last seven years. LATC strongly encourages all high school students considering technical education to take the ACT test when it is offered in their area. If that is not possible, applicants will need to schedule the ACCUPLACER test at Lake Area Tech. Acceptance will be based on test scores.

All programs accept qualified students who meet the entrance standards until program capacity is met. Applicants are ranked by the Acceptance Committee according to acceptance test scores. Previous post-secondary GPA and work history may also be a factor. The MLT admission scores are as follows:

ACT Scores				Accuplacer Scores		
English	Math	Reading	Composite	Sentence Skills	Elementary Algebra	Reading
16	16	17	17	77	39	77

TRANSFER CREDITS / EXPERIENTIAL LEARNING / ADVANCE PLACEMENT

To obtain credit for classes taken from other accredited educational institutions, please send an official transcript to LATC. Courses with a C or better will transfer. There is no charge to transfer credits in and transferred course grades will not be calculated in LATC's grade point average. Technical education credit transfer decisions will be made at the program level. In order to graduate from a technical program at LATC, a minimum of one-third of the technical credits must be from LATC's MLT program.

Prior Learning (PL) credit is granted in cases where a student may have completed work or other experiences which can be substituted for that course. This decision is made by the program department head and verification may be requested. A good example of this would be a student working as a phlebotomist who is given PL credit for MLT 135 and MLT 201, dependent on the documentation received from their employer.

Students can earn prior credit also for passing scores on the CLEP, DSST and AP tests. If a CLEP, DSST or AP test is applicable to an LATC course, LATC generally adheres to the South Dakota Board of Regents policy in granting credit. Please refer to <https://www.lakeareatech.edu/admissions/transferprior-learning/> for more information.

COURSE CHALLENGE PROCEDURES

Students whose MLT classes are more than 3 years old or who have had prior experiential learning may challenge the course by paying the fees and taking the comprehensive final examination. Since the medical lab is a rapidly changing field, this test will be prepared when requested. If the student passes with a grade of 80% or above, the student may waive the program course and receive the grade from the final exam as the course grade. Students may not challenge a course more than once. Institutional policies for testing out will be followed.

ESSENTIAL FUNCTIONS

To complete the MLT Program successfully, students must possess the following abilities and skills listed below. If you have any questions concerning any of these requirements, please feel free to contact the MLT faculty.

Essential Observational Requirements for the MLT student

The student must be able to:

- Characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products.
- Employ a clinical grade binocular microscope to discriminate fine structural and color differences (hue, shading, and intensity) of microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print, or in an electronic format on instrument scales.

Essential Movement Requirements for the MLT student

The student must be able to:

- Move freely and safely about a laboratory.

- Reach laboratory benchtops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing over several hours.
- Safely utilize phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
- Control laboratory equipment (i.e. pipettes, inoculating loops, test tubes, etc) and adjust instruments to perform laboratory procedures.
- Use a computer and/or electronic keyboard to operate laboratory instruments and to calibrate, record, and evaluate laboratory instruments and transmit laboratory information.

Essential Communication Requirements for the MLT student

The student must be able to:

- Communicate effectively and sensitively orally and in writing with patients and all members of the healthcare team
- Read and comprehend written material in order to correctly and independently perform laboratory test procedures.

Essential Cognitive Requirements for the MLT student

The student must be able to:

- Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and constructive criticism.
- Possess sufficient reasoning skills and judgment to recognize and correct performance deviations such as pre-analytical, analytical and post analytical errors as they occur.

Essential Behavioral Requirements for the MLT student

The student must be able to:

- Manage the use of time and systematize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
- Provide professional and technical services and maintain focus while experiencing the stresses of task-related uncertainty (i.e. ambiguous test ordering, emergent demands such as “stat” test orders, distracting environment (high noise levels, crowding, complex visual stimuli).
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations; proceed safely in order to minimize risk of injury to self and others.
- Adapt to working with unpleasant biological samples.
- Support and promote the activities of fellow students and of health care professionals. Promotion of your peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
- Be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism and look for ways to improve (i.e. participate in enriched educational activities).

Reasonable accommodations for persons with documented disabilities will be considered on an individual basis, but a candidate must be able to perform in an independent manner. There will be no discrimination in the selection of program participants based on race, creed, color, gender, age, marital status, national origin, or physical or mental disability, providing mandatory standards can be met.

DISABILITY SERVICES

Americans with Disabilities Act (ADA) Statement: Lake Area Technical College wishes to fully include persons with disabilities in this course. If you are in need of any special accommodations in the instruction or assessments of this course, please contact Lake Area Tech’s Disability Services Coordinator at 882-5284, ext. 399. It is the responsibility of the student to provide documentation of disability in order for a recommendation of accommodations to be implemented. Each person and each disability is unique. Lake Area Tech’s Disability Services follows the guidelines of the Americans with Disabilities Act (ADA) when determining accommodations with realistic consideration of industry standards and can assist in coordination of accommodations. More information is available on the [LATC Website](#)

COUNSELING SERVICES

Lake Area Technical College provides free personal and confidential counseling services to students. The goal of Lake Area Tech is to promote student success and retention by helping students reach their educational and personal goals and by being a resource for other services available in the community. More information is available on the [LATC website](#)

INSURANCE

The school district does not provide health or accident insurance for injuries incurred by you at school or on clinical rotation. You are encouraged to review your present health and accident insurance coverage to determine if it is adequate. If you do not feel your coverage is adequate, or you do not have insurance, we encourage you to obtain it. All students will have student professional liability insurance coverage (for MLT) throughout their enrollment in the MLT program. A blanket policy for the MLT class will be obtained by the program which will cover you for one year. Your fees cover this expense. Your instructor will provide you with a current certificate of liability during your training.

TEACH OUT PLAN IN THE EVENT OF UNEXPECTED INSTITUTIONAL CLOSURE

Lake Area Technical College is committed to treating students equitably. Lake Area Technical College will establish a teach-out agreement in the event of an unexpected institutional closure. A teach-out agreement is a written agreement between institutions that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an institution ceases to operate before all enrolled students have completed their program of study. Teach-out agreements are a mechanism required by federal regulations, the Higher Learning Commission and NAACLS to ensure the uninterrupted accredited education of students at schools which will no longer be accredited or no longer exist. Should an unforeseen event occur, NAACLS will be notified and a teach out plan will be provided to them within 30 days of the official announcement of program closure.

SAFETY

Safety will be covered in every MLT class you take. MLT 101: Introduction to the Medical Lab will be the class which will first introduce you to safety. Since it is imperative that you know and follow the safety rules, you will be required to complete the following before you will be able to perform any lab procedures in your classes: 1) watch all the safety lectures provided in class, 2) complete all the assigned tutorials and obtain a score of 100% on each test and 3) obtain a 100% score on the MLT 101 safety test. Once all is completed you will sign a document stating that you have completed each of these requirements and are now able to perform lab testing. This document will be kept in your student file and taken by you to your clinical site on your first day of clinical. A copy of this document can be found on page 20.

Personal protective equipment will be worn during all labs. Students are responsible for the purchase of their gowns and goggles. Gloves and shields are available in the lab. Our lab is equipped with safety showers and eye wash stations.

Safety Management Procedures are outlined and posted in all classrooms. This includes a procedure for emergency contact should a medical emergency occur in any LATC classroom or building. AEDs are located throughout the school and locations of each are included in this document. Also included are winter storm procedures, tornado watch and warning, fire procedures and hostile intruder situations. The MLT department has an SDS binder of all chemicals found in the lab. The SDS can also be found in the stericycle binder online.

COMMUNICABLE DISEASE SELF-DECLARATION

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects). The purpose of this statement of self-declaration is to ensure the welfare of the students enrolled within this department as well as those patients you may come in contact with during your clinical experiences is protected. It is very important that the student self-declare if they become infected with a contagious organism. Examples of communicable diseases include the childhood illnesses of measles, mumps, and rubella; MRSA (methicillin resistant *Staphylococcus aureus*); HIV; tuberculosis; and some forms of hepatitis.

Guidelines for Prevention of Exposure and Infection

1. Students must successfully complete Introduction to the Medical Laboratory (which includes Bloodborne pathogens training) prior to clinical experiences.
2. Students are required to use proper hand washing techniques and practice good hygiene at all times.
3. Students are required to use Standard Precautions at all times.
4. Clinical training should not be performed when the MLT student has active signs or symptoms of a communicable disease.

Guidelines for Managing Potential Infection

1. Any student who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure to his/her supervising clinical instructor immediately and to Kelsi Houge, Kelly Pesek or

Nicole VanDerMerwe, MLT instructors. LATC has a post exposure plan in place. We will follow the LATC plan unless the clinical site requires you to follow theirs.

2. Any student who demonstrates signs or symptoms of infection or disease that may place him/her and/or his/her patients or classmates/instructors at risk, should report that potential infection or disease **immediately** to his/her supervising instructor.
3. The student is responsible for keeping the instructor or Clinical Education Coordinator informed of his/her conditions that require extended care and/or missed class/clinical time. The student may be required to provide written documentation from a physician to return to class and/or clinical site.
4. If a student feels ill enough to miss ANY class or clinical experience, student should notify the appropriate instructor or supervising clinical instructor **immediately**. Any absence must be supported with written documentation from a physician.

II. ACADEMIC INFORMATION

STUDENT EXPECTATIONS

To be successful in this program, we expect students to take responsibility for their own learning. This can be accomplished by attending all classes on a regular basis, coming to class prepared and on time and to abide by the academic honesty policies. We also expect students to take responsibility of their behaviors which will be evident by using appropriate language in class, wearing appropriate clothing and respecting others' points of view, rights and feelings.

Failure of any of these can have a negative impact on you and may result in disciplinary action, class failure or dismissal from class.

PROGRAM AFFECTIVE OBJECTIVES / EXPECTATIONS

The Student will:

1. Demonstrate effective communication skills.
2. Demonstrate a respect for others.
3. Demonstrate a cooperative attitude.
4. Attend regularly scheduled classes as outlined in the attendance policy.
5. Demonstrate active participation in class by answering questions, maintaining eye contact with instructor, eliminating breaks during class time and only utilizing technology for the classroom instruction.
6. Demonstrate self-motivation/initiative.
7. Demonstrate organizational ability in prioritizing workload to achieve timely and reliable results.
8. Demonstrate responsibility and pride in the classroom by picking up after themselves and keeping the lab and their workspace clean.
9. Separate classroom tasks from outside interferences.
10. Accept responsibility for his/her actions.
11. Inspire the confidence of faculty and students.
12. Utilize safety procedures within the clinical laboratory.
13. Demonstrate qualities consistent with the Code of Ethics for the profession (see attached).
14. Utilize quality assurance/quality control procedures outlined by the instructor.

HONOR CODE

The MLT students at LATC are expected to conduct themselves in accordance with five fundamental values: honesty, trust, fairness, respect, and responsibility. Students are to act in a way that will make them worthy of the trust bestowed on them by teachers and peers, conduct themselves honestly, and carry out their responsibilities with honor and fairness.

Cheating is the act of gaining an unfair advantage, or misrepresenting one's knowledge. It includes, but is not limited to:

- Giving or receiving unauthorized aid from another person on assignments, papers, quizzes, tests, or examinations.
- Giving false or misleading information regarding an academic matter.
- Copying information from another student during an examination.
- Copying information from another student for classroom worksheets or assignments.
- Rendering unauthorized assistance to another student by knowingly permitting him/her to see or copy all or a portion of an examination or any work (assignments) to be submitted for academic credit.
- Committing the act of plagiarism—the copying, writing or presenting as one's own the information, ideas or phrasing of another person without proper acknowledgment of the true source.
- Getting advanced information about quizzes, tests, or examinations.
- Using or consulting unauthorized materials or using unauthorized devices on papers, quizzes, tests or examinations.
- Using any portion of a paper or project to fulfill the requirements of more than one course, unless the student has received prior permission to do so.
- Using a commercially prepared paper or research project or submitting for academic credit any work completed by someone else.
- Intentionally misrepresenting the need for extra time on any assignments, papers, quizzes, tests or examinations in order to gain more information.
- Choosing to be absent on the due date of a paper, project, quiz or test.
- Falsifying or attempting to falsify class attendance records for oneself, or for someone else, or having another falsify attendance records on your behalf.
- Falsifying material relating to course registration or grades, either for oneself or for someone else.
- Taking an examination in the place of another student.
- Falsifying reasons why a student did not attend a required class or take a scheduled examination.
- Falsifying evidence, or intimidating or influencing someone in connection with an honor violation investigation, hearing or appeal.
- Lying about any of the above.

Testing under the Honor System:

During an examination, students:

- are required to leave all books and other aids in an inaccessible spot (exception: open-book tests);
- are required to leave their phone with their proctor or leave their phones turned off in their book bags
- may not leave the room and return to the test without expressed permission;
- are not allowed to talk to each other;
- should try to ensure that their line of sight does not cause someone to suspect them of cheating.

Failure to abide by these testing rules can result in disciplinary action. At the minimum, students involved in breaches of academic integrity will receive a failing grade for the assignment with the possibility of a lower or failing course grade. In addition, incidents of academic dishonesty may be referred to a formal discipline hearing. Repeat offenders will be dismissed from the program.

For the Honor system to be truly effective, all students and faculty members or staff members are expected to cooperate in its implementation. If students accept dishonesty by their peers, or if faculty or staff members accept dishonesty by their students, the entire Honor system will be destroyed. True honor can be achieved only if all guard it zealously. You will be asked to sign the honor code below at the end of this document and return it to your instructor to be placed in your file.

The LATC Honor Code:

1. I will not lie, cheat, or steal in my academic endeavors, nor will I accept the actions of those who do.
2. I will conduct myself responsibly and honorably in all my activities as a MLT student.

Guidelines for Testing on MyPortal:

1. Tests will be taken with a classroom instructor or a proctor if you are an online student. Please follow the guidelines you have been given as to acceptable proctors. In certain communities, proctors will be designated and we will provide the proctor contact information.
2. Do NOT bring your cell phone with you when you are taking a test. Or, if you do bring your cell phone to class, follow the direction of your instructor as to what should be done with it (general education instructors may have different rules). If you are caught using a cell phone during the test, you will receive a score of zero on the test with no opportunity to retake it.
3. No textbooks or other materials are allowed to assist in answering the questions unless an open book exam is designated by the faculty instructor or relayed to the proctor by the instructor.
4. Do NOT open other windows on your/the computer while testing. If you are “caught” with other windows open, you will receive a score of zero on the test with no opportunity for a retake.

PROGRAM EXPECTATIONS

Employment in a medical laboratory, no matter what type of work the student performs, requires the characteristics of grooming and professionalism. Therefore, it is our goal to make the students aware and expect them to exhibit these characteristics during their training and to value and adopt them as they begin their career. Any student failing to comply with the MLT program requirements will be counseled. If, following counseling, the student does not meet the criterion, the program reserves the right to dismiss the student. The following are provided for your guidance so you will know the outcomes if they are not followed:

1. These deficiencies will not be tolerated at any time: cheating (in written tests/quizzes or in technical testing procedures), being under the influence of drugs and/or alcohol, failure to maintain patient confidentiality, failure to report known errors to a supervisor, and untruthfulness in any areas of clinical concern.
2. The telephone in the department offices and laboratory are for department use only
3. Cell phones should not be used for making/receiving calls or texting during class or clinical. They should be turned off or set to vibrate (unless you are in an emergency situation and you have informed the classroom or clinical instructor).
4. You do not have the authority to record (per video or photo) any MLT class, its class members, or any content expressed in class or clinical rotation including online class recordings created by students enrolled in the MLT program. Furthermore, it is NEVER ok to share the personal information /assignments of other students on social media without their permission. Doing so is an infringement of someone else’s privacy and will not be tolerated.
5. Profanity will not be tolerated. Please wear ONLY appropriate sayings on tee shirts.
6. Students will be responsible for keeping the department clean. *Students are expected to clean up after themselves following every laboratory exercise.* No food or drinks are allowed in the class/lab room. Vandalism will not be tolerated.
7. Students are expected to maintain good personal hygiene and conform to the professional dress code of LATC scrubs, comfortable, clean shoes (not high topped tennis shoes, high heels, or sandals), and a lab coat *while on clinical*. All students will wear their scrubs during class. All personal protective equipment such as disposable lab coats, gloves and safety glasses will be mandatory. Disposable lab coats may be purchased at the bookstore. The disposable lab coats should last the semester if you are careful. If the coat becomes soiled (with blood/body fluids) during the semester, you will be asked to dispose of it in the biohazard bag and to purchase a new one. Lab coats with rips or tears in them must be discarded. It is not OK to repair them with tape. If you enter the laboratory without a lab coat or long pants that extend to your shoes (no bare skin) and close-toed shoes, you will be asked to leave and will be marked absent for the amount of time that you are gone to obtain these items for lab.
8. Professional appearance includes no hickeys, a natural appearing hair color, fingernails no longer than fingertips and natural color, and no visible piercings (except one set of earrings) or tattoos. Students deviating from these guidelines will be asked to leave the class until the time they are willing to conform (remove piercings if visible and cover tattoos). Clinical affiliate guideline concerning appearance will take precedence and will always be followed.
9. All students are required to think and act in a safe manner at all times. There will be no horseplay in the lab. Students will be required to pass tests on laboratory safety with 100% before the student will be allowed to perform testing in our laboratories. Safety will be discussed and taught to the student before the test will be administered. Safety is taught and followed in all MLT classes.
10. All students must notify the instructor by 8 AM on the day of an absence. The phone number is 882-5284. The MLT extensions are Kelsi-285, Kelly-338 and Nici-438.

Any student behavior or performance falling outside of the above mentioned program expectations will be termed a deficiency and will be reason for the student to be verbally warned, counseled and placed on probation (at the minimum) if it involves a “will not be tolerated” behavior. If the student is placed on probation, any further occurrences will result in dismissal from the program. The student will be advised of the outcome and a written contract will state the expectations going forward and what to expect should further instances occur.

STUDENT EMPLOYMENT (NON-LAB)

The MLT program and curriculum is very rigorous. You will be required to complete off-campus studying such as reading, listening to lectures, online tutorials and completing assignments. If you work 20 or less hours a week, you should be able to handle a full time class load. If you work 20-30 hours/week, we would recommend taking 12 credit hours. If you work 30-40 hours/week, the faculty would recommend taking 9 credit hours or less.

Once you begin your clinical, you should plan to cut down your work hours even more, as clinical will be just like a job working 8 hours a day, 5 days a week. You will also have assignments such as weekly reports, quizzes and case studies on MyPortal, which will keep you busy. The purpose of these assignments is to reinforce and add to your practicum experience which will help you become a well-rounded, entry-level MLT.

MLT LAB CLASSROOMS

All personal items including coats, cell phones and any food or drinks will need to remain in the designated clean areas at the front of the lab, as it is unsafe to have food around the biohazards found in the lab. If you bring personal items in the lab classrooms, they should not be located in the lab testing areas. Only bring the necessary materials to the lab bench. Classroom hours vary depending on your schedule for the semester, night classes may be included. LATC instructors will generally remain at school until 4 PM.

ATTENDANCE POLICY

Attendance in all classes is very important. Absence from class means that you have not learned the material (through lecture or lab) necessary to reach entry level competency. Our goal is your success, so we hope you will save these absences and take them at appropriate times and only when they are needed. Appointments should not be scheduled during class time.

Technical education is training which enables you to assume a job. Therefore, we expect you to contact your instructor and clinical site when you will be absent, just as you would an employer. Call as soon as you know that you will be absent. The phone number is 882-5284 (x 285 Kelsi, 338 Kelly, 438 Nici). Please leave a message when calling outside of school hours.

Class attendance requirements at LATC are very strict and carefully followed. For 3.5 or 4 credit MLT classes, you are allowed 6 hours of absence, for 1 or 2 credit MLT classes, you will be allowed 3 hours of absence. You will also be counted absent if you are sleeping in class (i.e. head down on desk, leaning back in chair with eyes closed - snoring or not snoring). If you are absent from school, you are responsible for any classwork and/or tests missed. It is up to you to make arrangements with your instructor to make up this work. An absence is no excuse for not turning work in on time. All work including tests must be completed within five days of your return to class. In some instances, labs may not be able to be made up and you will lose points. Please refer to each class syllabus for detailed information.

If you are in jeopardy of going over the allowed absences in a class, you will be given a warning to make sure you are aware. For instance, when a student has missed 4 hours (6 are allowed) of a 4 credit classes they will be given a written warning to let them know they are coming close to going over the acceptable hours. If they go over the attendance hours, they will be dropped from the class. Students will have the option of appealing the drop if it is done in a timely fashion, which means as soon as possible, before the next class period, to keep from missing any further classes. To appeal a drop, please contact Eric Schultz, Director of Enrollment. An appointment with the student, Eric and Instructor will be set up. Realize that if a drop is appealed, you will be asked to explain the reasons you were absent as this will allow us to determine a course of action before the end of the meeting.

Attendance will also be taken for general educational classes and our expectations are the same for these. Attendance will be recorded as a part of your permanent record and is a criterion for clinical site selection as well as information requested by future employers.

TARDIES:

If a student is up to 5 minutes late for class, this will be considered a tardy. A tardy exceeding 30 minutes will count as an hour of absent. It is important for students to be in the classroom and ready to participate promptly at the beginning of each period with the assignments completed and the necessary equipment for the class ready. If a lab is scheduled for the beginning of class, students should proceed to put on their PPE and get ready for the lab upon arrival. Important information is missed if you enter the classroom after class has begun. Any student tardy to class will be charged as follows: **Three (3) tardies add up to one hour of absence.**

GRADING

The grading scale for all technical MLT courses will be:

94.0-100%=A 87.0-93.9%=B 80.0-86.9%=C below 80%= failing

A student must maintain an 80% minimum competency in each MLT class to continue in the program. Tests will be scheduled to prove competence. If you miss a scheduled test and the absence is excused, there will be one opportunity to take the test, which **must be completed within five days of return to class**. An excused absence is up to the instructor's discretion, please refer to each course syllabus.

A grade of a "D" is allowed in one general education course, as long as the student maintains a 2.0 GPA or better. Failing grades in general courses are not allowed; therefore, the course must be repeated to completion with a passing grade.

A student will not be placed on a clinical rotation (and will not graduate) if the cumulative grade point average (GPA) is less than 2.0 or if the student has earned a failing grade in any subject. A diploma signifying the completion of an AAS degree will be awarded to students who satisfactorily complete all of the MLT course requirements. If a student is dismissed from a clinical site for any reason, he/she **will not be allowed to continue in the program and will not graduate.**

ADVISING/CONFERENCES DURING THE DIDACTIC PHASE:

All MLT instructors are student advisors. We are here to help you at any time, please make an appointment or come to our offices and we will be glad to assist you in any way we can. If we are unable to help, we will help you find staff who will be able help you find the answers you are seeking.

Conferences will be scheduled throughout the school year. During your time at LATC, we will have conferences with you a minimum of one conference each semester, normally at midterm, and then as needed. Students will be asked to sign up for a time to conference with one of the MLT advisors. Prior to the conference, we will ask you to complete a mid-semester evaluation form which will allow you to reflect on how you are doing. Included in this form will be a place for you to record your current grades. We hold conferences in our offices to maintain privacy and all materials created during the conferences will be placed in the student file in the program director's locked filing cabinet.

During conferences, we will reflect on how you are doing and ask questions of you. Common questions are, do you need help with anything, according to the form filled out is there anything that can be changed (for instance, we can offer tutoring help through the library at no cost to you), what are your work habits (how many hours are you working each week) or is there anything else that may be interfering with your success in class. We may also ask if you enjoy this program and if this is what you want to do. If not, we will help you set up an appointment with the career counselor to help you find a program better suited to you. Our main goal at LATC is to help students find the program that fits them.

When reviewing grades, if we find they are below class expectations, midterm conferences allow us to discuss the possibility of withdraw passing out of a class. This means you can drop the class, but will not be given a failing grade. After midterm, any course that is dropped will be recorded as a withdraw fail. All MLT advisors use the same midterm evaluation forms (based on whether student is first year or second year student) to guide the conference to ensure that they are handled in the same manner and are impartial. The goal of the conference is to help the student see their options and guide them as to what might be the best course of action for them to take.

A second goal of conferences is to discuss / plan registration for the next semester. There are many options for registration and together, we will help you determine course of action that will be best for you.

COURSE FAILURE POLICY

All MLT classes shall be completed within a 3-year period. If a class is over 3 years old at the time of graduation, the student will be asked to demonstrate competency by:

- a) taking and passing the final exam for the class or
- b) retaking the class.

It is very important to do your best in all of your classes. We want all graduates to be successful in the MLT Program, but do need to make you aware of what will happen should you fail MLT classes during your LATC training in its entirety. Please be aware that extra credit has not been and will not be an option for students to help them make a passing grade in an MLT class.

- 1) Failure of one MLT class (to include Withdrawal Fail): The student will be asked to meet with an advisor, and will be asked to complete a course failure action plan prior to starting new classes. Once completed, the advisor and student will discuss this plan. The student will be given one chance to repeat and pass the failed class the next time it is offered. We only allow a class to be repeated once. Failure of any repeated MLT class will result in permanent dismissal from the MLT Program.
- 2) Failure of a second MLT class (to include Withdrawal Fail) in a different semester than the first failed class: The student will be asked to leave the program for a minimum of 1 semester. After sitting out a semester, the student will be allowed to retake the failed class (when offered) with the understanding that failure of the repeated class will result in permanent dismissal from the MLT program.
- 3) Failure of a third MLT class (to include Withdrawal Fail) in a different than the first failed class: The student will be asked to sit out 3 semesters, which does not include the summer semester (for example a student failing a third class in the fall will sit out spring, fall, spring and return the next fall). Upon return, they will be allowed to retake the class. Failure of the repeat class will result in permanent dismissal from the MLT program.
- 4) Failure of more than 3 MLT classes (to include Withdrawal Fail) will result in permanent dismissal from the MLT program.

In clinical, a failure of any portion of the affective or technical grading, a failing cumulative score, an attendance failure, or dismissal from the clinical for any other reasons will result in the student being dismissed from the MLT program. Once dismissed from clinical site, there will **not** be another opportunity for a second clinical. Therefore, it is imperative that students do your utmost best at all times while on clinical.

STUDENT RECORDS

The Program Director and LATC Administration maintain all test grades, evaluations, grievances, disciplinary reports and attendance records for the student. A student may review this information anytime with a prior 24 hour written request. Strict confidentiality of these documents is maintained and students must submit written permission in order for us to release any information to other individuals. All student records will be kept in the MLT department for 5 years following exit date.

GRIEVANCE PROCEDURES:

Formal Student Complaint Process

Lake Area Technical College recognizes that there may be conditions that are in need of improvement and that students and others should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means can do much to maintain harmonious relationships between the Institute and the student and community.

Lake Area Tech desires that all types of complaints be handled informally at the level closest to the origin of the complaint, but that channels also provide for filing official complaints when resolution is not achieved. In the event resolution cannot be reached, students may file a formal complaint by submitting the official complaint form to the Vice President. The complaint form is available on the website at <http://www.lakeareatech.edu/campus-life/file-a-complaint/>.

Upon receipt, the Vice President will assign the complaint to the appropriate supervisor. The supervisor will take action on the complaint and document the date resolved. All formal complaints and resolutions will be logged and analyzed for continuous improvement. Types of complaints include, but are not limited to:

Academic – Instructor Complaint, Grade Appeal, Other

Student Services – Customer Service, Accommodations, Other

Human Resources – Employee Complaint Financial – Appeal of Charges Title IX – Sexual Misconduct

APPEALING A COURSE GRADE:

Students who question the appropriateness of the grade received for a course should first contact the instructor of that course. If, after contacting the instructor, a student does not feel he/she has been treated fairly, he/she should proceed through the formal complaint process.

Students have until the mid-point of the following semester to appeal a course grade.

STUDENT APPEAL VIA NAACLS (National Accrediting Agency for Clinical Laboratory Sciences)

There is a process through our accrediting body to file an appeal if needed. To read more about this process please follow this link: NAACLS: <https://www.naacls.org/Students.aspx>

III. CLINICAL PRACTICUM INFORMATION

For more detailed information of the clinical practicum please refer to the Clinical Student Guide.

REQUIREMENTS OF CLINICAL

A student will be ready for the clinical practicum after successful completion of all classes on the semester course outline. A C or better must be received in all MLT classes. A student may have a D in one general education course and grade point average should be 2.0 or better.

Immunizations

Before the student is accepted to the clinical site, the student must show documentation of health by providing LATC a copy of their student physical record including proof of the following:

- *MMR – 2 doses or titer to prove immunity
- *Two Step TB test – non-reactive (if reactive, a chest x-ray may be required or the clinical site paperwork)
-This cannot be completed prior to one year before the clinical.
- *Tdap vaccination within 10 years
- *Hepatitis B Vaccine – series of 3
- *Varicella (chicken pox) – 2 doses or documented protective titer
- *Current Influenza Vaccine
- * Covid-19 (If applicable)

Certified Background Check (CBC)

1. All students will be required to complete a CBC from the company we (or your clinical site) require. This check should be completed within the year of your clinical experience, so the timeline will be different based on whether you are a traditional or online learner. The cost is approximately \$65.
2. Any student with a felony will not be allowed a clinical assignment and will be dismissed from the MLT program. *If you have reason to believe you will have problems passing the background check, you should consider whether MLT is the program for you.* Please feel free to discuss this with your program instructors if you have questions.
3. All felonies that occur while enrolled in the MLT program must be reported to the MLT program department head within 48 hours of occurrence.

Professional Liability Insurance:

Student must supply proof of liability coverage. This coverage is purchased from your fees each semester.

Student Contract: Each student will sign a contract with the MLT Program concerning the guidelines and expectations they are to follow while on clinical. Student will also be provided with a Clinical Student Guide, which will cover the information they need to know concerning their clinical in greater detail.

WHAT IS INCLUDED IN THE CLINICAL PRACTICUM EXPERIENCE

Your clinical will consist of a total of 720 hours of attendance, or 18 weeks. It will include Practicum 1 and Practicum 2 (which also includes Sim Lab).

Sim Lab

At the end of the didactic training and prior to the start of rotation with a clinical affiliate, all clinical students will participate in the SIM LAB experience at LATC. SIM LAB is offered to simulate clinical training in the areas of blood bank and microbiology. This is accomplished by preparing samples for student testing. Since many smaller hospital and clinic laboratories in our area have minimal or no blood banking and microbiology, the SIM LAB provides part of the training needed by the clinical students and allows students to complete more of their clinical training in smaller facilities. It also provides the option of splitting the clinical experience between two sites (clinic and hospital, for instance). The blood bank and micro SIM LAB is 2 weeks in length and is a part of the 18-week clinical requirement. The SIM LABs are normally held in the time period from December 20 – Jan 10 or May 12 – June 5 by instructors currently or recently working in these sections. Students will still receive additional clinical training in blood banking and microbiology in hospital labs in addition to SIM LAB.

Practicum I

Practicum I is a 6 credit class and makes up 9 weeks (360 hours) of the training. Areas covered are Lab Operations, Phlebotomy, Hematology/Coagulation, Urinalysis and Body Fluids and Chemistry.

Practicum II

Practicum II is also 6 credits made up of 9 weeks (360 hours) of training. It includes the 2-week SIM LAB at LATC and the following departments at the clinical site: Microbiology, Immunohematology and Immunology.

Practicum Correlation

We include a 1 credit class required during the clinical semester called practicum correlation. This class includes all the assignments the students complete with the instructors at LATC during their clinical experience. Assignment examples include a weekly report discussion forum with both instructors and students on clinical, monthly discussion forum which is private and with instructors only, rotation quizzes and case studies. The purpose is to enhance the clinical and to help prepare the student for their certification test and employment as an entry level MLT.

HISTORICAL CLINICAL SITES:

Avera Medical Group Brookings, SD
Avera Dells Area Hospital, Dell Rapids, SD
Avera McKennan Hospital, Sioux Falls, SD
Avera Sacred Heart Hospital, Yankton, SD
Avera St. Luke's Hospital, Aberdeen, SD
Brookings Health System, Brookings, SD
Brown Clinic, Watertown, SD
Chippewa County Hospital, Montevideo, MN
Coteau des Prairies Hospital, Sisseton, SD
Faith Regional in Norfolk, NE
Huron Regional Medical Center, Huron, SD
Madison Healthcare Services, Madison, MN
Milbank Area Hospital – Avera, Milbank, SD
Mobridge Regional Hospital and Clinic, Mobridge, SD
Ortonville Area Health Services, Ortonville, MN
Prairie Lakes Healthcare System, Watertown, SD
Sanford Clinic, Watertown, SD
Sanford Medical Center, Aberdeen, SD
Sanford Medical Center, Sioux Falls, SD
Sanford Heath, Fargo, ND

CLINICAL SITE PLACEMENT

Clinical assignments will be made during the semester prior to the clinical rotation. Students must provide their own housing and transportation and comply with the rules and regulations outlined by each affiliate. **Assignments to a clinical site cannot be made for students at the time they enter school. Also, due to the difficulties experienced from year to year in arranging the best training facilities for students, the instructors of the MLT program and the clinical site laboratory staff must maintain the prerogative of making clinical assignments according to the policies outlined below. As a condition of the admission procedure, students must agree to accept a clinical assignment, regardless of location, although we do make every attempt to place a student in a facility of their choosing.**

If a student's clinical training period is delayed due to academic or personal reasons, the student will be considered with the next group of clinical applicants, but no special consideration will be given to the student.

A student must qualify for a clinical site by obtaining a minimum of a 2.0 GPA in the MLT program and a C or better grade in all MLT courses. The student may have no more than one D in a general education course and must not be on probation the semester before the clinical training to be considered a candidate for a clinical site.

To begin the process of obtaining a clinical site, students will fill out a clinical site application midway through the semester before clinical rotation. Students will list their top three choices, we will make contact with the sites and students will interview at each of these clinical sites if they have a spot for training. Some sites will make the determination as to which student will attend at their site. Other sites leave it up to the MLT program. The MLT program faculty will try to accommodate the needs of all students, but when there is a conflict and the clinical site has not made a selection, we may utilize a lottery (drawing) system to determine placement. Every attempt will be made to determine clinical site placement several months prior to clinical training.

Students should be advised that the clinical training consists of 8 hour days (Monday through Friday) that may begin as early as 5 AM. Personal appointments (routine clinic visits, dental appointments, etc.) should not be scheduled during training hours. Students are allowed up to 5 days for illnesses. *If a student misses a day for illness, he/she will be required to make up that day.* More than five days of absence during clinical will result in dismissal from the clinical site and the MLT program. A failing grade will be recorded for all of the pending clinical rotation classes. Once dismissed from the program, no further clinical sites will be given. There will not be another possibility to complete the MLT program at LATC when this occurs.

PROCEDURE WHEN THERE ARE MORE STUDENTS THAN AVAILABLE CLINICAL SITES

Every effort will be made to place all students on clinical. In the event that the number of students accepted to the program and proceeding to the clinical phase exceeds the number of clinical sites, the students accepted to the MLT program last will be asked to wait until the next rotation for a clinical site.

CLINICAL EXPECTATIONS / STUDENT EMPLOYMENT WHILE ON CLINICAL

All students on clinical will be directly supervised with each new procedure/instrument until they prove competence of that task. Once competency is attained, they will continue to be supervised, with verification of their results before reports are sent. Students will receive a schedule at the beginning of their clinical stating the dates they will be rotating through each department. The goal is for the student to proceed to entry level competency in each area. In order for this to occur, the majority of their time should be spent completing lab tests. **Students on clinical shall not take the responsibility or the place of qualified technologists/technicians.**

Students must finish all educational responsibilities including clinical rotation hours before they are allowed to graduate and be recommended for employment as a MLT. A student may not be paid for their clinical rotation. Doing so would require the student to complete the duties the employer asks of them, which is not the goal of our clinical practicum or that of NAACLS, our accrediting body. Our goal is to allow them a well-rounded experience, making sure they rotate through all areas of the lab and complete the tests as stated on their clinical practicum checklists

SERVICE WORK WHILE ON CLINICAL

Clinical affiliates may hire student(s) to perform tasks at their facility (such as phlebotomists) provided an opening is available and also provided that the student has attained the necessary level of competency for the specific job available. Service work by students, in this capacity, in the clinical setting must be outside of regular academic hours, non-compulsory, paid, supervised and subject to employee regulations.

CONFERENCES / COMMUNICATION DURING CLINICAL

During the clinical rotation, we have numerous ways to monitor how each student is doing. The clinical liaison for each affiliate (or tech currently working with the student) will complete a weekly evaluation form. This is done for the first 6 weeks, or as needed. The student also keeps an attendance log with verification by the clinical site. Should there be items of concern, there is a spot on the log for the clinical liaison to note what the issue is, to write it up and contact us to make us aware. This will allow us to visit with the site and the student to come up with a plan on how to rectify the deficiency. The goal of this form is to make sure students are aware of a problem when it occurs rather than to wait until the final practicum evaluations are completed to find out they didn't pass in this particular area.

We are available to all clinical students via phone and email. We also conference with the students via the monthly report forum. This forum is set up with questions we ask and allows the student to answer in private (only seen by faculty at LATC). That way, we will know if a student contact should be made based on the replies to this forum. Follow-up will occur by phone call or with a clinical visit to with the student and the clinical liaison. Issues will be brought up, discussed and recommendations made. Follow up will occur. All information will be placed in the student's file.

At the end of clinical, the clinical liaison will complete the Practicum I and Practicum II evaluations. Clinical grades will be based on these affective and technical evaluation results, so we ask you, as the student, to read through the evaluations present in your clinical guide prior to your clinical training. We also ask you to seek guidance from us or the clinical instructor to make sure you are doing everything to the best of your abilities. Once clinicals have been completed the clinical evaluations will be kept in the MLT department for 5 years.

Students are encouraged to arrange additional conferences with the instructor **any time the need should arise**. Remember the faculty is willing and eager to meet and assist you in any way possible.

AAS DEGREE

Upon successful completion of all MLT course work, the student will be awarded an Associate of Applied Science Degree. Successful completion of MLT courses requires a C or better. A student is allowed a D in one general education course.

CERTIFICATION EXAMINATIONS

Certification examinations are given by national agencies. Taking and passing the certification examination is not a requirement for graduation. Upon successful completion of our NAACLS accredited program you will be qualified to take the ASCP BOC MLT examination. It is in your best interest to complete this examination within the first 6 months of graduation.

You are eligible to take your certification test up to 5 years after graduation. After 5 years have passed, there are other routes, but you must have worked for at least 3 years in all lab areas within the last 8 years. **If you don't qualify for this route, your only other option would be to return to school.**

GRADUATION CEREMONY

In order to go through the spring (May) graduation ceremony, a student must have successfully completed all program requirements no later than the end of August of the same calendar year. Students on spring clinical (January – May) will graduate in May of the same year. Those who go on clinical in the fall (August – December) will graduate the following May. A degree and transcript will not be issued until the student has formally completed their clinical training.

It is the hope of the MLT faculty that this year will be a great experience and learning opportunity for all. No problems are anticipated. These requirements and procedures are designed to prevent problems, not cause problems. We look forward to working with you.

Lake Area Technical College

Hepatitis and HIV Hazard Notice

Since you will be working with blood and other patient specimens—you are at increased risk of contracting the virus that causes Hepatitis B and AIDs. There is a vaccine available against the Hepatitis B virus which is administered in three doses. Contact a local clinic or health care service to receive the vaccine.

I have been informed about my increased risk of Hepatitis B and HIV infection and the Hepatitis B vaccine.

_____ I have already received the vaccine. _____ I intend to receive the vaccine.

_____ I DO NOT intend to receive the vaccine (this option may make it difficult to find a clinical site as we must abide by each clinical site's guidelines).

Your Name (print legibly)

Your Signature

Date

Invasive Technique Agreement

As part of the Clinical/ Medical Laboratory Technician Program, techniques in venipuncture and capillary puncture must be learned. These techniques will be taught in the classroom laboratory and practicum sites. All students will be required to learn and perform these techniques on fellow students before any encounter with patients. All students, except those with documented medical cause, will act as patients during the program for the purpose of learning the above techniques.

I have read, understand, and agree to the above statements.

Your Name (print legibly)

Your Signature

Date

Post-exposure Agreement

Lake Area Tech does not provide health insurance or health coverage on students. In the event that you come into physical contact with a patient's specimen (ex. needle stick injury, splash to the mucous membranes, etc.) whether during phlebotomy experiences or during the clinical training portion of the program, you will be required to have your blood sample collected for baseline testing for Hepatitis B, C and HIV at a minimum. The source of the exposure may also need to be tested for the same parameters. After lab results are received, other follow-up testing may be required.

I have read, understand, and agree to the above statement regarding the post-exposure plan.

Your Name (print legibly)

Your Signature

Date

Student Professional Liability Insurance Coverage

All students must purchase and have documentation of current student professional liability insurance coverage for MLTs while a student in the MLT program. This includes during both the didactic phase and the clinical practicum. (see page 7)

I have read, understand, and agree to the above statement regarding liability insurance coverage.

Your Name (print legibly)

Your Signature

Date

The LATC Honor Code:

1. I will not lie, cheat, or steal in my academic endeavors, nor will I accept the actions of those who do.
2. I will conduct myself responsibly and honorably in all my activities as a MLT student.

I have read the honor code above and as stated in the Program Guide and agree that I will follow this code:

Your Name (print legibly)

Your Signature

Date

Immunizations Guidelines

As a student enrolled in the MLT program I have been informed of the risks of not being vaccinated. I understand there could be complications if I am exposed, and that a vaccine is available that would give me some protection. I have also been informed that receiving the vaccine is strictly a voluntary choice and is not a Lake Area Technical College requirement nor is not required to be a student in the classroom in the above stated program, but that it has been strongly recommended. I have been informed and I am aware that completing clinical is a large portion of the program curriculum. Students not being allowed on clinical rotations because they are unable to provide proof of COVID vaccination may not be able to meet program graduation requirements.

Clinical sites have the authority to decline a student if they are not compliant with their policies regarding vaccinations. This applies to the annual flu shot as well. If I refuse any of the immunizations/boosters listed below I understand that I am responsible for finding my own acceptable clinical site if I wish to graduate from the MLT program at Lake Area Technical College.

Medical and religious exemptions would be per the policies of the specific clinical site.

Your Name (Print legibly)	Your Signature	Date
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COURSE FAILURE POLICY

All MLT classes need to be completed within a 3 year period. If a class is over 3 years old at the time of graduation, the student will be asked to demonstrate competency by:

- 1) taking and passing the final exam for the class or
- 2) retaking the class.

It is very important to do your best in all of your classes. We want all graduates to be successful in the MLT Program, but do need to make you aware of what will happen should you fail MLT classes during your LATC training in its entirety. Please be aware that extra credit has not been and will not be an option for students to help them make a passing grade in an MLT class.

1) Failure of one MLT class (including Withdrawal Fail): The student will be asked to meet with an advisor, and will be asked to complete a course failure action plan prior to starting new classes. Once completed, the advisor and student will discuss this plan. The student will be given one chance to repeat and pass the failed class the next time it is offered. We only allow a class to be repeated once. Failure of any repeated MLT class will result in permanent dismissal from the MLT Program.

2) Failure of a second MLT class (including Withdrawal Fail) in a different semester than the first failed class: The student will be asked to leave the program for a minimum of 1 semester. After sitting out a semester, the student will be allowed to retake the failed class (when offered) with the understanding that failure of the repeated class will result in permanent dismissal from the MLT program.

3) Failure of a third MLT class (Including Withdrawal Fail) in a different semester than the first failed class: The student will be asked to sit out 3 semesters, which does not include the summer semester (for example a student failing a third class in the fall will sit out spring, fall, spring and return the next fall). Upon return, they will be allowed to retake the class. Failure of the repeat class will result in permanent dismissal from the MLT program.

4) Failure of more than 3 MLT classes (including Withdrawal Fail) will result in permanent dismissal from the MLT program.

In clinical, a failure of any portion of the affective or technical grading, a failing cumulative score, an attendance failure, or dismissal from the clinical for any other reasons will result in the student being dismissed from the MLT program. Once dismissed from a clinical site, there will not be another opportunity for a second clinical. Therefore, it is imperative that students do your utmost best at all times while on clinical.

I am aware of the course failure policy as stated above and on page 12 of this guide.

Your Name (print legibly)

Your Signature

Date

MLT Department Safety Policy/Agreement:

Before a student is allowed to perform lab tests in the MLT Department, they must listen to all safety lectures, complete 5 safety tutorials with 100% pass rate and obtain a score of 100% on the MLT Department Safety Test (part of MLT101: Introduction to the Medical Lab).

Please complete this document, sign below and have the instructor sign to indicate that you may now perform lab tests in the MLT Department.

Completed Lab Safety Lectures on _____.

Completed the following safety tutorials with a score of 100%:

MTS Biosafety _____

MTS Chemical Safety _____

MTS Electrical Safety _____

MTS Fire Safety _____

MTS Formaldehyde Safety _____

I agree to follow the safety guidelines learned in the MLT lab to assure the safety of my patients, other students, faculty, and myself.

Student Name _____

Student Signature _____

The above named student has met the safety requirements to perform lab tests in the MLT Department.

Instructor Signature

Date

Continued Safety Completed at LATC

Safety Course _____ Score _____ Date _____ Instructor _____

Safety Course _____ Score _____ Date _____ Instructor _____

Safety Course _____ Score _____ Date _____ Instructor _____