



Medical Laboratory Technician (MLT) & Phlebotomy (PBT) PROGRAM HANDBOOK



Minnesota State
Community and Technical College

Minnesota State Community and Technical College,
a member of Minnesota State, is an affirmative
action, equal opportunity educator and employer.



MINNESOTA STATE



MISSION

Minnesota State Community and Technical College 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 see continuous improvement as constant.

PILLARS OF SUCCESS

- i. Student Success
- ii. Equity and Inclusion
- iii. Financial sustainability



The School of Health Sciences, Human Services and Nursing

Mission Statement

The School of Health Sciences, Human Services and Nursing at Minnesota State Community and Technical College is dedicated to fostering excellence in education, professional development, and community engagement in health and human services professions. Our mission is to prepare compassionate and highly skilled individuals who contribute to the well-being of individuals and the communities we serve.

Vision Statement

We aspire to provide exceptional education to meet the evolving human service and healthcare needs of the communities we serve.

Medical Laboratory Technology and Phlebotomy

Mission Statement

The mission of the Minnesota State Community and Technical College Medical Laboratory Technician and Phlebotomy program is to provide a robust curriculum enhancing technical skills and theory to prepare an entry-level laboratory professional. The program aims to provide an up-to-date educational framework to meet the needs of industry and provide a positive transition into the profession.

WELCOME to the Minnesota State Community and Technical College (M State) MLT Program! We are excited that you have chosen to pursue your career with us. We are proud of our history and excited about our future as we continue to excel in the area of laboratory education. M State faculty and staff are here to support you as you pursue your laboratory education.

This **M State MLT Program Policies and Procedures Manual** has been prepared to help you learn about the structure and expectations of our program. It also provides the framework for the academic and clinical laboratory policies and requirements we have instituted to maintain an effective and efficient program. The most up-to-date electronic version is always located on the M-State MLT web page. <https://www.minnesota.edu/programs-and-degrees/medical-laboratory-technology>

The **M State Student College Handbook** addresses the policies for all students enrolled in the college, including MLT and Phlebotomy students. Students are to refer to the M State College Student Handbook, located on the [Student Handbook page](#) of the M State College website, for all information that is not specific to the MLT or Phlebotomy program and contained in the Program Policies and Procedures Manual.

Please take the time to read and familiarize yourself with the MLT Program Policies and Procedures Manual, as well as the College Student Handbook. It is your responsibility to know the content of both.

Again, I want to say welcome to Minnesota State Community and Technical College MLT Program. We look forward to partnering with you throughout your educational journey.

Warmest Regards,

Dr. Ken Kompelien
Academic Dean for the School of Health Sciences,
Human Services, and Nursing

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Program specific polices and procedures will be indicated with either MLT or PBT. Unless otherwise indicated, “Program(s)” is applicable to both Medical Laboratory Technology and Phlebotomy Programs.

General Program Policies and Procedures

Faculty Information

The program(s) are offered and administered by the School of Health Sciences, Human Services and Nursing led by the HSHSN Dean, Dr. Ken Kompelien. The program(s) are led by the Program Director, Beth Jones who works with the Dean and teaching staff on all issues related to the program's administration. The teaching faculty includes full-time, part-time, and adjunct faculty with outstanding and relevant education and professional backgrounds.

Staff communicate with students in a variety of modalities from email, phone, in-person, and virtual meetings. If students have questions about specific courses, the student should reach out to that course's instructor. If the student cannot reach the course instructor, has questions about the program itself, or has a specific concern, the student should reach out the Program Director (Beth Jones). If the student has questions, comments, or concerns that they cannot discuss with the program faculty or leadership, the student should reach out to the Academic Dean for the School of Health Sciences, Human Services, and Nursing (Dr. Kompelien).

Dr. Ken Kompelien, Ed.D

Dean for the School of Health Sciences, Human Service, and Nursing

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Adjunct faculty are utilized for both the MLT and PBT programs. Adjunct faculty are qualified professionals, often from local healthcare facilities who teach on a semester-by-semester basis. Adjunct faculty information may be requested through the Program Director at any time.

MLT 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 fall of 2023. The current accreditation certificate will expire on April 30th of 2029.



National Accrediting Agency for Clinical Laboratory Science

5600 N. River Rd, Suite 720

Rosemont, IL 60018-5119

Phone: 773.714.8880

Fax: 773.714.8886

Email: info@naaccls.org

MLT Program Description

A Medical Laboratory Technician (MLT), is qualified by academic/ applied science education and certification, to provide services in clinical laboratory science or related areas in a rapidly changing and dynamic healthcare delivery system. MLTs perform, evaluate, correlate, and assure the accuracy of laboratory information to aid in the diagnosis/treatment of patients.

The ability to relate to people, a capacity for calm and reasoned judgment and demonstration of commitment to the patient are essential qualities of an MLT. Communication skills extend to consultative interaction 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.

PBT Program Description

A Phlebotomy Technician is trained to collect patient samples using a phlebotomy procedure. They may also transport and process specimens in a laboratory setting. Phlebotomy technicians work directly with patients and must have strong customer service, communication skills, attention to detail and time management skills

Upon completion of the program, a student is awarded a program certificate. Graduates of the one-semester certificate program are eligible to take the Board of Certification Examination of the American Society for Clinical Pathology (ASCP).

Program Goals

The philosophy of the program(s) 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). The program addresses the needs of the surrounding medical community and prepares graduates to meet the technical, academic, and professional needs as defined by the service area.

The goals and purpose of the program are to:

1. Ensure quality relevant instruction in medical laboratory techniques 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. Supply appropriate resources and delivery systems needed for instruction of material within the program.
4. Maintain retention, graduation and certification standards required of applicable accreditation agencies.
5. Maximize efforts to serve non-traditional part-time students and include opportunities for students of all demographics.
6. Provide quality advisement, counseling and other support services for students within the program.
7. Develop and encourage opportunities for interdisciplinary programs within the college.
8. Encourage involvement in the community and improve the delivery of health care services in the region.

MLT Program Outcomes and Career Level Competencies

The program is designed to prepare future MLTs with the competencies necessary to perform waived, point-of-care, routine, or complex testing in areas such as; clinical chemistry, hematology, hemostasis, immunology, immunohematology, microbiology, urinalysis, body fluid analysis, and laboratory operations.

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

1. Evaluate the importance of patient identification, collection, transport, and processing of blood/ 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 preventative 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 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 interact with them with respect for their jobs and patient care.
12. Recognize and act upon individual needs for continued education as a function of growth and maintenance of professional competence.

MLT Program Outcome Measures

Year	BOC Pass Rate	Graduation Rate	Placement Rate	Attrition Rate
2021-2022	75%	100%	100%	0%
2022-2023	100%	100%	100%	0%
2023-2024	60%	100%	80%	0%

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

Confidentiality Statement

Student privacy and confidentiality is of the utmost importance to MSCTC and the program. All student information, grades, coursework, correspondence, meetings and meeting minutes are considered private information and are kept confidential between the student and designated program faculty. For questions about students' rights pertaining to privacy and private information, please see the confidentiality of students Records Policy.

(<https://www.minnesota.edu/about/policies-and-procedures/confidentiality-student-records-policy>)

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 grade of incomplete on their transcript.
3. Psychomotor and affective evaluation of clinical practicum must be satisfactory.
4. A student meets all criteria for graduation as defined by the college catalog and student handbook.

Students who have met the above requirements may participate in the graduation exercises of M State that are held during May. At that time, an associate of applied science degree is awarded to 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 exams.

National Certification and State Licensure

Graduates are eligible and encouraged to take the Board of Certification (American Society of Clinical Pathology). Program instructors are available to assist with application processes as needed.

Below is a list of states that currently require MLT state licensure. Program instructors are available to assist with application processes as needed.

California, New York, Florida, Hawaii, Louisiana, Montana, Nevada, North Dakota, Tennessee, West Virginia, Puerto Rico.

Teach- Out Policy

If M State or an accreditation body decides to close the program(s), 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 institution would submit a formal plan for teach-out approval to NAACLS and other organizations requiring the plan within 30 days of announcement.

1. The 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.
2. Each student as part of the teach -out plan would be individually counseled and advised for program completion.
3. 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 entered parties with the developed plan. No formal agreement has been established to date.

Admission and Curriculum Planning Policies and Procedures

Program Admission Requirements

Please refer to the MLT or PBT program application packet for current requirements. Dismissal from another MLT or MLS program will affect the student's application ranking and may affect one's acceptance into the program. Application packets can be found on the following webpages.

<https://www.minnesota.edu/programs-and-degrees/medical-laboratory-technology>

<https://www.minnesota.edu/programs-and-degrees/phlebotomy-technician>

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.

Essential Functions

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

Physical Requirements

- The applicant must be able to participate actively in all demonstrations, laboratory exercises and clinical experiences within the program.
- The applicant must be willing/able to work with biological fluids, organisms, and chemical reagents.
- The applicant must perform testing according to protocol set by program faculty. This includes the ability to sit or stand for periods of time, have appropriate dexterity, and hand-eye coordination.

Visual Requirements

- The applicant must be able to read policies, procedures, results, graphs and other information provided.
- The applicant must have the ability to differentiate colors.
- The applicant must be able to view structures using a simple or compound microscope.

Auditory / Communication Requirements

- The applicant must hear alarms and/or timers used in a laboratory setting.
- The applicant must communicate both written and orally effectively in English.
- The applicant must be able to communicate effectively and sensitively to patients, fellow students, instructors, and other healthcare professionals.

Behavioral / Intellectual Requirements

- The applicant must express ethical behavior appropriate of a healthcare professional.
- The applicant must have proper time management and organization skills to complete laboratory procedures.
- The applicant must be able to measure, calculate, reason, analyze, and evaluate results.
- The applicant must be able to handle taxing workloads and remain calm under stress.
- The applicant must be able to comprehend three-dimensional relationships and understand the spatial relationships of structures.

Background Checks

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at health care facilities 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. A background study needs to be completed and “Deemed Qualified” before entering an internship site. A few facilities require 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 course equivalency. A course may be waived if 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) and was dismissed from the program and/or clinical internship, that student will not be accepted into the MLT Program.

Tuition

Policies and procedures related to tuition payment and reimbursement can be found on M State’s website at:

<https://www.minnesota.edu/about/policies-and-procedures/tuition-and-fees-policy>

Up-to-date tuition cost can be found at: <https://www.minnesota.edu/cost>

Drop / Withdrawals

Dropping and withdrawal dates are published in each course syllabus and published on the M State’s website at:

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

Outside Employment

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

Brightspace

All courses within the program(s) use the Brightspace learning platform. Instructions for viewing and navigating courses, content, assignments, and quizzes will be provided to students at the start of each semester. If students have questions about navigating this platform, they may communicate with M State IT department or program faculty.

It is expected that students will monitor Brightspace daily for any updates or announcements regarding course material.

Health Insurance

Before the school year starts and acceptance into the program, students must complete a medical history form. 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 provides, whether covered under parents' insurance or their own. Students may be required to obtain pre-approval from their insurance company to obtain medical care outside of their designated provider.

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 medially 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. Other vaccinations may be required based on the student's clinical site placement.

MLT Program Plan

The following outline(s) are the recommended plans of study for progression through the MLT program. Students will be required to meet with advisors to discuss program planning within the first semester of the program. Classes designated with “MLT” are taught by program faculty. Lectures take place on-line, both synchronously and asynchronously. Lab courses are in person.

MLT Program Plan – 2 Year Track

1st Fall Semester – 16 Credits

- ENGL 1101 – College Writing (3 Credits)
- CHEM 1100 – Fundamental Concepts of Chemistry (3 Credits)
- BIOL 2260/2261 - Human Anatomy and Physiology I with Lab (4 Credits)
- MLT 1116- Basic Laboratory Techniques Lecture (1 Credit)
- MLT 1117- Basic Laboratory Techniques Lab (1 Credit)
- MLT 1109- Phlebotomy Skills Lecture (1 Credit)
- MLT 1119- Phlebotomy Skills Lab (1 Credit)
- MLT 2350 – Professional Issues in MLT (2 Credits)

1st Spring Semester – 14 Credits

- BIOL 2262/2263 - Human Anatomy and Physiology II with Lab (4 Credits)
- ENGL 1215 – Professional and Technical Writing (3 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)
- MLT 1216 – Hematology and Coagulation Lecture (2 Credits)
- MLT 1217 – Hematology and Coagulation Lab (1 Credits)

2nd Fall Semester – 15 Credits

- MLT 2151 – Introduction to Molecular Diagnostics (1 Credit)
- MLT 1131 – Laboratory Calculations (1 Credit)
- MLT 1124- Immunohematology Lecture (3 Credits)
- MLT 1125- Immunohematology Lab (1 Credit)
- MLT 2266 - Diagnostic Microbiology Lecture (3 Credits)
- MLT 2268 – Diagnostic Microbiology Lab (2 Credits)
- MLT 2131- Diagnostic Chemistry Lecture (3 Credits)
- MLT 2132- Diagnostic Chemistry Lab (1 Credits)

2nd Spring Semester – 15 Credits

- 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 Program Plan – 3 Year Track

1st Fall Semester – 7 Credits

- BIOL 2260/2261 - Human Anatomy and Physiology I with Lab (4 Credits)
- MLT 1116- Basic Laboratory Techniques Lecture (1 Credit)
- MLT 1117- Basic Laboratory Techniques Lab (1 Credit)
- MLT 2151 – Introduction to Molecular Diagnostics (1 Credit)

1st Spring Semester – 8 Credits

- ENGL 1101 – College Writing (3 Credits)
- CHEM 1100 – Fundamental Concepts of Chemistry (3 Credits)
- MLT 2316- Immunology Lecture (1 Credit)
- MLT 2317 – Immunology Lab (1 Credit)

1st Summer Semester – 7 Credits

- BIOL 2262/2263 - Human Anatomy and Physiology II with Lab (4 Credits)
- ENGL 1215 – Professional and Technical Writing (3 credits)

2nd Fall Semester – 8 Credits

- MLT 1124- Immunohematology Lecture (3 Credits)
- MLT 1125- Immunohematology Lab (1 Credit)
- MLT 1109- Phlebotomy Skills Lecture (1 Credit)
- MLT 1119- Phlebotomy Skills Lab (1 Credit)
- MLT 2350 – Professional Issues in MLT (2 Credits)

2nd Spring Semester – 5 Credits

- MLT 1227- Biological Fluids Lecture (1 Credit)
- MLT 1228 -Biological Fluids Lab (1 Credit)
- MLT 1216 – Hematology and Coagulation Lecture (2 Credits)
- MLT 1217 – Hematology and Coagulation Lab (1 Credits)

3rd Fall Semester – 10 Credits

- MLT 2266 - Diagnostic Microbiology Lecture (3 Credits)
- MLT 2268 –Diagnostic Microbiology Lab (2 Credits)
- MLT 2131- Diagnostic Chemistry Lecture (3 Credits)
- MLT 2132- Diagnostic Chemistry Lab (1 Credits)
- MLT 1131 – Laboratory Calculations (1 Credit)

3rd Spring Semester – 15 Credits

- 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)

PBT Program Plan

The following outline is the recommended program of study for progression through the PBT Certificate Program. Classes designated with “MLT” are taught by program faculty. Lectures take place on-line, both synchronously and asynchronously. Lab courses are in person with additional on-line assignments as applicable.

Phlebotomy Certificate

1st Fall Semester – 16 Credits

- MLT 1116- Basic Laboratory Techniques Lecture (1 Credit)
- MLT 1117- Basic Laboratory Techniques Lab (1 Credit)
- MLT1109 – Phlebotomy Skills Lecture (1 Credit)
- MLT 1116 – Phlebotomy Skills Lab (1 Credit)
- MLT 2350 – Professional Issues in MLT (2 Credits)
- MLT 1112 – Clinical Phlebotomy (3 Credits)
- BIOL 2260/2261 - Human Anatomy and Physiology I with Lab (4 Credits)
- ENGL 1101- College Writing (3 Credits)

PBT Bridge to MLT Program Plan

The following outline is the recommended program of study for students who wish to bridge the Phlebotomy Certificate and MLT programs. Classes designated with "MLT" are taught by program faculty. Lectures take place on-line, both synchronously and asynchronously. Lab courses are in person.

Phlebotomy Certificate Bridge to MLT Program

1st Fall Semester – 16 Credits

- MLT 1116- Basic Laboratory Techniques Lecture (1 Credit)
- MLT 1117- Basic Laboratory Techniques Lab (1 Credit)
- MLT1109 – Phlebotomy Skills Lecture (1 Credit)
- MLT 1116 – Phlebotomy Skills Lab (1 Credit)
- MLT 2350 – Professional Issues in MLT (2 Credits)
- MLT 1112 – Clinical Phlebotomy (3 Credits)
- BIOL 2260/2261 - Human Anatomy and Physiology I with Lab (4 Credits)
- ENGL 1101- College Writing (3 Credits)

1st Spring Semester – 17 Credits

- BIOL 2262/2263 - Human Anatomy and Physiology II with Lab (4 Credits)
- CHEM 1100 – Fundamental Concepts of Chemistry (3 Credits)
- ENGL 1215 – Professional and Technical Writing (3 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)
- MLT 1216 – Hematology and Coagulation Lecture (2 Credits)
- MLT 1217 – Hematology and Coagulation Lab (1 Credits)

2nd Fall Semester – 15 Credits

- MLT 2266 - Diagnostic Microbiology Lecture (3 Credits)
- MLT 2268 – Diagnostic Microbiology Lab (2 Credits)
- MLT 2131- Diagnostic Chemistry Lecture (3 Credits)
- MLT 2132- Diagnostic Chemistry Lab (1 Credits)
- MLT 1124- Immunohematology Lecture (3 Credits)
- MLT 1125- Immunohematology Lab (1 Credit)
- MLT 1131 – Laboratory Calculations (1 Credit)
- MLT 2151 – Introduction to Molecular Diagnostics (1 Credit)

2nd Spring Semester -15 Credits

- 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)

Course Descriptions

All M State and MLT/PBT course descriptions can be found on the website at:
<https://www.minnesota.edu/course-descriptions>

Academic Expectations and Program Progression Policies and Procedures

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 will listen to all recordings in their entirety. Lab sessions may be two or more hours based on the credit load of each lab. It is mandatory for students to attend labs in-person. Students must arrive early at labs and be ready to start at the designated time. Instructors have the right of no-admittance to the lab session if the student is late. If a student is absent / late for lab, there will be no make-up lab provided. The students 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 advance notice of time requirements outside of previously scheduled hours.

If one must be absent or tardy, it is a requirement that the student notify the instructor prior to the absence. After two absences or excessive tardiness in a semester, the student will have an interview with the instructor and program directory. Students with irregular punctuality and more than two absences in a semester may not be assigned an internship site. Any additional absence in a semester will result in referral for counseling services, visit to the Academic Affairs office or termination from the program.

Late Work

No late work is accepted unless an exception is made directly with the instructor prior to the due date. Assignments submitted after the listed deadline will be assigned a score of zero. All assignments for 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 completion of the course, the grade automatically becomes an F. The program's grading policy will be given on each course syllabus to students at the beginning of the semester.

Grading and Instructor Feedback

Students must maintain a minimum of 83% grade (C) or better in all MLT core courses and clinical internship courses to be eligible for an internship site and to graduate from the program. Course letter grades will be assigned based on the percentage of total points earned throughout the semester based on the following scale:

A	94-100%
B	88-93%
C	83-87%
D	76-82%
F	$\leq 75\%$

Failure to maintain an 83% grade in each course will result in termination of 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.

The instructor will provide feedback to questions and concerns within 48 hours notice. Please keep in mind that instructors are not online 24/7 and may not be online at the same time as you. Instructors are not online during the weekend or school holiday breaks. The 48 hours does not include the weekend. If by chance the instructor does not answer after 48 hours, please send a reminder email at to the instructor email provided above. In the subject line of the email provide the class information (example: MLT 1228). Please use etiquette when addressing a question, comment, or concern. Offensive language will not be tolerated. Inappropriate emails will be forwarded to the Dean of Student Affairs for evaluation.

Academic Honesty

All students are expected to demonstrate academic honesty when completing work for any course. Students are responsible for their own work for all course assignment requirements. When you take a test, you are expected to follow the instructions for the exam. If the instructor assigns a written assignment, it must be in your own words and any sources for your assignments must be appropriately cited. You may use facts from other sources, but you must re-write them in your own words. Anytime you quote directly from another source or paraphrase substantially, you must cite the source you used. Even if you use your own words, if you are using someone else's information, you must cite the source of the information. You may collaborate with classmates on assignments, but you are ultimately responsible for everything that is turned in under your name.

The following actions constitute academic dishonesty (including but not limited to):

- Asking fellow students for answers to graded and ungraded assignments without doing the work yourself or obtaining answers without contributing to group collaboration or discussion.
- Flagrant and deliberate failure to properly cite a source.
- Cheating on assignments or examinations.
- Acting alone or in coordination with another to falsify records or to dishonestly obtain grades.
- Copying from another person's work or test.
- Using BrightSpace D2L for a purpose other than intended.

All of the above actions will result in a grade of "0" for the assignment or exam. If a student has conspired with another to falsely obtain grades, both students will receive a "0" for the assignment or exam. If a student has stolen material from another student, thereby violating the student, the student who dishonestly obtained the material may fail the course. If a student has stolen material from the instructor, the student will fail the course. Be forewarned that the instructor reserves the right to turn any case of academic dishonesty (cheating on an exam or plagiarism) over to the Academia Dean for appropriate sanctions. If you are not familiar with the exact definition and/or everything that constitutes plagiarism, it is your responsibility to seek out this information well in advance of completing a course assignment or exam. Student consequences for academic dishonesty in this course will range from a failing grade for an assignment to a failing grade for the course. At M State "students are expected to meet their academic requirements with honesty and integrity (M State Student Handbook 17)."

Examples of academic dishonesty include plagiarizing, self-plagiarizing, altering source information, creating information and attributing it to a source, and working collaboratively and not crediting all creators. Note that the M State Student Handbook specifies that "all students are expected to be the sole authors of their work and acknowledge the authorship of other's work through proper citation and reference. Use of another person's ideas, including another student's, without proper reference or citation constitutes plagiarism and academic dishonesty and is prohibited conduct" (17). For more information about M State's policy regarding academic dishonesty see pages 17 and 18 of the M State Student Handbook.

<https://www.minnesota.edu/help-topics/m-state-student-handbook>

Electronic Devices

All electronic devices need to be turned off during class, laboratory sessions, and working in the laboratory at a clinical internship experience. If laptops are needed during labs, they may only be used in designated “clean” areas at the instructor's discretion. It is preferred that you keep your cell phone turned off or left in your purse, tote, or backpack. Notify the instructor before class if you are expecting an emergency call.

Affective Assessments

An affective evaluation of the student is used periodically to evaluate the student regarding professionalism. An affective assessment will be completed in each course. Refer to the rubric in each course for more details.

The affective evaluation is based on the following program affect domain objectives:

1. Observe safety and infection control policies and procedures.
2. Display punctuality and comply with attendance policies and procedures.
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 recourses 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 codes.
13. Accepts lab duties and performs lab duty responsibilities.
14. Demonstrates interpersonal communication skills.
15. Observes 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.

Program Progression

This statement is to recognize and facilitate the student's right to complete the program promptly. Each student's progression in the program will be reviewed with the student during advising and further review as needed. Outcomes of progression review may be to:

- a. Retain student in good standing
- b. To allow student to continue in the program on probationary status until conditions are met
- c. To immediately dismiss the student from the program.

The statements below are regarding **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 options
- General education courses may be repeated according to MState policies.
- Students required to repeat a prerequisite or program course must submit a "Revised plan of Study" to the Program Director.
- Students may repeat program courses only once.
- 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 courses) are not eligible to reapply to the program for three years and will be required to take all program courses over.
- Students needing to repeat clinical courses may be required to submit and updated MDH background study and immunization record.

The statements below are regarding **guidelines for progression to internship**.

- Clinical orientation is mandatory. 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 program. M State will make reasonable efforts to locate and alternate clinical sites 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 cohort.
- 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).

Dismissal and Appeals Policies and Procedures

Academic Probation and Program Dismissal

Students are expected to comply with the M state Student Conduct Code (<https://www.minnesota.edu/student-conduct>), which appears in the student's policy 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 students are expected to comply with professional behavior, expectations and academic requirements specifically set forth as essential within the program.

Instructors should 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. Instructors and clinical staff will communicate deficiencies in writing to the student in a timely manner. Conduct warnings or probation is a notice to students that their conduct has been questionable and that future breaches of conduct may lead to program dismissal. Warnings will be documented and held by the Program Director and the Dean of Academic Affairs will be notified. If the director is unavailable, M state program faculty will be assigned by the director to communicate with student(s).

Academic Dismissal is defined as a student who fails to achieve acceptable academic performance in any component listed within the grading requirements of the program (see below). Academic dismissal also refers to dishonesty on any program material/lab work. The consequences for academic dishonesty range from probation to program dismissal at the discretion of the Program Director and appropriate committees. The full policies are found in the student code sanctions for violation of conduct code within the M state Student Policy Manual.

<https://www.minnesota.edu/student-conduct>

Probation/Dismissal on the basis of **grades**:

- Students must achieve a minimum final grade of 83% or “C” 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 alternative withdrawal dates. The withdrawal date is 80% prior to completion of the course. Failure to withdrawal from a program course will delay the student's anticipated graduation plans as outlined in the M State student handbook.
- All program courses need to be completed within three 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 until 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. A student's request to continue in program will be evaluated by the appeals and progression committee regarding future progression. Students with a gap of three years from the end of the term in which they were unsuccessful will be required to take courses over.
- Students who are unsuccessful in two or more program courses are not eligible to progress and are not eligible to reapply to the program for three 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 83% or “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 appeals and progression committee regarding future progression. Students with a gap of three 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 courses in the last semester practicum courses, are not eligible to progress and are not eligible to reapply to the program for three years from the end of the unsuccessful term.

Non-Academic Dismissal is defined as failure to comply with M State, program requirements, affiliate requirements, or laboratory regulations. Non-academic dismissal may also include refusal to be rehabilitated after proven evidence of intoxication or drug use while functioning as a student OR failure to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPPA). Failure to comply may be grounds for immediate program dismissal. Dismissal from M State is based on the M State student code and may not be contingent on program dismissal.

Probation/Dismissal on the basis of **professional conduct**.

- Conduct deemed unsafe or unethical by the progression committee.
- Excessive absences (>3 absences on campus or clinicals) can be cause of dismissal and/or an attendance contract. Continued absences would be cause of dismissal from the program. When a student knows of a circumstance, they may be greater than three days absent, the students will visit with the program director and a mutual leave of absence agreement may 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 the probation is assigned for a specific period 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 to misconduct shall result in dismissal of student from clinicals and the Dean of Academic Affairs is notified.
- Conduct dismissal is an action which removes students from the clinical internship experience with no promise that the student may return to complete the clinical at any future time. The student should withdraw from clinical course(s).

Students dismissed for reasons of either academic or non-academic standards will not be allowed to re-enter into the program for three years from the unsuccessful term. Upon re-entry to the program, students will need to re-complete all program courses.

Revised Plan of Study

Student must complete a revised plan of study for the following:

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

Procedure for submitting revised plan of study:

- Visit with academic advisor and Program Director for course options
- Complete a written document detailing your revised plan of study.
- Submit document to Program Director for approval.

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. (<https://www.minnesota.edu/student-conduct>) The purpose of this section is to provide the student's right to due process. The submission of an appeal does not guarantee the desired outcome.

Students **may choose** to submit an appeal for the following reason(s):

- Students who are unsuccessful in two or more program courses and are ineligible to progress in the program. Students may address the following in their appeal (if applicable): Barriers to success, realistic plans to avoid barriers, clear evidence that the circumstances preventing success have changes, applicable supporting documentation.

Students **must** submit an appeal for the following.

- Students granted a conditional appeal and were expected to meet outlined terms and conditions. This appeal must provide appropriate documentation of meeting terms prior to appeal submission.

Procedure for submitting an appeal.

1. Obtain and complete an appeal form found at (www.minnesota.edu/forms/). This form is called: Academic and student services Appeal Request.
2. The appeal is forwarded to the appeals and progression committee. The committee will meet as needed but must meet within four weeks after the receipt of a completed appeal request during the academic year. The committee does not meet during times when faculty are not on contract (semester breaks, spring break, holidays, weekends, and summer).
3. A student may request to be present at the discussion by sending an email to the 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/date 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 Program Director, or designee(s), will communicate committee decisions in a written format (email), and maintain a copy in the student's academic record, and the college appeal log. Decisions may also be communicated with student services directors, associate registrars, admission advisors, counseling and other appropriate faculty.

If a student appeal has been **approved** by the committee, readmission to the program is contingent upon the following:

- Documented completion of terms and conditions advised by the committee within the specified timeframe.
- Space and availability of program courses

If a student appeal has been **denied** by the committee:

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

Clinical Internship Experience Policies and Procedures

Clinical Site Placement and Alternate List

M State accepts students for each new cohort from the qualified applicants solely on the basis of their date of application. The date of application is to be the date when the applicant meets all entrance requirements without regard to age, religion, race, color, place of national origin, or sex.

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 incorporates knowledge learned throughout the core courses with real-life experience to prepare entry level graduates. Students will work under the direct supervision of a certified individual at all times. All laboratory reports must be co-signed by a certified MLS or MLT. Students are not allowed to report patient results without review and approval by their direct supervisor or clinical instructor. Students must follow all clinical site policies and procedures while in internship.

The program staff work hard to place students at clinical affiliates that are appropriate for their location and readiness. However, issues and delays may occur. A delay in placement at a clinical affiliate may delay the student's intended graduation date and/or financial aid. All students will be required to read program policies and procedures at the start of the program. Students will take a policy and procedures "quiz" to document knowledge and indicate that they fully understand the terms of clinical site placement.

The class ranking system will determine the priority of the student for the clinical internship experience. Rankings will be determined based on student's current overall GPA in both lab and didactic courses. All students will be notified of their ranking regarding clinical site placement, or they may contact the Program Director for their status. *For example; if there are 12 affiliated clinical sites, then the top 12 students will be placed first.* If the number of students admitted exceeds the number that can be accommodated in the clinical experience, Students will be put on an "alternate list". As places become available, students on the list are assigned placement based on class ranking.

Travel/ housing will be considered when selecting site placements. However, it is the student's responsibility to find appropriate transportation, food, scrubs and lodging during their internship experience.

Students have a right to deny clinical site placement. If a student denies the placement received by the clinical coordinator, they are not guaranteed a clinical site placement. That student will be moved to the last slot on the alternate list and every effort to find an alternate placement will be made.

Clinical Affiliates

The following facilities are current affiliates of the program(s) and possible locations for completing clinical internship experience. This list includes recent facilities and does not indicate their current ability to accept students. If the clinical site should close or discontinue immediately, the remainder of the internship may be completed at another facility to complete required assessments.

Facility	Address
Lake Region Healthcare	712 Cascade Street Fergus Falls, MN 56537
Perham Memorial Health	1000 Coney Street West Perham, MN 56573
Sanford Health Fargo Region	737 Broadway N. Fargo, ND 58122
North Dakota Department of Health, Microbiology Division	2635 E. Main Ave Bismark, ND 58506
Astera	415 Jefferson St N. Wadena, MN 56482
Centracare-Melrose	525 Main St W Melrose, MN 56352
Essentia Health	3000 32 nd Ave S Fargo, ND 58103
Lakewood HealthSystem	49725 County 83m Staples, MN 56479
Department of Verterans Affairs	2101 Elm St N. Fargo, ND 58102

MLT Clinical Internship Schedule

The clinical internship typically begins the first day of the spring semester (year 2). Each portion of the clinical rotation is linked to modules in the associated clinical course. The students are expected to meet all deadlines within modules while they are in their clinical experience. Many modules can be completed according to the student's clinical site rotation schedule where possible. This information will be provided on course syllabi at the start of the semester.

The rotation plan for each student varies based on clinical site placement. Each student shall receive a personalized schedule for their rotation from their clinical site. Rotations schedules shall be sent and approved by the Clinical Coordinator or Program Director. Regardless of clinical site placement, all students will complete a 16 week clinical internship experience. Guidelines for rotations are below. Based on clinical placement availabilities some rotations may be provided on-site by M state faculty.

Clinical sites are provided competency checklists that coincide with each rotation below. Students are responsible for ensuring that checklists are completed and turned into the appropriate course by the end of the semester. Failure to complete checklists may lead to an incomplete status of the internship experience.

Rotation	Length
Urinalysis and Phlebotomy	1 Week
Chemistry	3 Weeks
Hematology and Coagulation	4 Weeks
Immunohematology	4 Weeks
Microbiology	4 Weeks

Clinical Internship Attendance

Approximately 640 hours (16 weeks) of on-the-job training is required to complete the MLT clinical internship experience. Approximately 320 hours (8 weeks) of on-the-job training is required to complete the PBT clinical internship experience.

Students may utilize 2 personal time off (16 hours) for medical or personal reasons. The student must work with the clinical coordinator and clinical facility to schedule make-up hours. M State will help make reasonable accommodations for approved medical or personal time off. However, it is the student's responsibility to be in 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 program.

Personal Time Off Expectations include:

- The student will notify the Clinical Coordinator and clinical site supervisor of all scheduled and non-scheduled PTO use.
- The use of 2 PTO days may be for academic, personal, weather etc....
- Absences beyond two days for any reason may result in an attendance contract which may jeopardize completion of the 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 Clinical Coordinator when PTO is used.
- Students should call at least 1 hour prior to scheduled time if ill.
- Students need to call the clinical site if you are expecting that you will be late and time absent may be made up at the end of the day. Consecutive tardiness may result in an attendance contract.
- If the student is unable to participate in daily activities (for example, lack of focus due to sleep deprivation) the clinical site has the right to send you home until you are able to perform adequately.

During the training period the assignment to a night and/or 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
- 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-hour week that is a scheduled part of their training.
- Student is familiar with the clinical internship site's policies
- The student may be scheduled for a specified shift if a particular department rotation may be learned more adequately during those hours.

Medical and Health Insurance

Before entering their clinical internship experience, students must complete the medical history form and may be required to show documentation of health insurance coverage (if applicable for clinical site). Students are expected to follow the clinical affiliate's procedures for reporting any accident/incident and receiving medical attention.

Students are responsible for providing the clinical site with any specific requirements listed below. Some clinical sites will not let the internship begin until they have received the proper documentation.

- Hepatitis status/ declination status and other immunizations.
- COVID/Influenza requirements
- Copy of required immunizations and Mantoux or IGRA test
- Background clearance
- Proof of health insurance (if applicable).

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 or employer plans. Some courses 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 requires, is needed before advance to an internship site. All students are advised to carry their insurance card to provide necessary information to medical providers. Students may be required to obtain pre-approval from their insurance company to obtain medical care outside of their designated provider.

*M State has a group plan for all students participating in a clinical experience.

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 the department head and clinical coordinator. 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.

Clinical Site Orientation

The orientation to the clinical site will be left up to the individual site. It may be part of the new employee orientation of that site. It is suggested that the clinical supervisor 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 them. Suggested topics to be included are:

- Tour of the clinical site
- Introduction to the entire laboratory staff
- Explanation of the rotation schedule
- Discussion of dress code, grooming guidelines, and related subjects
- Explanation for facility parking
- Telephone etiquette
- Procedure for requesting PTO
- Policies regarding make-up work
- Procedure for calling in late / PTO
- Use of identification badges
- Policy on weekend, evening, and holiday hours
- Time and length of breaks
- Policies regarding confidentiality
- Standard precautions / risk management
- HIPPA
- Safety and infection control

Phlebotomy Training Restrictions (MLT Internship)

Phlebotomy training should be provided on a regular basis not to exceed 100 hours. If a student is already a phlebotomist, omit one week of phlebotomy training and limit training to 1 hour per day. Time that would have been spent on phlebotomy should be replaced with another area chosen by the site. It is also recommended that blood drawing does not occur when students are training in the areas of blood banking and microbiology to encourage uninterrupted continual learning.

Student Employment Policy

While at a clinical site, students will be provided with a preceptor who directly oversees applied learning experiences. Students are not to be substituted for laboratory employees/personnel to perform direct patient work during their internship experience. Any student employment at their internship site must be non-compulsory and must be outside of assigned internship hours. Examples of non-compulsory work include but are not limited to: working as a phlebotomist, laboratory assistant, or continuing to work evening shifts or weekends as a clinical affiliate during the student's progression through the program.

In-Service and Field Trip Policy

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 of these events will be scheduled in advance.

Expectations of students are to:

- Dress professionally and appropriately for the event.
- Demonstrate professionalism
- Demonstrate organizational skills
- Do not take extra breaks unless advised
- Participate as able based on skill level

Objectives of in-service training:

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

- Participate in conference seminars
- Participate by being alert and asking questions
- Observe techniques and procedures
- Observe the professionalism of employees

Clinical Experience General Expectations

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

1. Work Hours

- a. Student will be in the laboratory with PPE on at assigned time
- b. Tardiness will not be tolerated
- c. Will follow designated lunch/coffee break time allowance
- d. Personal use of cell phones in the laboratory are not allowed
- e. Student will use time productively and will not be involved in "excessive chatting" which co-workers

2. Attendance

- a. Students will relay the use of PTO to the appropriate lab designee prior to scheduled hours. Failure to report prior to the start time will result in an unexcused absence.
- b. Two PTO days are permitted during the internship.
- c. After two unexcused absences the intern may be dismissed
- d. If extended 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 facility to re-schedule time.

3. Grades

- a. Students are required to pass with a minim of 83% or “C” in all clinical internship courses
- b. Students that do not obtain a passing score will not be allowed to complete additional courses or internship experience.
- c. Academic honesty is expected and required.
- d. The majority of student studying should occur during non-lab hours
- e. Hours in the laboratory should be filled with practical experience

4. Skills Checklists

- a. Students must successfully complete each clinical skills checklist.
- b. Successful completion is defined when a clinical site instructor evaluates the student with an overall review of “has met” the skills listed in the checklist
- c. Failure to complete the checklists will result in failure of the associated course and result in immediate dismissal from the clinical internship.

5. Professionalism

- a. Interns are expected to act and look professional
- b. Interns must follow all the clinical affiliate’s policies and procedures
- c. Unethical behavior is cause for dismissal; unsafe or neglectful practices, poor patient care, use of drugs, non-compliance to safety, and breach of confidentiality.

The Clinical Coordinator, Program Director, or affiliate staff may request dismissal of a student for failure to comply with any of the above statements. See program dismissal policy.

Clinical Experience Evaluations

This policy outlines the evaluation and assessments that students will complete during their clinical internship experience. Failure to successfully complete the following evaluations within the allocated timeframe will result in failure of the course and potential dismissal from the program.

Didactic Evaluations:

- Worksheets
- Case Studies
- Discussion Board Postings
- Research Projects
- Quizzes/Exams

Psychomotor Evaluations:

- Clinical Competency Checklists; completed by the clinical affiliate instructors in each clinical course used to assess the progression of student within the clinical experience.

Affective Domain Evaluations:

- A rubric style affective assessment is included in each psychomotor evaluation (Competency Checklist). This assessment assesses the student's professional capabilities within the clinical setting.

Clinical Experience Site-Visits

At least once during the clinical training of the student, a member of the teaching faculty will contact the clinical instructor of the affiliate site to arrange a visit with the student and instructor(s). Then, the student's progress will be discussed. Additional visits may be requested by the affiliate instructor(s) or student during the semester.

Laboratory Safety Policies and Procedures

General Safety Policies

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 warm water when hands are visibly dirty, contaminated with blood or body fluids, contaminated with protein-based substances and at the beginning of the clinical lab experience. When hands are not visibly dirty, an alcohol-based hand sanitizer may be utilized.

Hand hygiene should be performed at the following times:

- Before direct contact with patients
- Before donning gloves
- After removing gloves
- When entering or exiting lab or patient spaces
- After contact with patient intact skin
- After contact with blood, body fluids, excretions, contact with mucus membranes, non-intact skin, or wound dressing
- 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 food
- After touching patient's surroundings

Food and Drink

Food and drink may not be stored in refrigerators, freezers, shelves, cabinets, or countertops where blood and other potentially infectious materials are present. Eating, drinking, applying cosmetics, chewing gum, and 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 a 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 mucus 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 the mask so that it fits snugly against the face. Keep beards and mustaches groomed so that a 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 the treatment is over. Do not leave the mask dangling around your neck or leave the room with a mask on. When removing a mask, handle it only by the elastic strings. Never touch the mask itself during the doffing procedure.

Protective eyewear may include goggles safety glass 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.

Proper PPE will be provided by M State for on campus labs. Clinical affiliate sites will provide proper PPE for students during clinical internship experiences. Students will be educated and evaluated on proper use of PPE at the start of each semester.

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. The student is responsible for taking their contaminated laundry home for cleaning. M State does not provide laundry services. It is recommended that students bring an extra pair of scrubs to the lab in the event of contamination.

Housekeeping

Students should contact both instructor and facility staff members 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. In the event of a chemical spill, students and faculty shall reference the safety data sheet (SDS) of the chemical to ensure proper housekeeping.

Regulated Waste

Liquid and semi-liquid blood items that are caked with dried blood (or other potentially infectious material) 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.

Class Dress Code

Non-lab days or “dry lab” days, students should dress modestly. No shorts, hats, short tops, open back dresses/tops, or spaghetti straps, or open toed shoes. Students must wear scrubs and water wicking/leather shoes on lab days. An OSHA approved lab coat is required when working in the laboratory and will be provided by M State for on-site labs. It is recommended that students have an extra pair of scrubs in the lab in the event of contamination. Students must follow the dress code of their clinical affiliate during their clinical internship experience.

Scent Free Policy

Cigarette smoke on breath and clothing and strong perfumes can have irritating and ill effects on patients and should be avoided.

Hair, Tattoos, Jewelry, and Nails

It is recommended that clean hair be neatly groomed and a natural color. Longer hair than shoulder length must be pulled back from the face when in a lab setting.

Visible tattoos must be appropriate for a healthcare setting and should be limited in number and location.

Piercings should be limited to “studs” and be modest in location and frequency. Other jewelry such as necklaces, bracelets, and rings should be avoided. If rings are worn in the lab, they must be removed for proper hand washing.

Nails must be kept at a medium length, clean and well groomed. Chipping nail polish is prohibited.

Students must follow the hair, tattoo, jewelry and nails policies of their clinical affiliate during their clinical internship experience.

Supplies

MLT Students will be required to purchase and use a black permanent marker for writing on labware, a red pen for immunohematology lab, a black pen and pencil for general laboratory worksheets. All items are to be kept in the lab and not taken outside of it.

All books, purses, and personal items not being used for lab must be kept off the working areas and kept in the designated “clean” areas within the lab.

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 recognized 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 disease. Individuals with communicable diseases will not be excluded from participating in the program, services and activities of the college unless their participation creates a substantial risk to the health and safety of others which

cannot be eliminated by reasonable accommodations or standard precautions. M State respects the privacy right 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.

Before engaging in activities where there is a potential risk for exposure to blood or body fluids, all students will be educated about bloodborne pathogens and recommendations for staff practice. The administration of M State is responsible for disseminating information about bloodborne pathogens and their transmission to students. The curriculum must reflect content related to bloodborne pathogens and the practice of standard precautions. Current courses with specific bloodborne pathogen training within the MLT and Phlebotomy curriculum include; MLT 1117 Basic Laboratory Techniques Lab and MLT 1119 Phlebotomy Skills Lab. Students who fail to adhere to the Bloodborne Pathogens policy pose a risk to themselves and others may be withdrawn from the program.

Below are definitions to support this policy/procedure.

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, Hepatitis C virus, and Human Immunodeficiency Virus (HIV).

Contaminated: the presence of blood or to the potentially infectious materials on an item or surface

Engineering Controls: controls that isolate or remove the bloodborne pathogens / hazard from the environment. Annual review of appropriate engineering controls will be performed by instructors in the program.

Exposure: skin, eye, mucus membrane, non-intake 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.

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.

Post-exposure Prophylaxis: drug and/or immunization interventions administered to help prevent acquiring a blood-borne infection.

Standard Precautions: an approach that treats blood and 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, and goggles which can reduce the risk of exposure. Standard precautions also include the concept whereby health care workers take all necessary precautions to prevent injuries caused by sharp devices.

*M State required the use of standard precautions in healthcare programs. Education is provided to students by faculty in classes where there is an anticipated potential for exposure.

Needle Stick and Sharps Injury

This policy provides procedures in the event of a needle stick or sharp injury. The procedure outlined below is used for an event on-campus. All program faculty have access to the **reports** listed in this procedure. Students may request reports as needed.

During the clinical internship experience, students are to follow the policy of the affiliate site AND report the incident to the Clinical Coordinator or Program Director. The Program Director will follow up with clinical internship student within one week to ensure all protocol has been completed and no additional care or documentation is needed.

1. Injured or exposed students must immediately remove all soiled clothing and/or PPE. Wash wounds and skin with soap and water. Flush mucous membranes copiously with water for at least 15 minutes.
2. Exposed student reports exposure incident to the clinical lab instructor immediately. The lab instructor and Program Director will assist in filling out a written report using the ***Student Bloodborne Pathogen Exposure Incident Report***.
3. The **Exposure incident letter to healthcare professional** report must be completed and photocopied. Once copy is to be kept in the student file. A second copy shall be sent with the exposed student for the medical professional to complete. This form should be returned to the Program Director after completion by a medical professional.
4. Exposed students are encouraged to go to the clinic of their choice to have their blood tested for baseline HIV/HBV status. If exposed student declines testing the **declination waiver form** must be signed. The student is responsible for their own medical expenses.

5. If the source patient is known, they are asked for consent to have their blood tested for HIV/HBV status. M State will cover the medical expense for the source patient. Source individuals must complete **Testing Consent/Declination Form**.
6. If the source patient consent is obtained, the provided **M State insurance card** copy will be filled in and sent with the patient to the clinical for billing purposes. Information about the source patient's HIV/HBV status is made available to the exposed person if the source person consents to disclosure or if the state law permits disclosure without the source patient's consent. The exposed person is warned about further unauthorized disclosure of information about the source patient's HIV/HBV status.
7. The healthcare professional performing the post-exposure evaluation and follow up is given an **exposure incident report form** to complete.
8. A written opinion is obtained from the health care professional stating the exposed person was informed of the results of the evaluation and told about any medical conditions that require further evaluation or treatment.
9. **The State of Minnesota General Liability Incident Report** is completed by the Program Director and returned to M State Facilities Supervisor
10. A confidential record is maintained for each student with occupational exposure. This record includes the student's name and incident report / declination waivers.

Emergency Procedures and First Aid

All accidents on campus or during internship need to be reported to college instructors or the Program Director immediately. If 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 students to a local healthcare facility for evaluation and treatment based on the healthcare concern.

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
3. Traveling directly to and from school for regularly scheduled classes or 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. Claim procedures in the event of an accident, complete all personal or family coverage forms with the medical facility where you received treatment.