

# Medical Laboratory Technician Program Handbook 2023-2024



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## M State

### Mission Statement:

M State specializes in affordable and exceptional education, service, and workforce training. We welcome all students and engage them in shaping their futures and their communities.

### Vision:

A success story for every student.

### Values:

☐ **Integrity**

As dedicated professionals, we act with purpose in everything we do. We are sincere and honest in our relationships and communications and hold ourselves accountable to doing the right thing even when no one is watching.

☐ **Inclusion**

We welcome, respect and accept people for who they are and celebrate the power of our collective differences in creating and shaping more robust, energized communities.

☐ **Innovation**

Through the power of our four campuses, strategic partnerships and creative problem-solving, we enhance communities. We incorporate technology to improve the student experience, and we see continuous improvement as a constant.

### Pillars of Success:

- I. Student Success
- II. Equity and Inclusion
- III. Financial Sustainability

### Program Accreditation

The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). The last on-site inspection was in the spring of 2019 and current accreditation certificate will expire October 31<sup>st</sup>, 2024.



#### National Accrediting Agency for Clinical Laboratory Science

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## Medical Laboratory Technician Program

### Program Mission Statement

The mission of the Medical Laboratory Technician Program at M State is to provide students with the appropriate education and training to develop entry-level competencies in all routine areas of the clinical laboratory and to prepare them to practice as ethical and competent professionals.

### Description

The Medical Laboratory Technician (MLT) is qualified by academic and applied science education to provide service in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical laboratory technicians perform evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The medical laboratory technician has diverse and multi-level function in the areas of collecting, processing, and analyzing biological specimens and other substances, principles and methodologies, performance of assays, problem solving, troubleshooting techniques, significance of clinical procedures and results, principles and practices of quality assessment, for all major areas practiced in the contemporary clinical laboratory.

MLTs practice independently and collaboratively, being responsible for their own actions, as defined by the profession, they have the requisite knowledge and skills to educate laboratory professionals, other health care professional, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Laboratory professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

### Program Goals

The philosophy of the MLT program is to provide quality, relevant, and current instruction in medical laboratory technology through all aspects of performance variables and standards including achievement of national certification and state licensure (where applicable) as well as improved scholarship. The program addresses the needs of the surrounding medical community and prepares graduates to meet the technical, academic, and special needs as defined by the service area.

The goals and purpose of the Medical Laboratory Technician Program are to:

1. Provide quality, relevant instruction in medical laboratory techniques in order to ensure competency at career entry.
2. Provide a curriculum that meets the standards of appropriate accrediting/licensing agencies; maintain flexibility in curricula and facilities to meet the changing needs of the medical community.
3. Use a variety of delivery systems in instruction; increase efforts to provide computer assisted instruction as well as automated clinical stimulation.
4. Provide selective admissions, higher retention standards, and an increase in the graduation ratio.
5. Develop/implement marketing and recruiting procedures; maximize efforts to serve non-traditional part-time students and include more program opportunities for minorities.
6. Improve the quality of advisement, counseling and tracking of students; work with the placement department to identify employment opportunities.
7. Develop and encourage opportunities for interdisciplinary programs within the college.

8. Increase involvement in community services through regular health-related activities and improve the delivery of health care services in the region and state.

### **Program Outcomes and Career Level Competencies**

The MLT program is designed to prepare future medical laboratory technicians with the 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.

The level of analysis ranges from waived and point-of-care testing to complex testing encompassing all major areas of the clinical laboratory. MLTs have diverse functions in areas of pre-analytical, analytical, post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

After successful completion of the MLT program, the student will be able to:

1. Evaluate the importance of patient identification, collection, transport, processing of blood and body fluid specimens for analysis.
2. Safely collect and process biological specimens for analysis.
3. Perform accurate laboratory testing including quality assurance and quality control procedures.
4. Operate laboratory instruments/analyzers and perform preventive and corrective maintenance when required.
5. Apply basic scientific principles in learning new techniques and procedures.
6. Recognize factors that affect procedures and results and take appropriate actions within predetermined limits when corrections are indicated.
7. Demonstrate multitasking skills where a wide variety of testing procedures are performed.
8. Correlate didactic and clinical phases of laboratory testing in the evaluation and interpretation of laboratory test data in health and disease.
9. Demonstrate career entry competencies as defined by NAACLS.
10. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, health care professionals and the public.
11. Recognize the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care.
12. Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence.

### **Essential Functions**

The MLT program faculty have specified the following non-academic criteria (technical standards) which all applicants are expected to meet in order to participate in the Medical Laboratory Technician program and professional practice.

**Observation:** The applicant must be able to participate actively in all demonstrations, laboratory exercises, and clinical experiences in the professional program component and to assess and comprehend the condition of all patients assigned for examination, diagnosis, and treatment.

**Communications:** The applicant must be able to communicate effectively and sensitively with patients in order to elicit information; describe changes in mood, activity and posture; assess non-verbal communications; and be able to effectively and efficiently transmit information to patients, fellow students, faculty and staff, and all members of the health care team.

**Motor:** The applicant must have sufficient motor function to elicit information from patients by appropriate diagnostic or therapeutic maneuvers; be able to perform basic tests; possess all skills necessary to carry out diagnostic or therapeutic procedures; be able to interpret movements reasonably required to provide general care and emergency treatment to patients.

**Intellectual/Conceptual Integrative and Quantitative Abilities:** The applicant must be able to measure, calculate, reason, analyze, evaluate and synthesize. Problem solving, the critical skill demanded of allied health practitioners, requires all of these intellectual abilities. In addition, the applicant must be able to comprehend three-dimensional relationships and understand the spatial relationships of structures.

**Behavioral and Social Attributes:** The applicant must possess the emotional health required for full utilization of the applicant's intellectual abilities; the exercise of good judgment, the prompt completion of all responsibilities attendant to care of patients; and the development of mature, sensitive and effective relationships with patients. Applicants must also be able to tolerate taxing workloads, function effectively under stress, adapt to changing environment, display flexibility, and learn to function in the face of uncertainties inherent in clinical problems of many patients. Compassion, integrity, concern for others, interest and motivation are personal qualities which each applicant should possess.

### **Program Admission Requirements**

Please refer to the MLT program application packet for current requirements.

Dismissal from another MLT or MLS program will affect student's application ranking and may affect one's acceptance into the program.

### **Background Checks**

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the back-ground study, and whose disqualification is not resolved, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. Failure to participate in a clinical placement required by the academic program will result in ineligibility to qualify for a degree in this program. Background study needs to be completed and "Deemed Qualified" before entering an internship site. A few facilities (such as Tri-County Hospital, Essentia, Sanford) require the National Background Check. Cost for the National Background Check will be paid for by the student.

### **Transfer Credits**

College transcripts will be reviewed by the College Transfer Specialist and MLT/PBT instructors to determine MLT course equivalency. A MLT course may be waived provided that the previous work is the same number of credits or more and minimum final grade of a B or better was earned.

If a student previously attended a laboratory science program (MLT or MLS program) and was dismissed from the program and/or a clinical internship experience, that student will not be accepted into the MLT program.

### **Tuition**

Policies and procedures related to tuition payment and reimbursement can be found on MState's website at:

<https://www.minnesota.edu/about/facilities-and-finance/business-services/tuition-policies-and-procedures>

Tuition cost can be found at: <https://www.minnesota.edu/cost>

#### **Tuition for Fall 2023**

Tuition - Resident \$ 180.80 per credit Tuition - Non-resident (pilot project) \$ 180.80 per credit Tuition - Internet Delivery \$ 198.95 per credit Tuition - PSEO (Dept. of Education) Set by Dept. of Education Tuition - PSEO (Contract with School Dist.) PSEO Surcharge (Contract with School Dist.) \$ 30 per credit Special program tuition for Academic Year 2022.

Dropping and withdrawal dates are published in each MLT course syllabus and published on the M

State website at: <https://www.minnesota.edu/about/policies-and-procedures/dropaddwithdraw-policy>

### **Attendance**

Attendance and being punctual is an expected part of a student's learning experience. Lecture recordings are delivered online. It is expected that students listen to all recordings. The recordings vary in length and may be up to two hours in length. Lab sessions may be two or more hours. The student may not leave until all lab work and cleanup is completed. Some student program activities require students to begin earlier in the day or stay beyond the normally scheduled day. An overnight trip may be planned during the school year.

Students will be given advanced notice of these events. (E.g. Field trips, Health Fairs). Some general education courses are offered late afternoon and evenings. Check the Registrar's course schedule for the most current information.

Persons with irregular punctuality and more than two absences in a semester may not be assigned an internship site. In the event that one must be absent or tardy, it is a requirement that the student shall notify the Medical Laboratory Technician staff office before the school day begins. Email or call an instructor prior to absence:

After two absences or excessive tardiness in a semester, the student will have an interview with the instructor or program director. Any additional absence in a semester will result in a referral for counseling services, visit to Academic Affairs Office or termination from the program.

### **Outside Employment**

It is strongly recommended that part-time employment be limited to twenty hours a week.

### **Late Work**

No late work is accepted. Assignments submitted after the listed deadline will be assigned a score of zero. All assignments for all MLT courses must be completed and submitted – even if a score of zero is obtained.

Failure to complete all assignments will result in an incomplete grade for the course until all work is completed and submitted. If the course work is not done within four weeks after the completion of the course, the grade automatically becomes an F. Students will be provided, in writing, each MLT instructor's grading and scoring procedure in each course syllabus.

### **Grading and Assessment**

Students must maintain a minimum 83% grade or final grade of a "C" or better in all MLT core courses and clinical internship courses in order to be eligible for an internship site and to graduate from the program.

Failure to maintain this grade in each course will result in termination from the program. A student who does not meet the required guidelines may arrange to return and repeat the course(s) at the program director's discretion.

### **Academic Probation**

Instructors shall make every effort to identify early and assist students who are not performing satisfactorily. The instructor is encouraged to involve the counselor as soon as the problem is recognized. Mid-semester interviews will be held with each student and/or any time deemed necessary. At this time, all aspects of the student's progress will be discussed. Every effort will be made to assist students who are in danger of failing. A student has the right to appeal the dismissal action by the approved grievance procedure. If a student is readmitted, he or she may need to wait for the next offering of the class to apply or to be placed into a different clinical site. Refer to the M State Student Handbook for more detailed procedures.

## BrightSpace

All course documents are available on BrightSpace in the correlated core or clinical course.

### Directions to access documents:

1. Log in to D2L
2. Select course
3. Click on Material tab then content in dropdown list.
4. Find the document you want and click on it.
5. Open to preview.
6. Print document.

### Direction to access study questions:

1. Log into D2L – Choose Clinical Application Course
2. Click on Quizzes under Assessment tab.
3. Find the questions you want and you may print them (do not submit them until they are complete).

## Confidentiality

Student privacy and confidentiality is of the upmost importance to MSCTC and the MLT Program Faculty. All student information, grades, coursework, correspondence, meetings and meeting minutes are considered private information are kept confidential between the student and designated MLT Program Faculty. For questions about student's rights around privacy and private information, please see the Confidentiality of Student Records Policy (<https://www.minnesota.edu/about/policies-and-procedures/confidentiality-student-records-policy>).

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## Bloodborne Pathogens

This policy has been developed regarding responsibilities for adherence to the Centers for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) guidelines for prevention of transmission of blood borne pathogens. This policy recognizes individual rights, confidentiality of test results and health records for students. The policies and procedures outlined here are to protect students, staff, faculty and patients from the spread of disease and to maintain a safe learning and work environment.

M State respects the rights of individuals with communicable diseases. The college will not discriminate against any person on the basis of disability as defined by the Americans with Disabilities Act, including individuals with communicable diseases. Individuals with communicable diseases will not be excluded from participating in the programs, services and activities of the college unless their participation creates a substantial risk to the health and safety of other individuals which cannot be eliminated by reasonable accommodation and the use of standard precautions. M State respects the privacy rights of individuals with communicable diseases. The college will comply with the Minnesota Data Practices Act and the Family and Education Records Protection Act in maintaining records containing sensitive health information pertaining to students or employees and will not disclose health data in violation of these laws.

## Education

Before engaging in activities where there is a potential risk for exposure to blood or body fluids all students in the healthcare fields will be educated about bloodborne pathogens and recommendations for safe practice. The Administration/Faculty of M State are responsible for disseminating information about



bloodborne pathogens and their transmission to their students. The curriculum must reflect content related to bloodborne pathogens and the practice of standard precautions.

### **Courses with Bloodborne Pathogen Training**

- ☐ MLT 1115 Basic Laboratory Techniques
- ☐ MLT 1110 Phlebotomy

Students may be participating in activities within courses that have potential for exposure to infectious diseases. All measures must be exercised to minimize risk. Students who fail to adhere to the Blood Borne Pathogens Policy pose a risk to themselves and others and may be withdrawn from the program.

### **Definitions**

**Bloodborne Pathogens:** Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to: Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV).

**Contaminated:** The presence of blood or other potentially infectious materials on an item or surface.

**Engineering Controls:** Controls that isolate or remove the bloodborne pathogens hazard from the environment. Examples of environmental controls include sharps disposal containers, self-sheathing needles, and needleless systems. Annual review of appropriate engineering controls will be performed by instructors teaching in programs utilizing engineering controls.

**Exposure:** Skin, eye, mucous membrane, non-intact skin, or other parenteral contact with blood or other potentially infectious materials. Exposure may occur because of a percutaneous injury or contact with mucous membranes or non-intact skin.

**Other Potential Infectious Material:** Blood as well as cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, semen, and vaginal fluids are considered to be contaminated. Standard precautions do not apply to feces, emesis, urine, nasal secretions, sputum, sweat, or tears unless they are visibly contaminated with blood.

**Personal Protective Equipment (PPE):** Specialized clothing or equipment worn for protection against a hazard. General work clothes (uniforms) are not considered PPE.

**Post-Exposure Prophylaxis:** Drug and/or immunization interventions administered to help prevent acquiring a blood-borne infection.

**Standard Precautions:** This is an approach that treats blood and certain body fluids. These are a set of precautions designed to prevent transmission of bloodborne pathogens. They involve the use of appropriate hand washing combined with the use of appropriate protective barriers, such as gloves, gowns, masks, protective goggles or face shields, which can reduce the risk of exposure of the health care worker's skin or mucous membranes to potentially infective materials. Standard precautions also include the concept whereby health care workers take all necessary precautions to prevent injuries caused by sharp instruments or devices.

M STATE requires use of standard precautions in healthcare programs. Education is provided to students by faculty in classes where there is an anticipated potential for exposure. (See information about education above).

### **Handwashing**

Hand washing is the single most effective method to prevent the transmission of infection. Various hand washing agents, plain or antimicrobial and alcohol-based hand sanitizers are available in campus labs



and clinical sites. Students, faculty and staff should follow the recommendations published by the CDC for hand washing. <http://www.cdc.gov/handhygiene/>

Hands should be washed with soap and water when hands are visibly dirty, contaminated with blood or body fluids, contaminated with protein-based substances, and at the beginning of the clinical or lab experience.

The preferred method of hand hygiene is with an alcohol-based hand sanitizer when hands are not visibly dirty.

**Hand hygiene should be performed at the following times:**

- ☐ Before direct contact with all patients
- ☐ Before donning gloves
- ☐ After removing gloves
- ☐ After contact with patient intact skin
- ☐ After contact with blood, body fluids, excretions, mucous membranes, non-intact skin, or wound dressings
- ☐ During patient care, if hands are moving from a contaminated body site to a clean body site
- ☐ After personal contact such as nose blowing, sneezing, or using the bathroom
- ☐ Before preparing or eating food
- ☐ After touching the patient's surroundings

**Food and Drink**

Food and drink may not be stored in refrigerators, freezers, shelves, cabinets, or on countertops where blood or other potentially infectious materials are present. Eating, drinking, applying cosmetics, handling contact lenses is prohibited in work areas where there is reasonable likelihood of occupational exposure.

**Personal Protective Equipment (PPE)**

Students must use appropriate PPE whenever there is risk of occupational exposure. Gloves must be worn whenever the student expects to have hand contact with blood or other potentially contaminated surfaces.

Gloves must be changed between patients and hands must be washed before applying and after removing gloves.

Masks and eye protection devices with various types of shields must be worn during activities that could generate aerosols, splashes or splatters to protect the mucous membranes of the nose, mouth, and eyes. The protection provided by any mask is compromised if it does not fit well, because a poor fit may allow splatter to enter around the edges of the mask. Adjust it so that it fits snugly against the face. Keep beard and mustache groomed so that the mask fits well and can be worn effectively. Change the mask between patients or if the mask gets wet. Remove the mask as soon as treatment is over. Don't leave it dangling around your neck or leave the room with a mask on. When removing a mask, handle it only by the elastic or cloth tie strings. Never touch the mask itself.

Protective eyewear may include goggles, safety glasses with side shields, or regular glasses with solid side shields. Protective body clothing that is fluid resistant must be worn during activities that could generate aerosols, splashes, or splatters.

**Laundry**

Student clothing or uniforms that have become contaminated with blood or body fluids must be transported in a tied fluid resistant bag and laundered separately in hot water. Handle contaminated clothing as little as possible. It is the responsibility of the student to take their contaminated laundry

home.

### **Housekeeping**

Student should contact both instructor and facility staff member prior to cleaning contaminated areas. Contaminated work surfaces must be decontaminated with an appropriate disinfectant after completion of procedures. Students must wear gloves when cleaning contaminated surfaces. Students must use mechanical means to pick up broken glassware that may be contaminated. Broken contaminated glassware must never be picked up by hand, even if gloves are worn.

### **Regulated Waste**

Liquid, semi-liquid blood items that are caked with dried blood (or other potentially infectious materials capable of being released during handling) should be placed in appropriate containers. Containers must be closable, able to fully contain all contents, and prevent leakage of fluids during handling, storage, and transport. They must be labeled with a biohazard label and/or color-coded red. All regulated waste is disposed of according to applicable local, state, and federal laws.

### **Hepatitis B Vaccination**

Students are required to receive the Hepatitis B vaccination series. The expense of the vaccination is the student's responsibility. If a student is not medically eligible to receive the Hepatitis B vaccination series, they must sign a Hepatitis B waiver form. Refusal to receive Hepatitis B vaccination may limit clinical opportunities or placement in a clinical site.

## **Procedure Following an Occupational Exposure to Blood/Body Fluid**

### **Student Exposure/Injury Procedure**

1. Remove all soiled clothing.
2. Wash wounds and skin with soap and water. Flush mucous membranes copiously with water for at least 15 minutes.
3. Immediately report the exposure to your supervising instructor after cleansing the area.
4. Follow up consultation will be required. This may involve treatment at an emergency department or public health department for an evaluation.
5. If the clinical institution has an established protocol, follow their protocol.
6. Fill out Student Report of Blood/Body Fluid Exposure and give to your supervising instructor.
7. Expenses as a result of this exposure are the student's responsibility, not the responsibility of M State. (Note: Expenses may also include laboratory testing of patient's blood.)

### **Instructor Responsibilities During/After Student Exposure/Injury**

1. Have student prepare a Student Report of Blood/Body Fluid Exposure
2. Give the report to the Administrative Secretary.
3. Inform the student of the importance of getting medical care.
4. Inform the student that they will be responsible for all expenses incurred.
5. Follow-up with the student in one week.

### **Record Keeping**

A confidential medical record is maintained for each student with occupational exposure.

The medical record includes:

- ☐ Student name
- ☐ Exposure incident report
- ☐ Form refusing Hepatitis B vaccination (if applicable)
- ☐ Form refusing post exposure evaluation and follow-up (if applicable)

## Laboratory Policies and Safety

Students are expected to follow behavior appropriate to workers in medical laboratory profession. These include the following:

### Class Dress Code:

- Students should dress modestly. No shorts, hats, short tops, open back dresses/tops or spaghetti strap tops. No sweat pants.
- Students must wear scrubs and leather shoes on lab days. An OSHA approved (buy from bookstore) lab coat is also required when working in the laboratory. It is strongly recommended that your lab shoes and an extra set of scrubs be left at school in your cubby.

### Personal Protective Equipment:

- Non-latex gloves (available in bookstore) are worn at all times while working in the laboratory.
- Goggles will be worn on the advice of the instructor.

### Dress Code:

- Limit the location and number of piercings and tattoos.
- Piercings-two piercings in the earlobe only. No other visible piercings allowed

### Scent Free Policy:

- Cigarette smoke on breath and clothing and strong perfume can have irritating and ill affects to patients.

### Hair:

- It is recommended that clean hair be neatly groomed and longer hair than shoulder length must be pulled back from face when working in the lab.

### Hands:

- Nails must be kept at a medium length, clean and well groomed. Nail polish is not recommended. No colored polish.

### Supplies:

- Students will be required to purchase and use a black permanent marker for writing on labware, etc. All items are to be kept in your lab cubby or lab coat.
- All books, purses, and personal items not being used for the lab must be kept off the working area (items are to be kept in a “clean” area where contamination is less likely to occur).
- All laboratory areas must be cleaned with germicide at the end of each laboratory session.
- Students are not allowed to eat, chew gum, or have a beverage in the laboratory area.
- All biological material must be disposed of in special biohazard bags.
- Standard precautions will be used at all times.
- Children are not allowed in the laboratory.
- Follow all safety rules as presented in MLT classes.

## Affective Assessment

An affective evaluation of the student is used periodically to evaluate the student regarding professionalism (behaviors, attitudes, work ethic, etc.). An affective assessment will be completed in each MLT course. Refer to the rubric in each course for more detail. The affective evaluation is based on the following program affective domain objectives:

1. Observe safety and infection control policies and procedures.
2. Display punctuality and comply with attendance policies and procedures. (For lectures, labs, breaks, start and end times).
3. Pursue learning, putting other interests aside.
4. Accept responsibility by completing tasks readily with minimal direction or supervision.
5. Display integrity by admitting errors and taking immediate and appropriate steps to correct.
6. Display ability to work under pressure.
7. Organize and use time constructively, complete assignments and tasks on time.
8. Seek resources and use learned skills to attempt to correct problems.
9. Interact cooperatively and display sensitivity, respect, and tact with other students, instructors and facility staff.
10. Accept constructive criticism/supervision.

11. Display a neat and clean appearance.
12. Comply with dress code.
13. Accepts lab duties and performs lab duty responsibilities.
14. Demonstrates interpersonal communication skills.
15. Observe lab results, tests, and patient information as confidential.
16. Organize workflow and maintain work area as safe, neat, and clean.
17. Share your profession with others.

### **Health and Health Insurance**

Prior to the beginning of the school year and acceptance in the MLT program, students must complete a medical history form. Students are strongly encouraged to receive the Hepatitis B immunization (a few clinical sites require students to be vaccinated to Hepatitis B). Students are encouraged to carry health and accident insurance while attending school. A health insurance plan is available to students through an approved Minnesota State Colleges and Universities System group plan. This insurance is made available to assist those students not covered under family and/or employer plans. Some courses and/or activities may require health and/or liability insurance. Contact the College for more information. Health insurance is required at some internship sites and if required, is needed before advancing to an internship site.

**IMPORTANT:** All students are advised to carry an insurance card to provide necessary information to medical providers, whether covered under parents' insurance or on their own. Students may be required to obtain pre-approval from their insurance company to obtain medical care outside their designated provider.

### **Emergency Procedures and First Aid**

All accidents on campus or during internship need to be reported to college instructor or program director immediately. In the event that staff become concerned over a student's health and/or overall well-being, staff will administer first aid as appropriate and contact local emergency services by dialing 911. Staff will help arrange for transport of student to a local healthcare facility for evaluation and treatment based on healthcare concerns and/or injuries.

### **Student Accident Insurance**

All registered students are covered by a mandatory student accident insurance policy. The College is participating in an MNSCU accident insurance policy that will provide benefits for accidental bodily injury incurred while:

1. Attending regular school sessions
2. Participating in school-sponsored and supervised extracurricular activities which are exclusively sponsored by the school (excluding club, intramural, and intercollegiate sports), and
3. Traveling directly to and from school for regularly scheduled classes and sponsored events.

This plan is an excess policy that covers only medical expenses that are not payable by other insurance. Therefore, you must first file a claim with your primary family insurance coverage. Claims Procedure - In the event of an accident, complete all personal or family insurance coverage forms with the medical facility where you received treatment. Complete the insurance claim form.

### **Program Progression**

The purpose of this statement is to recognize and facilitate the student's right to complete the MLT or PBT program in a timely fashion. Each student's progression in the program will be reviewed with the student during regularly scheduled advising sessions that occur throughout each semester between the student and MLT Faculty as well as between the student and MSCTC Academic Advisors. Further review outside of the scheduled advising sessions will occur on an as needed basis as deemed by MLT Program Faculty and the

student.

Outcomes of progression review may be (a) to retain student in good standing, (b) to allow student to continue in the program on probationary status until specified conditions are met; or (c) to immediately dismiss the student from the program. The term “program” will refer to both the MLT program and Phlebotomy program.

Further questions about the advising process and guidelines can be addressed in the MSCTC Academic Advising Policy (<https://www.minnesota.edu/about/policies-and-procedures/academic-advising-policy>).

### **General Progression Guidelines**

- ☐ Students who are unsuccessful (W, D, F, FN, FW) in any prerequisite course or program course should schedule an appointment with their academic or program advisor to discuss their options.
- ☐ General education courses may be repeated according to M STATE policy.
- ☐ Students required to repeat a prerequisite or program course must submit a “Revised Plan of Study” to the MLT program director.
- ☐ Students may repeat program courses only one time.
- ☐ Students who are unsuccessful in any combination of two program courses, including repeated courses are not eligible to progress in the program. Students may finish courses in which they are currently enrolled but may not take future semester courses.
- ☐ Students who are unsuccessful in two or more program courses (including repeated course) are not eligible to reapply to the program for three (3) years and will be required to take all program courses over.
- ☐ Students needing to repeat clinical courses may be required to submit an updated MDH background study and immunizations.

### **Progression to Internship**

- ☐ Clinical orientation (usually held the week before internship begins) is mandatory. In order to progress in clinical courses, students must comply with the clinical health facility policies and program internship policies. Students missing orientation to clinical are not eligible to participate in the internship course(s) or the clinical internship experience.
- ☐ Students must be successful in all program prerequisites to be eligible to begin internship.
- ☐ Students must have successfully completed all general education and all program courses before beginning the last semester of internship.
- ☐ Students denied access to a clinical site by the clinical facility would be unable to progress in the MLT program. M State will make a reasonable effort to locate an alternate clinical site as appropriate but cannot guarantee such placement.
- ☐ Students should be aware that there may not be sufficient clinical sites available for all students admitted to the program.
- ☐ Students may be required to wait a few weeks/months for a clinical site to become available. If a student is unable to be accommodated with a clinical site, when a clinical becomes available, the student(s) will be ranked by GPA for placement or chosen by the clinical site.
- ☐ Any student who does not meet the criteria to be assigned an internship by the set date should drop their clinical courses (note: this may affect the student’s financial aid).

### **Clinical Site Placement and Alternate List**

M State accepts students for each new Medical Laboratory Technician cohort from the qualified applicants solely on the basis of their date of application. The date of application is to be that date when the applicant meets all of the entrance requirements without regard to age, religion, race, color, place of national origin, or sex. The MLT program staff work hard to place students at clinical affiliates that are appropriate for their location and readiness to start the clinical internship experience. However, issues and delays may occur.

The class ranking system will determine the priority of the student for the clinical internship experience. For example, if there are 12 affiliated clinical sites, then the top 12 students will be placed first.

If the number of students admitted exceed the number that can be accommodated in the clinical experience assignments, they will be put on an “alternate list.” As places become available, students on the list are given preference for clinical assignments, again by class ranking.

All students will be informed of this policy upon inquiry about the program and at orientation at which time they will sign a form indicating they fully understand these conditions.

All students will be notified the first day of the semester of their ranking regarding clinical site placement or they may call the MLT program director at any time for their current status. The student must also realize that travel may be involved depending on the residence of the student and the clinical affiliate location.

### **Revised Plan of Study**

Students must complete a “Revised Plan of Study” for the following:

- Students who are unsuccessful (D, F, W, FN, FW) in any course in the MLT or PBT program.
- Students granted an appeal to continue to progress through the program.
- Any other reason (e.g. background check appeals) for a delay in program progression.

Procedures for submitting a Revised Plan of Study:

1. Visit with academic advisor or program director for program course options.
2. Complete a Revised Plan of Study.
3. Submit form to MLT program director for review and approval.

### **Probation and Program Dismissal**

This section outlines possible reasons for academic probation or program dismissal.

#### **On the Basis of Grades:**

- Students must achieve a final grade of a “C” or better in all required general education, elective general education and program courses to be eligible to graduate.
- Courses which are scheduled for part of the full semester will have an alternative withdrawal date. The withdrawal date is prior to 80% completion of the course.
- Failure or withdrawal from a program course will delay the students anticipated graduation plans as outline in the student handbook.
- All program courses need to be completed within three (3) academic years.
- Students who are unsuccessful in Basic Laboratory Techniques are not eligible to progress and must reapply to the program for the next available start, which may not be till the next year. Students will be evaluated according to the admission criteria and policies at the time of reapplication.
- Students who are unsuccessful in any one of the second semester program courses are not eligible to progress and must have a conversation with their advisor and submit a Revised Plan of Study. Student’s request to continue in program will be evaluated by the MLT Appeals and Progression committee regarding future progression. Students with a gap of three (3) years from the end of the term in which they were unsuccessful will be required to take all courses over.
- Students, who are unsuccessful in two or more program courses, are not eligible to progress and are not eligible to reapply to program for three (3) years from the end of the unsuccessful term.
- To be eligible to progress into the final semester clinical courses, students must be successful with a “C” or better in all program and general education courses.
- Students, who are unsuccessful in any one of the last semester practicum courses, are not eligible to progress and must have a conversation with their advisor and submit a Revised Plan of Study. Student’s request to continue in program will be evaluated by the MLT Appeals and Progression committee regarding future progression. Students with a gap of three (3) years from the end of the term in which they were unsuccessful



will be required to take all courses over.

- Submission of a Revised Plan of Study does not guarantee the desired outcome.
- Students, who are unsuccessful in two or more courses in the last semester practicum courses, are not eligible to progress and are not eligible to reapply to either the MLT or PBT program three (3) years from the end of the unsuccessful term.

#### **On the Basis of Professional Conduct:**

- Students may be ineligible to progress in the program for unsafe or unethical practice. Students ineligible to progress for these reasons, are not eligible to reapply to either program for three (3) years from the end of the unsuccessful term.
- Excessive absences (>3 absences on campus or clinical) can be a cause of dismissal and/or at the very least an attendance contract. Continued absences would be cause of dismissal from program. When a student knows of a circumstance that may be greater than three (3) days absent, the student will visit with the program director and a mutual Leave of Absence agreement will be completed.
- Conduct Probation is a trial period during which the student must behave in a manner acceptable to the college and/or clinical site. The status of conduct probation is assigned for a specific period of time or the duration of the clinical. While on conduct probation, the student is encouraged to seek advice and counsel from appropriate college offices. The terms of the probation may involve a conduct contract. Violation of the terms of probation or of a further incident of misconduct shall result in dismissal of student from clinical and the Dean of Academic Affairs is notified.
- Conduct Dismissal is an action which removes student from the clinical internship experience with no promise that the student may return to complete the clinical at any future time. He or she should withdraw from clinical course(s).

#### **Academic Dismissal**

- 1 A student who fails to achieve acceptable academic performance in any component listed within the grading requirements of the program.
- 2 Dishonesty on any examination, assignment, practical, quiz, or falsifying laboratory results or reports, or failure to meet acceptable professional behavior requirements. Such actions will be grounds for immediate dismissal from the program. The consequences of academic dishonesty ranges from disciplinary probation to expulsion. The full policies are found in the Student Code Sanctions for Violation of Conduct Code within the M State Student Policy Manual.

#### **Non-Academic Dismissal**

- Failure to comply with M State – MLT/PBT Program Requirements, affiliated hospital/clinic requirements, or laboratory regulations or policies will be grounds for immediate dismissal from the program.
- Dismissal from the MLT/PBT program may not include suspension or dismissal from the College. M State dismissal is based on the M State student code as described previously under MLT/PBT dismissal.
- Refusal to be rehabilitated after proven evidence of intoxication or drug use while functioning as a student in the laboratory.
- Failure to comply with Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations. Warning:  
If a student is not performing satisfactorily the instructor and/or clinical staff will communicate these deficiencies in writing (e.g. evaluation sheet, email) to the student. Conduct warning is a notice to students that their conduct has been questionable and that future breaches of conduct will be treated more severely. Warning may be documented on a tally sheet evaluation and the Dean of Academic Affairs may be notified.



Students dismissed for reasons of either grades or not meeting professional standards will not be allowed reentry into the program for three (3) years.

### **Dismissal Process from Clinical Internship or Program**

Students are expected to comply with the M State Student Code, which appears in the Student Policies Manual and is the basic guideline reflecting college-student relations. The Code defines student behavior, expectations and related college conduct and judicial procedures.

In addition, all Medical Laboratory Technician (MLT) and Phlebotomy Technician (PBT) students are expected to comply with professional behavior, expectations and requirements specifically set forth as essential within the MLT and PBT programs. The student will be notified by a program official, typically the program director, that a recommendation for dismissal is being filed. In the event the director is unavailable an M State MLT/PBT faculty member will be assigned by the program director. A student will be dismissed from the professional program for any of the following reasons.

### **Program Appeals**

A student has the right to appeal the dismissal action by the approved grievance procedures established by M State. The Petition and Appeal Process can be found in the M State general catalog under Sanctions for Violation of Conduct Code. The purpose of this section is to provide the student's right to due process. Submission of an appeal does not guarantee the desired outcome.

Students may choose to submit an appeal for the following:

- ☐ Students who are unsuccessful in two or more program courses are ineligible to progress in the program. Students should address the following in their appeal:
  - Barriers to their success
  - Realistic, and concrete plan to avoid those barriers
  - Clear and convincing evidence that the circumstances preventing success have substantially changed
  - Supporting documentation

Students must submit an appeal for the following:

- ☐ Students granted a conditional appeal and were expected to meet terms and conditions. This appeal should provide documentation of meeting the terms and conditions of the prior appeal.
  - Identify this is a follow up to a previous appeal
  - Date of the original appeal and/or copy of original appeal decision
  - Supporting documentation of completion of terms and conditions

### **Procedure for submitting an appeal:**

- 1 Obtain and complete an appeal form found at (M State: [www.minnesota.edu/forms/](http://www.minnesota.edu/forms/)). This form is called: Academic and Student Services Appeal Request. For ATCC, contact instructor or College Info Center.
- 2 Appeal is forwarded to the MLT/PBT Appeals and Progression Committee (referred to as "Committee"). The Committee will meet as needed but within four weeks after receipt of a complete appeals request during the academic year. The Committee does not meet during times when faculty are not on contract (such as during semester breaks, spring break, holidays, weekends, and summer).
- 3 A student may request to be present at discussion by sending email to MLT/PBT Program Director at the same time the appeal is submitted. Students will be expected to follow the instructions for connecting to the discussion at the specified time, or they will forfeit their right to be present.
- 4 All appeals are considered individually, based on the content and documentation provided by the student.

The MLT/PBT Program Director, or designee, will communicate Committee decisions by letter sent to the student's school email and a copy is filed in the student's academic record, and College appeal log.

Decisions may also be communicated with student services directors, associate registrars, admissions, advising, counseling, and faculty as appropriate.

#### **Approved Appeals:**

- ☐ Readmission to the program is contingent upon the following:
- ☐ Documented completion of terms and conditions advised by the Committee within the specified time frame.
- ☐ Space availability in the courses needed.

#### **Denied Appeals:**

- ☐ Student must wait a period of three years from the end of the unsuccessful term to reapply to the MLT program.
- ☐ Student will be required to repeat all program courses according to the Committee's terms and conditions.

### **MLT Program Plan**

The following outline is the recommended program of study for progression through the MLT program:

#### **1<sup>st</sup> Fall Semester**

- ☐ ENGL 1101 – College Writing (3 credits)
- ☐ CHEM 1100 – Fundamental Concepts of Chemistry (3 credits)
- ☐ MLT 1115 – Basic Laboratory Techniques (2 credits)
- ☐ MLT 2316 – Immunology Lecture (1 credit)
- ☐ MLT 2317 – Immunology Lab (1 credit)
- ☐ MLT 1227 – Biological Fluids Lecture (1 credit)
- ☐ MLT 1228 – Biological Fluids Lab (1 credit)
- ☐ BIOL 2260/2261 – Human Anatomy and Physiology I with Lab (4 credits)

#### **1<sup>st</sup> Spring Semester**

- ☐ BIOL 2262/2263 – Human Anatomy and Physiology II with Lab (4 credits)
- ☐ MLT 2151 – Introduction to Molecular Diagnostics (1 credit)
- ☐ ENGL 1215 – Professional and Technical Writing (3 credits)
- ☐ MLT 1124 – Immunohematology Lecture (3 credits)
- ☐ MLT 1125 – Immunohematology Lab (1 credit)
- ☐ MLT 1216 – Hematology and Coagulation Lecture (2 credits)
- ☐ MLT 1217 – Hematology and Coagulation Lab (1 credit)
- ☐ MLT 1130 – Laboratory Calculations (2 credits)

#### **2<sup>nd</sup> Fall Semester**

- ☐ MLT 2266 – Diagnostic Microbiology Lecture (3 credits)
- ☐ MLT 2267 – Diagnostic Microbiology Lab (1 credit)
- ☐ MLT 2131 – Diagnostic Chemistry Lecture (3 credits)
- ☐ MLT 2132 – Diagnostic Chemistry Lab (1 credit)
- ☐ MLT 1110 – Phlebotomy Skills (2 credits)
- ☐ MLT 2350 – Professional Issues in Medical Laboratory Technology (2 credits)

#### **2<sup>nd</sup> Spring Semester**

- ☐ MLT 2346 – Clinical Applications (1 credit)
- ☐ MLT 2223 – Clinical Urinalysis and Body Fluids (2 credits)
- ☐ MLT 2232 – Clinical Hematology and Coagulation (3 credits)
- ☐ MLT 2224 – Clinical Immunohematology (3 credits)

- MLT 2227 – Clinical Chemistry and Immunology (3 credits)
- MLT 2231 – Clinical Microbiology (3 credits)

### **MLT Course Descriptions**

All MState and MLT course descriptions can be found on the website at:

<https://www.minnesota.edu/course-descriptions>

### **Clinical Internship Schedule**

The clinical internship begins the first day of the spring semester (unless an alternate plan has been established). The internship runs in conjunction with the second semester spring courses. Each portion of the clinical rotation is linked to modules in the associated clinical course. For example, learning objectives are available in MLT 2223 Clinical Urinalysis and Body Fluids for students completing the urinalysis and body fluids portion of the clinical internship experience.

### **Order of Rotation**

The rotation plan for each student varies from site to site and will depend on specific departmental organization of the clinical site laboratory. Study questions and exams should be completed according to the student's clinical site rotation schedule where possible.

Each student will receive a personalized schedule for the rotation. However, the length of time spent in each area is consistent. Each student will complete a 16-week clinical internship experience broken down into the following areas:

<b>Rotation</b>	<b>Length</b>
Urinalysis and Phlebotomy	1 week
Chemistry	3 weeks
Hematology and Coagulation	4 weeks
Immunohematology	4 weeks
Microbiology (including mycology and parasitology)	4 weeks

### **Clinical Internship Experience**

During the final semester of courses, students are scheduled for the clinical internship experience which includes on-the-job training at a clinical affiliate. This training prepares incorporates knowledge learned throughout the core MLT courses with real-life experience in the laboratory. Students will work under the direct supervision of certified MLS or MLT clinical affiliate instructors.

The student is financially responsible for lodging and board during their clinical training. The specific dates, including any breaks, will be established and communicated to students and clinical supervisors through the "Calendar of Events" portion of this handbook. Students will enter their clinical internship after successful completion of the core MLT courses. Students are required to obtain his or her own uniform if scrubs are not provided by the clinical affiliate. Students must follow all clinical site policies and procedures.

### **Clinical Internship Attendance**

A total of 640 hours (16 weeks) of on-the-job training is required to complete the clinical internship experience. Students may utilize 2 days of personal time off (16 hours) for medical or personal reasons, the student must work the clinical coordinator and clinical facility to schedule make-up hours. M State will work to help make reasonable accommodations for approved medical or personal time off. However, it is the student's responsibility to be in consistent communication with the clinical coordinator and the clinical facility. Failure to respond to emails or arrange make-up hours will result in the loss of the clinical facility assignment and dismissal from the MLT program.

During the training period, the assignment to a night and weekend schedule may occur at the discretion of the clinical affiliate using the following guidelines:

- ☐ Weekend training should not be assigned before the student has completed 8 weeks of internship training.
- ☐ Weekend training shall not exceed two weekend days every four weeks.
- ☐ Weekend and night work should be a reinforcement of procedures performed during clinical training and must be done under the direct supervision of a medical technologist. Weekend and alternative shifts will provide learning experiences not available on days.
- ☐ Students assigned to weekends or extra time must be given compensatory time off during the week.
- ☐ The student must not be salaried for the regular 40 hr/week that is a scheduled part of their training.
- ☐ Become familiar with the clinical internship site's policies. E.g. Many have a "scent free" policy.
- ☐ The student may be scheduled for a specified shift if a particular department rotation may be learned more adequately during those hours. (In some hospitals some special tests and procedures are done on the evening or night shift.)

#### Personal Time Off Expectations:

- ☐ Student will notify section staff (where applicable) and clinical site supervisor all scheduled and non- scheduled PTO.
- ☐ PTO may be used for example: to attend job interviews and for weather-related absences.
- ☐ Absences beyond two days for ANY REASON may result in an attendance contract which may jeopardize completion of internship. Days will need to be made up at the discretion of the clinical site and M State – staff.
- ☐ Attendance forms must be printed, filled out and returned to the college when student is absent for any reason.
- ☐ Students need to call at least an hour in advance of scheduled time when calling in sick.
- ☐ Students need to call clinical site if you are expecting that you will be late and time absent may be made up at the end of the day.
- ☐ If student is sleepy or unable to perform sufficiently for health or other reasons, the clinical site has the right to instruct you to rest within the clinical site or send you home till able to perform adequately. Hours will be made up at the end of that day or another day at the discretion of the clinical site.
- ☐ Excessive tardiness and absences will be reason for dismissal from the MLT program. All unexcused absences need to be made up prior to the end of spring semester. Failure to complete make-up time will result in dismissal from the MLT program.

#### **Laboratory Reporting**

All laboratory reports of the student must be co-signed (verified) by a certified medical laboratory technician/technologist. Students are not allowed to report patient results without review and approval by their direct supervisor or clinical affiliate instructor.

#### **Medical and Health Policy**

Before entering their clinical internship experience, students must complete the medical history form and may be required to show documentation of health insurance coverage (for those sites requiring coverage). Students are expected to follow the clinical affiliate's procedures for reporting any accident/incident and receiving of medical attention. It is strongly encouraged to receive Hepatitis B immunization.

Students are responsible to provide to the clinical site any specific clinical site requirements including:

1. Hepatitis status/or declination status and other immunizations.
2. COVID/Influenza requirements
3. Copy of required immunizations and mantoux.or IGRA test
4. Background check clearance.

#### 5. Proof of health insurance (where applicable)

It is the responsible of the student to contact their clinical site coordinator prior to internship to inquire about required vaccinations, etc. Some clinical sites will not let the internship begin until they have received the proper documentation.

### **Health Insurance**

Students are encouraged to carry health and accident insurance while attending school. A health insurance plan is available to students through an approved Minnesota State Colleges and Universities System group plan. This insurance is made available to assist those students not covered under family and/or employer plans. Some courses and/or activities may require health and/or liability insurance. Contact Student Services located in the College Center for more information. Health insurance is required at some internship sites and if required, is needed before advancing to an internship site.

**IMPORTANT:** All students are advised to carry an insurance card to provide necessary information to medical providers, whether covered under parents' insurance or on their own. Students may be required to obtain pre-approval from their insurance company to obtain medical care outside their designated provider.

### **Accident of Injury Occurring at the Clinical Affiliate**

For student protection and for the protection of the clinical affiliate all incidents and injuries involving a student and occurring on the property should be reported on an Employee Incident Report form and given to Department Head or Clinical Coordinator and/or the College's incident report form. The affiliate will determine the necessary action to be taken for incidents requiring immediate attention. Any costs incurred will be the responsibility of the student.

### **Liability Insurance**

M State has a Group Plan for all students participating in a clinical experience.

### **Clinical Site Orientation**

The orientation to the clinical site will be left up to the individual site. It may be a part of the new employee orientation of that site. It is suggested that the clinical supervisors thoroughly explain the student's role in the laboratory. The objectives and evaluation forms should be reviewed so that the student is aware of what is expected of him/her. Suggested topics to be included in the orientation are:

- a) Tour of the clinical site and laboratory area.
- b) Introduction to the entire laboratory staff including the Pathologist.
- c) Explanation of the rotation schedule.
- d) Discussion of the dress code, grooming guidelines, and other related subjects.
- e) Explanation of parking facilities.
- f) Telephone etiquette that is followed in the laboratory.
- g) Procedure for requesting time off for appointments.
- h) Policies regarding make-up work for all absences.
- i) Procedure for calling in when ill or tardy.
- j) Use of identification badges.
- k) The hours and the policy for working weekends, holidays, evenings, etc.
- l) Time and length of coffee breaks and lunch periods.
- m) Policies regarding patient confidentiality.
- n) Standard precautions/risk management.
- o) HIPAA.
- p) Safety, standard precautions, chemical safety, fire and infection control.

### **Phlebotomy Training Restriction**

Phlebotomy training should be provided on a regular basis not to exceed 100 hours of training. If a

student is already a phlebotomist, omit one week of phlebotomy training and limit phlebotomy to 1 hour per day. Time that would have been spent on phlebotomy training should be replaced with another training area. This training area will be chosen by the site. It is also recommended that blood drawing does not occur when student is training in the areas of blood banking and microbiology to encourage uninterrupted continual learning.

### **Service Work**

Students are not used as part of the clinical facility's work force and are not paid. Assigned clinical experience hours are not made on weekends, holidays, evening or night shifts.

Students will not be used to substitute regular employees as part of their clinical internship experience. Service work by students in clinical settings outside of academic hours is not a requirement. If the student works for the laboratory outside of the academic hours, it will not be counted towards the student's clinical internship hours. Hours worked outside of the clinical internship experience should not interfere with the student's progression through the MLT program. Examples of service work include but are not limited to: working as a phlebotomist, laboratory assistant, or continuing to work evening shifts or weekends at a clinical affiliate during the student's progression through the MLT program.

### **In-services and Field Trips**

Students should be required to attend all in-service lectures, seminars, field trips etc., that are a part of the hospital/laboratory in-service education. In addition, the student may return to M State during the semester for special topics, field trips or in-services. The dates for these in-services will be scheduled in advance. The in-service may involve a day or overnight trip.

#### Objectives:

Upon completing an in-service or training, the student will be able to:

1. Participate in conference seminars (where applicable).
2. Participate by being alert and asking questions.
3. Observe techniques and procedures.
4. Observe the professionalism of the employees.

During in-services or field trips, students are expected to:

- ☐ Dress professionally
  - Dress conservatively - No tank tops or strapless tops (unless under a professional looking jacket), no jeans or bare legs. (If wearing a dress, you must wear nylons – no bare legs).
  - Wear comfortable closed shoes; no exposed toes or heels.
  - Dress as you would for an interview. You represent M State potential applicants.
- ☐ Demonstrate professionalism.
- ☐ Demonstrate organization to keep the schedule on track.
- ☐ Do not take extra breaks unless the whole group has permission to do so.

### **MLT Program and Clinical Internship Experience Behavior**

Students are expected to behave with professionalism when participating in the MLT program and clinical internship experience. Prior to entering a clinical internship experience, students are required to review and sign the "clinical internship experience contract". This contract defines and outlines the expected behavior. These include:

#### **Clinical Internship Policies and Procedures**

- A. Work hours:
  - a. Will be in the laboratory at stated time of 8:00 am (or assigned time) and will clock-in and out daily. (Time may vary at each site.)
  - b. Tardiness will not be tolerated.



- c. Will limit lunch break to 30 minutes and coffee breaks to 15 minutes (or as assigned by site).
- d. Personal phone calls and cell phone use are inappropriate and are not allowed.
- e. Schedule necessary appointments either off clinical time or at the end of the shift.
- B. Attendance:
  - a. If student must take time off due to illness, the student will call the laboratory to notify lab staff of their illness before their scheduled time of internship. Failure to report the illness before their schedule start time to the clinical facility will result in an unexcused absence.
  - b. Two sick or personal leave days are permitted during the entire clinical internship.
  - c. After two unexcused absences the intern will be dismissed from their clinical rotation.
  - d. If an extend leave is required for medical reasons, the student will request permission from the Clinical Coordinator or Program Director. If approved, the student will provide written documentation from a medical provider. In addition, the student will work with the Clinical Coordinator and Clinical Internship Site to schedule make-up time.
- C. Performance:
  - a. Grades
    - i. Students are required to pass with a minimum of a C in all clinical internship courses.
    - ii. Students that do not obtain a passing score in a clinical internship course will not be allowed to complete additional courses or clinical internship experience.
    - iii. Academic honesty is expected and required at all time.
    - iv. Concerns about academic dishonesty will be evaluated by the program director and clinical coordinator. Identified academic dishonesty cases will be evaluated on a case-by-case basis and may result in failure of courses, dismissal from clinical internship experience and MLT program.
    - v. The majority of student studying should occur during non- lab hours.
    - vi. Hours in the laboratory should be filled with practical experiences.
  - b. Skill Checklists
    - i. Students must successfully complete each clinical skills checklist.
    - ii. Successful completion is defined when a clinical site instructor evaluates the student with an overall review of “have met” the skills listed in the checklist.
    - iii. Failure to successfully complete a clinical skills checklist will result in failure of the associated course and result in immediate dismissal from the clinical internship experience and MLT program.
- D. Professionalism
  - a. interns are expected to act and look professional.
  - b. Interns must follow all of the clinical affiliate’s policies and procedures.
  - c. Unethical behavior is cause for dismissal. The following is a list of unethical behaviors:
    - i. Unsafe application or neglect of assigned duties
    - ii. Poor or inappropriate patient care
    - iii. Use of drugs of abuse
    - iv. Non-compliance of safety to self and others
    - v. Breach of patient confidentiality

#### **Method of Student Dismissal:**

- ☐ The Clinical Coordinator, Program Director or any staff that participates in the clinical training of students may request dismissal of a student for failing to comply with any of the policies/requirements listed in this contract.
- ☐ Failure to comply with all of the policies/procedures in this contract will result in the failure of the associated course, immediate removal from clinical internship experience, and immediate dismissal from the MLT program.
- ☐ Reentry into clinical rotation is at the discretion of the MLT Program Director and the



hospital/clinic involved. Reentry is dependent on space with regularly scheduled students having priority.

### **Non-Discrimination Policy:**

- ☐ MSCTC is committed to a policy of nondiscrimination in employment and education opportunity. MSCTC does not discriminate on the basis of race, color, national origin, sex, disability or age in its educational programs, activities, and employment.
- ☐ Students will be treated impartially and fairly. MLT Faculty will work with the Office of Equity and Inclusion, Student Support Services as well as the individual student to meet and support that student based on their individual need(s) or concern(s).

### **Clinical Internship Experience Evaluations**

This section outlines the evaluations and assessments that students will complete during their clinical internship experience.

#### **Didactic**

- ☐ Worksheets
- ☐ Case Studies
- ☐ Discussion Board Postings
- ☐ Research and Writing Projects
- ☐ Quizzes/Examinations
- ☐ Final Comprehensive Examination
- ☐ A minimum passing grade must be obtained through the calculation of points earned in various assessments to successfully complete the course.

#### **Psychomotor**

- ☐ Skill requirements with minimum competencies are provided to students and clinical instructor in charge of the student training for any given area in the form of the “Clinical Competency Checklist.”
- ☐ Clinical Competency Checklists will be completed in each clinical course and used to assess a student progress during the correlated clinical experience.
- ☐ Clinical Competency Checklists are completed by clinical affiliate instructors.
- ☐ Failure to successfully demonstrate the minimum competencies and complete the checklist within the allocated timeframe will result in a failure of the course and the dismissal from the program.
  - At the discretion of the program director and clinical affiliate staff additional time or remediation may be given.
  - A maximum of four additional weeks may be allocated.
- ☐ Completed Clinical Competency Checklists must be scanned and submitted in the appropriate dropbox on BrightSpace. This is the student’s responsibility to ensure proper submission of the completed form.

#### **Affective**

- ☐ An affective assessment is included in each psychomotor evaluation.
- ☐ Rubric style assessment will be completed by clinical affiliate staff along with comments.
- ☐ Assessment is completed in each clinical course.
- ☐ Failure to successfully demonstrate the minimum competencies and complete the checklist within the allocated timeframe will result in a failure of the course and the dismissal from the program.
  - At the discretion of the program director and clinical affiliate staff additional time or remediation may be given.
  - A maximum of four additional weeks may be allocated.

- Completed Clinical Competency Checklists must be scanned and submitted in the appropriate dropbox on BrightSpace. This is the student's responsibility to ensure proper submission of the completed form.

### Clinical Affiliates

The following facilities are current affiliates of the MLT program and possible locations for completing the MLT clinical internship experience. This list includes recent facilities and does not indicate their acceptance of students.

Facility	Address
Lake Region Healthcare	712 S Cascade Street Fergus Falls, MN 56537
Perham Memorial Health	1000 Coney Street West Perham, MN 56573
Sanford Health Care	737 Broadway Fargo, ND 58122
Astera (formerly known as Tri-County Health Care)	415 Jefferson St N Wadena, MN 56482

If the clinical site should close or discontinue immediately, the remainder of the student's practicum at the clinical site will be evaluated and completed at another facility to complete competencies.

### Clinical Site Visits

At least once during the clinical training of the student, a member of the Medical Laboratory Technician teaching faculty will contact the clinical instructor of the clinical affiliate and arrange a visit with the student and the clinical affiliate instructor(s). At this time, the progress of the student will be reviewed. Additional visits may be requested and completed as needed.

### Electronic Devices

All electronic devices need to be turned off during class, laboratory sessions, and working in the laboratory at a clinical affiliate. It is preferred that you keep your cell phone turned off or left in your purse, tote, or backpack. Notify instructor before class if you are expecting an emergency call.

### Graduation

Requirements for graduation include the following:

1. All MLT/Phlebotomy course work must be completed with an 83% or higher final grade.
2. The student must have no grades of incomplete on his/her transcript.
3. Psychomotor and Affective evaluations of clinical practicum must be satisfactory.
4. Meet all criteria for graduation as defined in the college catalog and Student Handbook.

Students who have met the above requirements will participate in the graduation exercises of M State that are held during in May. At that time, an Associate of Applied Science Degree is awarded the graduate.

The granting of the Associate of Applied Science degree in Medical Laboratory Technician is not contingent upon the student passing ANY national laboratory certification examination.

### National Certification

Graduates are eligible to take the Board of Certification (American Society of Clinical Pathology). Program instructors are available to assist with the application process as needed. Students are encouraged to apply for the examination towards the end of the school term. It is also recommended to sit for the examination as soon after completion of the MLT program as possible.

### Teach-Out Plan

If M State or other accreditation body decides to close the MLT program the college must consider the following options with the first option being the most desirable and least disruptive to the students enrolled in the program.

- ☐ The MLT Program could teach out currently enrolled students. It would no longer admit students to the program and would terminate the program and the operations at this site after students have graduated. The institution would submit a formal plan for teach-out plan approval to NAACLS and other organizations requiring the plan within 30 days of announcement.
- ☐ Each student as part of Teach Out Plan would be individually counseled and advised for program completion.
- ☐ M STATE could enter into a contractual teach-out agreement with another MNSCU institution to teach out the educational program. A teach-out agreement will again be provided to NAACLS and other interested parties with the developed plan. No formal agreement has been established to date.

### Historical Program Outcome Data

#### Graduation Rates:

2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
100%	91%	60%	64%	100%	100%	100%	88%	100%

#### BOC Examination Pass Rates:

2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
67%	90%	50%	67%	71%	60%	100%	100%	TBD

#### Placement Rates:

2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
75%	80%	100%	87.5%	100%	100%	100%	100%	100%

\*Recent graduate data is subject to change. Not all recent graduate data is complete.