



4500 Steilacoom Blvd SW, Lakewood, WA 98499-4098

MEDICAL LABORATORY TECHNICIAN PROGRAM

STUDENT HANDBOOK

2023-24

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WELCOME

Dear Medical Laboratory Technician Student:

Welcome to the Medical Laboratory Technician (MLT) Program at Clover Park Technical College! It is a pleasure to count you as one of our talented and committed students embarking on your journey to become part of the proud community of laboratory professionals.

The qualified and experienced faculty and staff at Clover Park Technical College are committed to providing you with the best possible education. During your time as a student in the MLT Program, you will face many challenges and numerous opportunities for learning and growth. It is by actively participating in this learning process that you will attain your goal of becoming a graduate of the Clover Park Technical College MLT Program and become eligible to take national certification exams to become a certified Medical Laboratory Technician.

We wish you much success as you begin this new educational experience!

MLT PROGRAM OFFICIALS

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STUDENT HANDBOOK OVERVIEW

The Medical Laboratory Technician (MLT) Student Handbook is intended to provide students with detailed policies and procedures specific to this program which will be used in the classroom, laboratories and the clinical rotations. The MLT Handbook will be reviewed with students at the mandatory MLT orientation which will be held two weeks before classes start. You will have an opportunity to ask for clarification of any policies or procedures that are unclear. The MLT Program reserves the right to alter, add, or delete any statement or policy without prior notice. Students will receive revisions as they occur. Students will be required to sign and upload the signature page for the MLT Student Handbook on the first day of class for the quarter to verify that they have read, understand and agree to abide by all MLT program policies and procedures. Please keep this Handbook in a safe place for easy reference.

The MLT Handbook is constructed to be used as a supplement to the Clover Park Technical College Student Handbook and serves to bridge the overriding policies of the College with the policies specific to this program. The policies and procedures set forth in this handbook are designed to support student success.

The Clover Park Technical College (CPTC) Catalog, website, and CPTC Student Handbook contain additional information on all services available at CPTC. A copy of the CPTC Student Handbook is available at each campus or may be downloaded from the CPTC website at: <http://www.cptc.edu/communication/publications>.

ACCREDITATION

Clover Park Technical College is accredited by the Northwest Commission on Colleges and Universities, <http://www.nwccu.org/>

The MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 North River Rd. Suite 720, Rosemont, IL 60018 (telephone 773-714-8880), <http://www.naacls.org/>.

NONDISCRIMINATION

Clover Park Technical College provides equal opportunity and access in education and employment and does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of race, ethnicity, creed, color, sex, gender, gender identity, citizenship status, national origin, age, marital status, religious preference, the presence of any sensory, mental or physical disability, reliance on public assistance, sexual orientation, veteran status, political opinions or affiliations, or genetic information under any of its programs, activities or services. CPTC complies with all Washington State anti-discrimination laws (RCW 49.60) and the following federal laws relating to equal opportunity: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination Act of 1975, and the Americans with Disabilities Act (ADA) of 1990.

<http://www.cptc.edu/non-discrimination>

DESCRIPTION OF THE LABORATORY PROFESSION

The health of all Americans depends upon the educated minds and trained hands of the medical laboratory professional. The practice of modern medicine at the exacting standards currently required would be impossible without the scientific testing performed daily in the medical laboratory. Maintenance of these standards and progress toward improvement in the quality of laboratory services depends on the dedicated efforts of professional practitioners of medical laboratory science. Through their dedication, the medical laboratory professionals of the United States make a vital contribution to the quality of health care.

The medical laboratory professional is qualified by academic and applied science education to provide service and research in laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Clinical laboratory professionals perform, develop, evaluate, correlate and assure accuracy and validity of laboratory tests; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The medical laboratory professional has diverse and multi-level functions in the areas of analysis and clinical decision-making, information management, regulatory compliance, education, quality assurance and performance improvement wherever laboratory testing is researched, developed or performed. Medical laboratory professionals possess skills for financial, operations, marketing, and human resource management of the clinical laboratory. Medical laboratory professionals 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 professionals, 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.

All medical laboratory professionals are expected to become active members of their national professional organizations, the American Society for Clinical Laboratory Science (ASCLS) and the American Society of Clinical Pathology (ASCP). It is through professional organizations that laboratorians can control the destiny of their profession.

MLT students will be required to join ASCP and are strongly encouraged to join ASCLS. ASCP membership is free, and online application are available at <https://www.ascp.org> . Information on becoming an ASCLS member, along with applications, can be obtained at: <https://www.ascls.org/membership> . The fee for joining ASCLS is \$35.00.

MLT PROGRAM MISSION STATEMENT

To provide students with entry level skills needed for employment in the medical laboratory profession as a Medical Laboratory Technician and for success on national certification exams.

The MLT program at Clover Park Technical College will strive to be an exemplary program graduating highly qualified individuals to fill the employment needs of clinical laboratories. The Program is committed to serving students and the medical laboratory community through guidance, excellent academic instruction and professional training utilizing traditional and innovative means while understanding the cultural diversity of individuals, maintaining a student-centered philosophy, striving to make wise use of community and educational resources and materials, continuing an ongoing process of self-evaluation and self-renewal, and maintaining an outstanding accreditation rating.

The MLT program is committed to providing its students with a strong basic general education as well as presenting the opportunity for the student to develop specific skills in the Associate of Applied Technology (AAT) degree program. This will prepare the graduate for employment in entry-level positions in the medical laboratory field. The faculty and staff of the MLT program are committed to assisting the student toward the greatest academic, personal, and professional potential through quality courses and instruction.

The MLT Program, with the assistance of its clinical affiliate laboratories, is committed to providing quality didactic and clinical instruction, encompassing the cognitive, psychomotor, and affective domains of learning, to prepare its graduates to work, upon career entry, as competent medical laboratory technicians in a variety of laboratory settings including health care facilities. The program is committed to meeting the employment needs of medical laboratories and to providing quality continuing education to laboratory professionals in our service area.

Through rigorous coursework, and clinical laboratory experience, students will be provided with the education and training they need to achieve the basic skills to enter the workforce directly or gain entry to other institutions of higher learning to augment their skills.

PROGRAM GOALS

The overall goal of the Medical Laboratory Technician Program is to provide a quality education to the student, affording a level of proficiency and competence required for entry-level practitioners in the modern clinical laboratory. To that end, the specific goals of the program include the following:

- Provide students with a high quality academic and clinical education in the field of Medical Laboratory Science.
- Instruct students in the procedures, analyses and interpretation of laboratory tests so that they can perform laboratory tests competently, problem solve effectively and think critically.
- Ensure that students are competent at the career entry level and have the knowledge and background to successfully prepare them for employment and successful certification.
- Cultivate communication skills that provide for effective and professional interactions with patients, peers, and other healthcare providers.
- Create an understanding of the student's function as part of a team and their role in the healthcare system.
- Generate in students an understanding of the importance of continuing education and professional awareness.
- Instill the importance of honesty, integrity, ethical behavior and professionalism in the workplace.
- Maintain accreditation of the program through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

PROGRAM LEARNING OUTCOMES

- Evaluate pre-analytical, analytical, and post-analytical phases of clinical laboratory testing to ensure accurate laboratory results.
- Analyze appropriate samples in accordance with standard clinical laboratory operating procedures.
- Evaluate the results of clinical laboratory tests to determine clinical significance.
- Apply systematized problem-solving techniques to identify the appropriate course of action to correct procedural errors.
- Identify situations which require assistance when a problem exceeds capabilities.
- Integrate new techniques and procedures into modern laboratory practices.
- Apply laboratory infection control protocols to prevent the spread of infectious agents.
- Model effective communication with colleagues, health care professionals, and patients.

ENTRY LEVEL COMPETENCIES

At entry level, the medical laboratory technician will possess the entry level competencies necessary to perform routine clinical laboratory tests in Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunochemistry/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. The medical laboratory technician will 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.

At entry level, the medical laboratory technician will have the following basic knowledge and skills in:

- A. Application of safety and governmental regulations compliance;
- B. Principles and practices of professional conduct and the significance of continuing professional development;
- C. Communication sufficient to serve the needs of patients, the public and members of the health care team.

Upon graduation and initial employment, the medical laboratory technician should be able to demonstrate entry-level competency in the areas of professional practice listed below:

1. Recognize and resolve issues caused by pre-analytical, analytical and post-analytical components involved with laboratory testing.
2. Collecting and processing biological specimens for analysis;
3. Performing analytical tests on body fluids, cells, and products;
4. Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated;
5. Monitoring quality control within predetermined limits;
6. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs;
7. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;
8. Recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care;

9. Applying basic scientific principles in learning new techniques and procedures;
10. Relating laboratory findings to common disease processes;
11. Recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence.

ESSENTIAL FUNCTIONS OF A MEDICAL LABORATORY TECHNICIAN

MLT programs establish technical standards and essential functions to ensure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions for the MLT program as indicated below. Satisfactory completion of the MLT Program and successful employment following graduation demands your ability to meet the following requirements, with or without reasonable accommodations. If you are uncertain as to your ability to perform any of these essential functions, please consult with the MLT Program director.

1. **Observational** - Ability to participate actively in all demonstrations, laboratory activities and clinical experiences in the professional program component. Such observation and information require functional use of visual, auditory and somatic sensations.
 - a. Observe laboratory demonstrations in which biological (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, and histochemical components.
 - b. Characterize the color, odor, clarity, and viscosity of biological, reagents, or chemical reaction products.
 - c. Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
 - d. Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.
2. **Movement** - Sufficient motor ability to execute the movement and skills required for safe and effective performance of duties.
 - a. Move freely and safely about a laboratory.
 - b. Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
 - c. Travel to numerous clinical laboratory sites for practical experience
 - d. Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing, over several hours.
 - e. Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory samples.
 - f. Possess finger and manual dexterity necessary to control laboratory equipment, i.e., pipettes, inoculating loops, test tubes and adjust instruments to perform laboratory procedures.
 - g. Use a computer keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.
 - h. Ability to lift 40 pounds.
3. **Communication** - Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team.
 - a. Read and comprehend technical and professional materials (i.e., textbooks, magazine and journal articles, handbooks, and instruction manuals).
 - b. Follow verbal and written instructions to correctly and independently perform laboratory test procedures.
 - c. Clearly instruct patients prior to specimen collection.
 - d. Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.

- e. Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication).
 - f. Transmit information to clients, fellow students, faculty and staff, and members of the healthcare team
 - g. Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.
4. **Intellectual** - Ability to collect, interpret and integrate information and make decisions.
- a. Possess intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
 - b. Be able to exercise sufficient judgment to recognize and correct performance deviations.
 - c. Apply knowledge to new situations and to problem solving scenarios.
5. **Behavioral** - Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of professional judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive and effective relationships with faculty, fellow students, clinical instructors, patients and other members of the healthcare team.
- a. Manage heavy academic schedules and deadlines.
 - b. Be able to manage the use of time and be able to systemize actions to complete professional and technical tasks within realistic constraints.
 - c. Be able to manage the use of time and be able to systemize actions to complete professional and technical tasks within realistic constraints.
 - d. Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment under conditions of physical and emotional stress.
 - e. Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e., ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e., "stat" test orders), and a distracting environment (i.e., high noise levels, crowding, complex visual stimuli).
 - f. Be flexible and creative and adapt to professional and technical change.
 - g. Recognize potentially hazardous materials, equipment, and situations and proceed safely to minimize risk of injury to patients, self, and nearby individuals.
 - h. Adapt to working with unpleasant biological specimens.
 - i. Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
 - j. Be honest, compassionate, ethical and responsible and accept responsibility and accountability for one's own actions.
 - k. Be forthright about errors or uncertainty.
 - l. Be able to critically evaluate his or her own performance, accept constructive criticism, and look for ways to improve performance (i.e., participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.
 - m. Works with Cultural Diversity: Works well with men and women and with a variety of ethnic, social, or educational backgrounds.

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

ASCLS CODE OF ETHICS

PREAMBLE

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

I. DUTY TO THE PATIENT

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

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

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

II. DUTY TO COLLEAGUES AND THE PROFESSION

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

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

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

III. DUTY TO SOCIETY

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

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

Reference: <https://ascls.org/code-of-ethics/>

PLEDGE TO THE PROFESSION

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

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

Reference: <https://www.ascls.org/about-us/code-of-ethics>

PROGRAM DESCRIPTION

The curriculum includes general academic core required courses for the degree: English 101, college level math, social science or humanities course that meets the diversity requirement, College 102, Computer Literacy, and any Biology and Chemistry with Lab with a grade with a grade of C (2.0) or higher. The professional MLT courses consist of theory as well as performance of routine laboratory procedures and tasks in the areas of Phlebotomy, Hematology, Hemostasis, Immunology/Serology, Clinical Chemistry, Microbiology, Immunohematology, Urinalysis, and Body Fluids.

The clinical experience is scheduled during the last two quarters of the Program. Students rotate through each of the major laboratory departments which provide the first contact with the real world of laboratory work. To progress to the practicum, the student must have completed all previous courses, maintaining a score of 75% (lecture and lab independently) or higher in all courses.

Students are typically assigned to one clinical facility for the entire practicum but in some instances may require rotations at additional clinical sites to complete all disciplines. Each clinical rotation will have a list of competencies which all students must master to successfully complete the program. This assures that student experiences at different sites are equivalent with the same learning objectives and competencies.

The purpose of the practicum is to focus on the application of principles and to broaden and refine clinical skills to the point of producing competent, productive employees. The clinical instructors do not give formal lectures during the practicum as this information was provided in the on campus MLT didactic course work. Their focus is to complete your training to achieve entry-level competence. The CPTC program faculty will communicate regularly with the clinical sites, via phone or email, and make regular site visits to monitor student progress.

MEDICAL LABORATORY TECHNICIAN PROGRAM ADMISSION AND PROGRAM REQUIREMENTS

Clover Park Technical College is committed to an open admission policy. This policy offers the opportunity to enroll to those who have earned a high school diploma, a GED or an associate degree or higher and who express a desire to pursue a college education to enroll in a degree program. Students must apply for admission to the college and be accepted. Students choosing this option are referred to as “degree-seeking students.”

General Admission Requirements

To be considered for admission to the program prospective students must meet the following requirements.

1. Speaking, understanding and writing the English language are required.
2. Complete all pre-requisite coursework to be eligible to register for MLT specific courses with a “C-” or higher.
3. Complete all immunization requirements by the first day of MLT classes. NOTE: See “Clinical Policies and Procedures” in this Handbook for more information.

Distance Learning Students

Potential distance learning students must have an approved sponsorship in a clinical laboratory. A meeting must be held with the MLT program director and laboratory manager to ensure that the facility is willing to sponsor the student for the five MLT quarters. An affiliation agreement must be entered into prior to the MLT quarter.

Registering for Courses.

1. The class maximum for on campus students is fourteen (14) students, but the class size may be less depending upon how many clinical sites are available that year. There is no limit at this time for distance learning students.
2. Selection is on a first come, first served basis. All students who have successfully completed all year one coursework are eligible to register for the MLT courses. The first fourteen (14) students who register are admitted to the program.
3. All students who have successfully registered must attend a mandatory MLT orientation session which is held two weeks before classes start. Those students who do not attend the orientation will be removed from the courses and their spot will be offered to a student on the wait list.
4. The Program will start in the Summer Quarter of the year of acceptance.

Program Length

The total time required to complete the degree is typically seven college quarters, two quarters of academics and five quarters of MLT. Students are required to complete all general education, biology and chemistry courses prior to being eligible to register for any MLT course. These are listed in the degree map. Once enrolled, all MLT courses must be taken in the prescribed sequence to progress through the Program.

Time Commitment

Once a student enters the MLT portion of the degree, time management and discipline are essential for success. The MLT program is a hybrid program which means that lecture content is online, and the laboratory is face to face. The student is in class four days a week and attend open lab on Fridays for additional practice of skills. It is crucial to develop a daily schedule which incorporates class, homework, reading and studying. A general rule of thumb for college classes is that you should expect to study at least 2 - 3 hours per week outside class for **each unit of credit**. Please visit https://www.jeffreybennett.com/pdf/How_to_Succeed_general.pdf "Surviving College" to assist you in creating a class study schedule. You are encouraged to print out and review this document very carefully.

MEDICAL LABORATORY TECHNICIAN DEGREE PLAN

Required Gen Ed Course Hours	Lecture	Lab	Other	Total	Credits
CAH 110 Intro to Medical Lab	22			22	2
COLL 102 College Success for All	33			33	3
BIOL 160 Biology	44	22		66	5
College level math course - Statistics recommended	55			55	5
College level Psychology or Sociology	55			55	5
Computer Literacy Requirement	33			33	3
CHEM 161 Chemistry	33	44		77	5
ENGL& 101 English Composition	55			55	5
TOTAL				363	33
QUARTER 1 Summer Course Hours	Lecture	Lab	Other	Total	Credits
MLT 209 Phlebotomy/Processing	34	20		54	4
MLT 230 Urinalysis & Body Fluids	33	66		99	6
MLT 211 Immunology	33	66		99	6
TOTAL				264	16
QUARTER 2 FALL Course Hours	Lecture	Lab	Other	Total	Credits
MLT 225 Hematology & Coagulation	44	88		132	8
MLT 219 Immunohematology	44	88		132	8
TOTAL				264	16
QUARTER 3 WINTER Course Hours	Lecture	Lab	Other	Total	Credits
MLT 223 Clinical Chemistry	33	66		99	6
MLT 226 Clinical Microbiology	33	66		99	6
TOTAL				198	12
QUARTER 4 SPRING Course Hours	Lecture	Lab	Other	Total	Credits
MLT 231 Clinical Immunohematology	22	66		88	5
MLT 238 Clinical I Experience	11		330	341	11
TOTAL				429	16
QUARTER 5 SUMMER Course Hours	Lecture	Lab	Other	Total	Credits
MLT 242 Clinical Experience II	11		165	176	7
MLT 246 Clinical Experience III	11		165	176	7
TOTAL				352	14

MLT Program hours and credits	1507	74
General Education hours and credits	396	33
Total Degree hours and credits	1903	107

Link to MLT Program map: <https://www.cptc.edu/advising/program-maps>

Link to CPTC Course Schedule

https://csprd.ctclink.us/psp/csprd/EMPLOYEE/SA/s/WEBLIB_HCX_CM.H_CLASS_SEARCH.FieldFormula.IScript_Main?subject=MLT

PROGRAM PROGRESSION

To successfully progress in the program the student must:

1. Complete general education, biology and chemistry courses before beginning the MLT courses in the program.
2. Be enrolled in all co-requisite MLT courses at the same time.
3. Achieve a minimum grade of C (2.0) or higher in all college level course work and 75% or higher in MLT courses. NOTE: Each MLT course has lecture and laboratory. A grade of 75% or higher must be earned in lecture and lab independently in the course. Failure to achieve 75% in both will result in a grade of "D" even though the overall average is greater than 75%.
4. Satisfactorily meet course objectives.
5. Demonstrate entry-level competency in all required skills.
6. Pass the Exit Exam given at the end of the final quarter. This exam is "pass/fail". Those students who do not pass the exam will receive a failing grade (D) in the clinical course, regardless of whether the grade is passing, and will not be eligible to graduate.

Students who successfully complete all requirements will be awarded an Associate of Applied Technology degree (AAT) in Medical Laboratory Technology and will be eligible to sit for national certification exams.

FAILURE, DISMISSAL OR WITHDRAWAL FROM MLT PROGRAM

Failure or Dismissal from the Program

Clover Park Technical College expects students to behave in a manner that is appropriate to a collegiate environment. At affiliate sites, the student is expected to maintain behavior consistent with the institution. Failure to maintain a professional demeanor in the learning environment, failure to demonstrate progression towards entry-level competency in all required skills or failure to maintain grades in accordance with the Medical Laboratory Technician Program policy may lead to sanctions ranging from verbal or written warnings up to suspension or dismissal.

Withdrawal Due to Personal, Financial, or Health Issues

It is recognized that a student may need to withdraw from the program due to grades, financial, personal or health reasons. A student who is in good standing when withdrawing from the program may reapply for readmission one time only according to the departmental Readmission Policy. Before withdrawal, it is recommended that the student take advantage of the many support services available at CPTC (please refer to the CPTC Student Handbook) and contact Kevin Kildun (253-589-5701) (Kevin.Kildun@cptc.edu), the Advisor for the MLT program.

Students who have been withdrawn from the CPTC MLT program will be required to prove competencies in every course taken before reentering into the program. Students will not be allowed to reenter after one year.

Leave of Absence

A student may request a leave of absence when life circumstances interfere with the student's ability to continue in the program; however, the student must be passing all enrolled courses at the time of the request of the LOA. LOA may be requested for life circumstances such as pregnancy, medical condition of self or family, spousal deployment, death of immediate family members or other unexpected occurrence.

LOA may be requested one time during the program and may be granted for up to one year.

Request for LOA must be submitted in writing to the CPTC MLT program director with an explanation of the circumstances leading up to the request.

Students are responsible for contacting the MLT program director when they are ready to return to the program. Students may be required to demonstrate continued competency in skills and knowledge prior to being approved for registration.

Withdrawing from the Program

Students who withdrew and are in good standing must follow the MLT Readmission Policy. Students will be allowed to repeat a practicum only if clinical space is available after non-repeating students are assigned clinical spots. Repeating students have the lowest priority for clinical space. Repetition of the practicum will be allowed only once and must be completed within one year of withdrawing from the program.

PROGRAM READMISSION POLICY

Students may be readmitted **one time only** to the MLT Program. A student who withdraws from the program or fails to achieve the minimum course grade for progression may be re-admitted by completing all the requirements listed below. Please refer to the "Failure, Dismissal or Withdrawal From MLT" section of this document.

READMISSION CRITERIA

1. The student must be in otherwise good standing in the program at the point of exit.
2. The student must meet current admission requirements under the current College Catalog.
3. The individual must submit a letter requesting re-admission to the MLT Instructor by the date stated in the Exit Interview. This letter serves as a reentry request. Criteria used in this determination will include, but are not limited to:
 - a. The student's motivation, interest in the field, and compatibility with the profession as can be demonstrated by successful employment or volunteer activities in laboratory related area, attendance and participation in professional activities, and / or continuing college coursework in related studies.
 - b. The correction of any identified Program related problems.
 - c. Available space.
4. Each reentry request will be evaluated by the MLT program director, who will make the determination of whether to allow the student to reenter.
5. Students must reenter within one year. They will continue the degree under the College Catalog they started under with few exceptions.
6. Student will be under the new MLT Student Handbook.

READMISSION CONDITIONS

- The student must meet the current admission criteria including current negative TB test, clear criminal background check as well as any other admissions requirements currently in effect.
- The student will be given, and expected to follow, the policies of the current MLT Student Handbook AND must sign a "Clinical Wait Form" acknowledging that all other current students in good academic standing will receive clinical assignments first.

PROGRESSIVE DISCIPLINE POLICY

The program is committed to assisting student in being successful in the program. To afford students due process and an opportunity for remediation, MLT students who are not meeting course objectives in class, clinical practicum, or lab will be apprised of their performance status using the following recommended steps. The progression of these steps is not required. A student's academic or disciplinary misconduct or performance can be addressed, beginning with probation or dismissal if warranted.

STEP 1: WARNING

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to - utilization of peer study groups, tutors, computer-assisted instruction, remediation for skills, seeking the assistance from the course instructor.

At the discretion of the instructor and depending on the situation, this step may be bypassed, and a conference initiated. If the situation warrants probation or dismissal, the instructor will consult with the MLT program director to determine the appropriate disciplinary measure.

STEP 2: CONFERENCE

A meeting will occur between the student and the instructor to review the performance deficit(s). The student will receive a written Conference Report that will identify specific course/program objectives not being met. If applicable, to address the relevant performance deficits, the student may be issued a remediation plan/contract, which will include deadlines for completion steps that will assist the student in correcting the deficiency in order for the student to remain in the program and enhance the opportunity for success.

If at any time the student does not comply with any or all of the remediation or correction terms outlined in the conference report, the student may be placed on probation or dismissed from the program

STEP 3: PROBATION

A student may be placed on probation for any violation of the policies, standards, or provisions outlined in this handbook, or the College's Student Handbook/Code of Conduct. Probation is a specified time frame in which the student must improve or will be dismissed from the program.

Once the determination is made to place a student on probation, the student will meet with the instructor and MLT program director. A college advisor may be asked to assist with strategies for the student. The student and faculty will review and sign a Probation Report explicitly stating expectations that must be followed during the probationary period and the consequences for non-compliance or unsatisfactory completion of these expectations.

STEP 4: DISMISSAL FROM THE PROGRAM

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be dismissed from the program. Accordingly, if at the end of the probation period, the student has not met the criteria for satisfactory performance outlined in the probation contract, the student may be dismissed from the program.

A student who is placed on probation for unsafe clinical practices or behavior that violates the standards of the profession will be dismissed from the program for subsequent safety or professional conduct violations at any time during the program, even if the probationary period was completed successfully. If the student is dismissed from the program for a subsequent violation that occurs after the official college date for withdrawal from a course, the student will receive a performance grade of "F" or "U," unless stated otherwise. A student can be placed on probation only once while in the program. If a student engages in behavior or conduct that would result in probation a second time, the student will be dismissed from the program.

If an instructor is recommending a student's dismissal from the program, the recommendation must be reviewed and approved by the MLT program director. Before a student can be dismissed from the program under this provision, a meeting must be held with the student to inform them verbally and in writing, of the reasons for the dismissal, and to provide them an opportunity to respond, either verbally or in writing. A student has 5 business days after this meeting if they wish to submit a response.

Following this opportunity to respond, the student may be dismissed, or other actions may be taken appropriate to the case. If the student is dismissed from the program, the notice of dismissal should inform the student as to whether they are eligible to reapply for readmission to the program. The notice must also provide notice to the student of the appeals process available to the student.

EXIT REVIEW MEETING/INTERVIEW

Before the withdrawal or dismissal from a program, a student must have an exit review meeting with a course the MLT program director. If the student does not respond to mail or email correspondence regarding the exit review meeting, the email sent by the department will serve as the official exit documentation and any dates provided will be binding regardless of whether a meeting occurred. A student who is voluntarily withdrawing should consult with the MLT program director regarding the exit meeting/interview requirements. Students who are being dismissed from the program will have an exit review meeting in accordance with the dismissal procedures in Step 4 outlined above.

REASONS FOR IMMEDIATE PROBATION OR DISMISSAL

Some situations may require an immediate response without recourse to the progressive steps set forth above. In response to severe or extremely dangerous behavior, or additional adverse behavior that occurs while the student is awaiting resolution of a previous incident(s), the student may be immediately placed on probation or dismissed from the program. Examples of these include, but are not limited to:

- Unsatisfactory clinical performance.
- Unsatisfactory clinical attendance and punctuality.
- Inability to maintain physical and mental health necessary to perform the essential functions of the program.
- Unethical, unprofessional behavior, and/or unsafe clinical practice.
- Refusal to participate with a procedure.
- Unsafe or unprofessional clinical practice that compromises patient or staff safety.
- Behavior which compromises OR seriously jeopardizes clinical affiliations.
- HIPAA violation that cannot be remediated with additional training or guidance.
- Violation of the Social Media and Electronic Device Policy which is egregious and substantially disrupts the educational or clinical environment or is harmful to a patient's safety.
- Violations of patient confidentiality.
- Academic dishonesty or misconduct.

- Falsification of documentation, e.g., clinical records, laboratory reports
- Dishonesty or unethical behavior towards a college official.
- Unprofessional behavior/unsafe behavior that seriously jeopardizes patient, student, staff, or preceptor safety.
- Violation of any of the Standards of Conduct outlined in the Student Handbook which warrants expulsion from the College.
- Violation of the College's Sexual Misconduct policies <https://www.cptc.edu/about/policies/conduct#3-1>
- Failure to report changes to criminal history after the admissions background check is completed. Any off campus conduct that results in criminal charges that are not aligned with the clinical agencies' standards or the professional and ethical standards of the College or MLT program will result in immediate dismissal from the program.

DISABILITY RESOURCES FOR STUDENTS - <https://www.cptc.edu/disability/student>

Qualified applicants with disabilities are encouraged to apply to the program.

The college and MLT program are committed to providing reasonable accommodations to help students succeed, including core services, to qualified students with disabilities. Telecommunications Device for the Deaf (TDD) services are available in Human Resources. Disability Resources for Students (DRS) is dedicated to ensuring access and inclusion to academic programs and college-sponsored events for students at Clover Park Technical College. DRS serves students with temporary and/or permanent physical, health, learning, sensory and/or psychological disabilities. Access and inclusion is a collaborative effort.

Appropriate adjustment and reasonable accommodations will be provided to qualified students with disabilities for recruitment, the application process, enrollment, registration, financial aid, course/module work, counseling, programs and services. A request for accommodations must be made and medical documentation of disability is required.

Procedure

To arrange accommodations, students should review the “Disabilities – Accommodations” web page at <http://www.cptc.edu/disabilities/accommodations> . **Requests for accommodations should be received by the college as soon as possible prior to the beginning of the quarter for which the request is made.** Lack of advance notice may delay the availability of an accommodation.

Students will need to provide documentation from a qualified professional verifying the existence of a disability and its potential impact on academic success in the MLT program. Accommodations are determined on an individual basis based on the documentation provided. Possible accommodations include but are not limited to:

- Exam accommodations
- Alternatively formatted class materials such as textbooks in Word docs, PDFs, MP3 and/or large print
- Sign Language interpreting
- Alternative classroom furnishing

1. Students are responsible for providing the Letter of Accommodation to each instructor for each course they are requesting the accommodation at the beginning of each quarter they are enrolled in or as soon as the accommodation letter is completed by the DRS Coordinator.

2. Accommodation documentation must be updated quarterly and provided to each instructor prior to asking for implementation of accommodation.
3. Please be aware that accommodations are not retroactive

TEXTBOOKS AND SUPPLIES

MLT textbooks are available for purchase or rental at the Campus Bookstores. Please visit the bookstore site for hours of operation:

<http://cptc.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=88501&catalogId=10001&langId=-1>

The purchase or rental of the required textbooks for each course is **mandatory**. The course syllabus will list the required textbooks, and they will also be listed on the CPTC bookstore website. The faculty member will verify that all required textbooks for the course are purchased on the first day of class.

It is recommended that the student retain the textbook at course completion, as some courses share the same textbook. These textbooks will also serve as valuable resources during the clinical rotations and preparing for the exit and national certification exams. In addition to textbooks, the Program has secured licenses for several online learning websites. These sites will be used as supplemental material required for each course. The student will be assigned a username and password. These will be valid until graduation. The student is encouraged to visit these sites often, as part of the preparation for the Registry exam. Students will be required to purchase the ASCP BOC Bundle. Information will be provided during the first week of class.

Students are responsible for purchasing the following:

1. Two (2) sets of maroon scrubs- which can be purchased at the CPTC bookstore with the CPTC patch sewn onto the center of the left sleeve.
2. Timer – 2 or 3 channel timer – look in the cooking section of a department store. Very inexpensive.
3. Sharpie or other type of permanent, black or blue, waterproof marker. NO OTHER COLORS ALLOWED.
4. Three ring binder with dividers for each course. Print out your syllabus and schedule and keep it at the front of the notebook. Print out the PowerPoint “Notes” to take notes on as you view the presentation. Place all graded assignments such as laboratory exercise, study questions, etc. in the notebook.
5. Black or blue ink pen
6. Two (2) Disposable Laboratory Coats

It is strongly advisable that students have a dependable home personal computer with internet access. The College provides student access to internet accessible computers located at various College locations.

Students will be required to print certain materials for their courses. This can be done at home, at a CPTC computer lab or saving files to a flash drive and taking to a printing company such as Office Max. Course materials can be found in Canvas.

GENERAL POLICIES

Attendance Policy

Attendance is required for **all** clinical and lecture/lab days. Attendance demonstrate professional behavior. Absence from class except for emergencies or illness will not be tolerated. Each class and laboratory session builds upon information from the previous class. Laboratory activities may not have enough materials to be made up or have a short shelf life which may result in the students inability to meet course performance objectives which may result in a failing grade for the course. The student is responsible for all missed assignments, materials, examinations, etc. when absent from class.

Students at CPTC are expected to meet industry standards of attendance and punctuality and are expected to be present and on time every day except in cases of illness. Students must inform the MLT instructor fifteen (15) minutes before class if they will be tardy or absent by leaving a voice mail or sending a text. Time missed is made up by completing the lab work missed (if possible), taking the quiz, and/or completing special projects or pertinent assignments outside of class hours.

During the Clinical Phase, students must call the clinical site AND the MLT instructor 30 minutes before the start of the assigned shift. You must speak with a "live" person, no voice mails. Ask for your mentor, lab manager or departmental supervisor. Write down the time and the name of the individual you spoke with. Absences from clinical, except for emergencies or serious illness, will not be tolerated. The student must coordinate the make-up time with the clinical instructor AND the MLT instructor. Students must complete all required competencies to receive credit for and pass the course.

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

Classroom Expectations

1. Take care of personal business before entering classroom or lab.
2. A successful student attends class regularly, takes notes, participates in classroom instruction, completes assignments and knows when to ask for help.
3. Cell phones and electronic devices must be stored in a designated area upon entering the classroom or lab.
4. Eating and drinking is prohibited inside the MLT laboratory.
5. Students entering the classroom more than fifteen (15) minutes late during a test will not be able to begin the test at that time.
6. Disruptions to the class will not be tolerated. This includes talking, note-passing, and rude and/or inappropriate behavior. When you talk to a fellow student it distracts them which may cause them to miss crucial information needed for successful completion of an activity or laboratory.
7. Children of students are not allowed in class either for lecture or laboratory. This is a college liability issue.
8. Any materials that need to be printed by the student should be printed at home or at the CPTC library prior to class.
9. It is the student's responsibility to submit assignments or make up work when absent. The makeup lab must be coordinated with the MLT instructor.
10. Calculators cannot be shared during a test or quiz. Cell phones that have calculator capabilities cannot be used as a substitute for a true calculator.

Email

CPTC provides email accounts to students as a tool for sharing important college information. Student email is the only mode of communication the college uses to send up-to-date information about campus closures, deadlines, scholarship opportunities and upcoming events.

Professionalism is expected when crafting an email. When composing a new email do not use the salutation "Hey". This is an informal term you would use with someone you are personally familiar with. You may use terms such as: "Dear/Hello NAME", "Professor" if you are addressing your instructor, or "Good morning", "Good afternoon", "Good evening" with the individual's name after it.

You can forward your college email to your preferred account. For more information visit: <http://www.cptc.edu/email-help>.

Communicating with MLT Faculty and Program Director

Communication from faculty and staff in the MLT program to students will be conducted only through CPTC student email address and the Canvas Learning management service. It is the student's responsibility to regularly check their email and Canvas accounts. Students are responsible for any information sent to them through student email and Canvas and to keep contact information current with the nursing program office staff. Do not send an email from your personal email account.

The instructor will reply to student emails and texts Monday through Friday from 8:00am to 5:00pm. Communications received outside these days and times will be answered the following business day. If there is an emergency such as an accident, illness or being booted out of an exam the response will be as soon as possible.

Cell Phone Policy

Students are not allowed to text on campus instructors. You may call and leave a voice mail on their college assigned phone or email them. An instructor may make an exception for exams open over the weekend.

Distance learning instructors will use their cell phone as an office phone. Follow the guidelines for appropriate communication during business hours.

Upon entering the classroom put your cell phone on mute and place it in your assigned slot in the cell phone storage area. The only exception would be if a student is expecting some type of emergency call. In that event the phone will be put into a clean biohazard zip lock bag to prevent contamination. When the call is received politely excuse yourself and take the call outside the classroom for minimal disruption. To retrieve your cell phone, remove your lab coat, wash your hands and take it outside of the classroom.

Weather and Campus Alerts

The college uses a variety of methods to notify students of campus closure due to inclement weather. In the event of a campus event that poses a threat to the CPTC community, an emergency notification message will be deployed.

Students and staff can elect to receive text notifications to their personal devices, emails to their email address, or messages to their home phones.

- CPTC will post inclement weather closures or delays to the following site www.flashalert.net. This closure information is shared with news media for broadcast. Additionally, interested parties can subscribe to this site and receive notifications through email, text, Facebook or Twitter.
- The College website at www.cptc.edu will announce closures or delays using banners on the main page.
- CPTC Warn will send out push messages.. Go to <https://www.cptc.edu/about/risk/cptcwarn> to sign up.

If CPTC has delayed opening or early cancellation all classes and clinical will follow the delayed opening or early cancellation schedule. Students are still expected to be at class or clinical on days with delayed opening; however, students must exercise judgment about safe driving conditions. If the student is unable to attend class or clinical during inclement weather, the student must notify all of the instructors within 30 minutes of the start time.

Safety at Clinical Sites

While attending clinical, students are subject to, and are required to follow all Federal, State, Local and Hospital policies regarding safety. If an accident should occur while at an affiliate site, report it to your direct supervisor and seek immediate medical attention. Incidents should also be reported to the MLT Instructor as soon as possible but within 24 hours of the event.

Contact Information

Students are required to keep a current address, phone number and CPTC email address on file. Please inform MLT faculty promptly of any change of address or telephone number so you can be reached as needed. The program also requires a personal email address. Once you are no longer a CPTC student your email account will be deactivated. The personal email address is only used to send you a "Graduate Survey" three to six months after graduation.

Electronic Communication Devices

Upon entering the classroom All cell phones will be set to mute and placed in your assigned spot in the "Cell Phone Hotel". The only exception would be if a student is expecting some kind of emergency call. In that event the phone will be put into a clean biohazard zip lock bag to prevent contamination. When the call is received politely excuse yourself and take the call outside the classroom for minimal disruption. To retrieve your cell phone, remove your lab coat, wash your hands and take it outside of the classroom.

Students may not use a cell phone or any other type of electronic equipment in the MLT student laboratory as this area is considered a biohazardous area. The only exception is if a student wishes to use an electronic device to take pictures of microscopic images. In this case the electronic device must be covered. There are manufacturers who make disposable plastic covers for this purpose.

Electronic communication devices may not be used in the clinical setting. These devices should be securely stored and used only during approved break times. Tape recorders, PDAs, cameras and other recording devices are not to be used in the clinical setting for recording identifiable client data.

SOCIAL MEDIA/ELECTRONIC DEVICE POLICY

GENERAL INFORMATION

When publishing information on social media sites, the student must be aware that information may be public for anyone to view and can be traced to the individual. There is no such thing as a "private" social media site. The public, along with your future employers, expects high standards of professional behavior. Search engines may locate posts years after the publication date. Comments can be forwarded or copied. If you are unsure about posting something or responding to a comment, consult with program faculty. Social media typically enables two-way communications with the audience; therefore, an individual has less control over how others will use materials. Social media may be used to investigate student behavior.

As a student in the MLT program, you will encounter confidential information within the classroom or patient care environment during your clinical experiences. It is the responsibility of the student to follow the Social Media policy outlined below.

POLICY

All social media postings must be made within the guidelines of the "Professional Behavior, Professional Ethics, and Confidentiality, Safe/Unsafe Clinical/Practicum" policies outlined in the MLT program student handbook. Any violations of the above-referenced policies through the use of social media platforms or portable electronic communication devices will result in disciplinary action, which may include failure in a course and/or dismissal from the program. All postings to social media platforms must comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)/Health Information Technology for Economic and Clinical Health Act (HITECH), applicable facility policy, and state law. Any social media posting or comment to any online forum or website that violates HIPAA guidelines and jeopardizes a patient's privacy or safety may result in immediate dismissal from the program.

The following guidelines apply:

- Do not share, post, or otherwise disseminate any information, including images, about a patient or information gained as a result of your presence in a clinical/practicum setting or as a result of a student-patient/client relationship.
- Do not identify patients/clients by name or post or publish information that may lead to the identification of a patient/client (examples include but are not limited to, date of care, facility name, diagnosis, and treatment/surgery). Restricting access to postings through privacy settings is not sufficient to ensure privacy.
- During clinical experiences/practicums, any use of electronic devices (cell phones of any kind, laptops, etc.) must be with the facility AND MLT faculty approval.
- Do not take photos or videos of patients, families, personnel, or clinical facility areas on personal devices, including cell phones of any kind.
- Maintain professional boundaries in the use of electronic media. Online contact with clinical staff members blurs the distinction between a professional and personal relationship. You should not have any online contact with a current clinical staff member outside the communication methods allowed within the clinic/program.

- Student(s) must have permission from the faculty to videotape or audio tape in the classroom. Official accommodations may be requested through the disabilities office.
- Personal phone conversations or texting are NOT allowed at any time while in clinical areas or the classroom. If the student needs to respond to an emergency text or call during class, the student is asked to leave the classroom.
- A first-time violation of this policy that can be remediated with additional training and guidance will result in placement on probation. A second violation will result in dismissal from the program. If the violation is a direct violation of HIPAA immediate dismissal may occur.
- Any social media comments or postings to any online forum or webpage that substantially disrupt the program, violate professional conduct standards, or indicate a potential danger or threat to a student, patient, or staff member, may result in immediate dismissal.

Dress Code

Students are to purchase two or more sets of maroon scrubs, available in the bookstore, to wear during attendance in class, laboratory and clinical courses.

1. The following dress code is required for *lecture, laboratory and clinical*. During clinical rotations, the student must also adhere to the dress code of the facility they are assigned to.
 - a. **Clothing:** Maroon scrubs must be worn during all classroom, laboratory and clinical activities. Avoid wearing scrubs which are overly revealing, which may represent a safety hazard, or which may be offensive to patients or laboratory personnel.
 - b. **Shoes:** Shoes must be closed-toed and soft-soled, non-marking. White leather-type tennis or similar shoes are strongly recommended. Clogs, crocs or other types of shoes with no back or holes in the top are not allowed.
 - c. **Hair:** Hair must be clean, neat and of a *normal* hair color. If the hair's length is at or below the shoulder, or if it has tendency to hang in the face, it must be drawn back using a clip, hair band or hair tie.
 - d. **Head coverings:** Nothing shall be worn on the head (baseball caps, scarves, hats, etc.) unless it is of a required religious nature. If the head covering falls below the shoulders, it must be tucked securely inside the lab coat to prevent contamination by blood and/or body fluids.
 - e. **Beards:** Male students must either shave regularly or, if they choose to wear a mustache and/or beard, must be kept clean and well groomed.
 - f. **Hygiene:** Students must bathe regularly and use deodorant to avoid offensive odor. Students shall not use perfume, cologne or aftershave lotion due to individuals with allergies.
 - g. **Makeup:** Conservatively applied makeup is permitted.
 - h. **Body Piercing/Tattoos:** No visible body piercings are allowed. Tattoos must always be covered in the clinical setting by the use of special makeup or the use of long-sleeved shirt under the scrubs.
 - i. **Fingernails:** Fingernails must be kept clean and at a reasonable length. Reasonable length is defined as 1/8" above the fingertips. Artificial nails and nail jewelry are *not* to be worn. Clear or light pink nail polish may be worn. Chipped nail polish is not permitted.
 - j. **Jewelry:** Jewelry should be limited to wedding rings and a wristwatch. A conservative necklace that is kept close to the skin (not dangling) and conservative earlobe earrings, no more than one earring per ear, that do not extend more than ½ inch below the earlobe are acceptable.

- k. **Identification:** Students will wear their designated CPTC MLT scrubs with the CPTC patch sewn on the left sleeve. During clinical assignments students must wear their CPTC photo ID badge identifying them as CPTC student. *The badge must always be visible by clipping it onto the top of the scrub top. Badges CANNOT be worn at or below waist level.* Wearing the badge clipped to a lanyard is acceptable if it does not create a safety hazard or dangle into the workspace. Once students enter their clinical rotations, they must wear their CPTC Student Badge, or their Clinical Site Photo ID Badge.

2. **Laboratory:**

- a. The lab coat must be worn, buttoned from top to bottom, while in the laboratory, no exceptions.
- b. When not in use, the lab coat is to be stored in the laboratory in a designated area. Lab coats may NEVER be worn outside the lab.
- c. With normal wear, the lab coat should last throughout one quarter. Students may purchase additional disposable lab coats from an outside vendor or from the CPTC bookstore.

Assignments, Homework and Projects

Students are expected to be prepared to discuss the topic being presented during class time. Written homework, when assigned, will be discussed and corrected by the beginning of the next scheduled class. Late or incomplete assignments will be subject to penalties, excessively late assignments will not be accepted. These policies will be clearly defined in each course syllabus.

Late Work Policy

Due dates will be given for all assignments. Exams must be taken by the scheduled deadline, no exceptions.

1. All assignments must be completed in full and on time. A failure to comply will result in the following penalties:
 - a. One class day late 20% deduction in grade.
 - b. Two class days late 50% deduction in grade.
 - c. Three class days late, a grade of "0" will be assigned
2. A habitual or sustained disregard for assignment deadlines or completion could jeopardize the student's standing in the Program as the result of unacceptable grades, which will result in one of the following:
 - a. probation until assignment completion
 - b. dismissal from the class
 - c. dismissal from the program

Exams

All major course exams will be given through Canvas, timed and monitored. Regular course exams may be given on campus while some exams may be taken on a personal or laptop computer using Respondus Lockdown Browser with webcam.

Course practical(s) and final exams will be conducted in class, at a testing center, or with an assigned proctor. Unless otherwise stated, no unauthorized study materials or outside resources are allowed during an examination.

Students must complete an examination in one sitting AND within the posted time limit. Specific protocols and expectations for taking course examinations will be outlined in each course syllabus. The Program's "Progressive Discipline Policy" will be implemented at the appropriate level if examination policies are violated.

Students are strongly advised NOT to use iPads, tablets or cell phones to take course examinations. These devices may not be able to properly display the questions, graphics or photographs in the exam, as Canvas may not be fully functional on these devices

Canvas Online Examination Policy

Course major examinations and a comprehensive final examination will be given in Canvas. These exams will comprehensively assess the student's knowledge of concepts, principles, techniques and procedures related to the instructional material and unit or lab objectives.

The lockdown browser must be used for all exams to increase exam security. The LockDown Browser is a custom browser that locks down the testing environment in Canvas. When students use LockDown Browser to access a quiz, they are unable to print, copy, visit other websites, access other applications, or close a quiz until it is submitted for grading. Quizzes created for use with LockDown Browser cannot be accessed with standard browsers.

All course major examinations will be timed. The only exception is for students who have provided their instructor with an accommodation letter which states an accommodation for extending the time. The instructor will make arrangements with the office of Disability Support Services as necessary.

All major course examinations will be taken by students on their home computer OR exams may be taken at any public computer including the library or computer lab at CPTC which allows use of the Lockdown Browser. If using a public library find out the time limit so you will not be booted prior to the end of the exam. Other devices are not recommended as they may not be able to display the questions, graphics or photographs in the exam.

NO unauthorized study materials are to be used during the course examinations. This includes, but is not limited to, internet resources, notes, lab materials or textbooks. The instructor can determine if a student left the exam and how many minutes it takes to complete each question.

Students are expected to take each quiz or exam during the assigned time period and within the posted time limit.

The final exam must be taken in class or proctored by a CPTC approved proctor.

If a student fails to take or complete a major exam by the stated deadline the grade of the comprehensive final exam will be averaged in the place of the missed exam grade. If any additional exams are missed a grade of "0" will be recorded and the student will most likely not be successful in the course. **NOTE:** It is crucially important to communicate with your instructor if situations arise that impact your ability to take a major exam.

Canvas will NOT close the examination automatically when the time limit has been reached. It is the student's responsibility to monitor the examination's timer. Students are encouraged to set an external timer to assist in monitoring the time left.

Penalties for exceeding the examination time limit:

1. Students will receive a one-point deduction from the final adjusted score for every 5 minutes over the limit. For example, it took 1 hour and 15 minutes to complete an exam with a 1-hour time limit. The student will receive a penalty of 3 points deducted from the exam grade.
2. Students exceeding the time limit by 30 minutes or more will be assessed a 10-point penalty.

3. Continued violation of the time limit will result in the student finding an approved college proctor.

Students are not allowed to see the exams once they close. The instructor may make the exams available for review at the end of the quarter.

Dishonesty

It is the responsibility of the College administration and faculty to provide reasonable and prudent security measures designed to minimize opportunities for acts of dishonesty which occur at the College. Honest assessment of student performance is of crucial importance to all members of the College community. Acts of dishonesty are serious breaches of honor and should be dealt with appropriately.

Academic dishonesty

1. Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment or requirement.
2. Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment or requirement.
3. Fabrication includes falsifying data, information, or citations in completing an academic assignment or requirement, or providing false or deceptive information to an instructor concerning the completion of an assignment or requirement, including submitting for credit without authorization academic work also submitted for credit in another course.

The college may impose disciplinary sanctions against a student who commits, attempts to commit, or aids, abets, incites, encourages, or assists another person to commit any act of academic dishonesty.

GRADING AND ACADEMIC REQUIREMENTS

This is a competency-based program. Each student is expected to successfully demonstrate competency in classroom work and in laboratory clinical skills. The syllabus for each course is published in Canvas on or before the first day of class and contains course objectives, course guidelines and the specific criteria for grade calculations. All MLT courses require a minimum of 75% in **both** the lecture and the laboratory components, even though the average of the two components may be 75% or greater.

All MLT courses use the following scale for determination of final grades:

- A = 90 - 100%
- B = 80-89%
- C = 75 – 79%
- D = 60 – 74%
- F = less than 60%

Didactic Course Evaluation

The grading systems and the broad course objectives to be used in each MLT course are included in the course syllabus which is provided and reviewed with students at the first meeting for each course.

Evaluation of knowledge and skills for each course will be based on quizzes, exams, laboratory practice, lab practicals, study questions, and other criteria which will be used in grading. Faculty are expected to grade and return to the students promptly. The frequency of such evaluations will be dependent upon the course.

Each MLT course will have a didactic and a laboratory grade component. The student is required to maintain a 75% grade or better for each component of the course to be considered for advancement to the next course or practicum. **If a student has less than 75% in any course at mid-term, a conference with the MLT Instructor is advised.** If any questions or concerns arise pertaining to your grade do not hesitate to ask the instructor or Program Director.

Laboratory Evaluation

For each practice session the student will demonstrate:

- Cognitive knowledge of the procedure being performed (Why you are doing the test).
- Technical performance that demonstrates an ability to perform the task at hand.
- Mental skills as well as physical or psychomotor skills may need to be demonstrated as part of the completion of the task. This may include calculations, determining test validity, determining clinical significance, etc.

A laboratory practical for each course will be given to ensure students are able to demonstrate the required performance objectives for the lab.

COMPETENCY ASSESSMENT, SKILLS MASTERY AND PROGRAM PROGRESSION

Competency assessment is used to determine that the student has the necessary knowledge and skills to perform a basic laboratory test accurately and is competent to proceed to the clinical portion of the program. Each competency assessment has a written set of specific criteria which must be performed without error to demonstrate that competency has been achieved. The student will be provided with the assessment criteria and will receive feedback from the instructor during the skills practice sessions.

Clinical competencies are pass/fail and must be completed successfully to pass the course. If the student has an unsuccessful competency assessment, an action plan will be developed which will include remediation.

Remediation can include demonstration of skills by the instructor, discussion of specific errors the student made and how to correct them, and additional practice opportunities. A failed competency will result in initiation of the Progressive Discipline policy.

The student may be allowed a total of three competency assessment attempts per procedure. If a student is unable to demonstrate competency after three attempts the student will be withdrawn from the respective course and will be withdrawn from all other co-requisite courses. If the students fail the competency assessment, and the withdrawal date has passed the student will be awarded a "F" as the grade of record on the transcript.

First Unsuccessful Competency Assessment

The student meets with the instructor for instructor for a written conference to review the procedure for performing the specific skill. During the conference, remediation and an action plan for improvement, which will include additional practice, will be developed. The instructor will discuss and note areas in which the student has failed to progress or show improvement. The student will provide input as what they will do to be successful. The student will be allowed to repeat the competency assessment at a specified time.

Second Unsuccessful Competency Assessment

The student will be placed on "Probation" to review the procedure for performing the specific skill. During the formal conference, remediation and an action plan for improvement will be developed. The instructor will note areas in which the student has failed to progress or show improvement. The student will provide input as what they will do to be successful. This will be documented on the Progressive Discipline form. The student will be allowed a third opportunity to repeat the competency assessment.

Third (Final) Unsuccessful Competency Assessment

If the student is unsuccessful on the final attempt, the instructor will note the specific areas of deficiency on the Competency Assessment form. The student meets with the program director for an exit interview and to discuss withdrawal from the program.

The student must withdraw from the course and all other MLT courses. If the date for withdrawal has passed a grade of "F" will be recorded.

STUDENT LABORATORY POLICIES

Students will be provided with safety education and training for each of the following:

1. Standard precautions, the use of personal protective equipment (lab coats, gloves, masks, protective eyewear), and hand washing.
2. Proper disposal of sharps.
3. Proper disposal of biohazardous waste.
4. Transmission – based precautions
5. Procedure for reporting needle stick injury or other types of blood or body fluid exposures.

Laboratory behavior

During wet demonstrations or laboratory sessions, all students will adhere to the safety standards of the College, as well as those of the CDC and OSHA, and strictly follow Standard Precautions. Students will report any hazards, potential hazards, or injuries to the instructor immediately.

Laboratory Safety

1. Note the location of all safety devices, i.e., fire extinguishers, safety shower.
2. Standard Precautions are always to be followed, no exceptions.
3. Personal Protective Equipment (PPE) – gloves and a fully closed lab coat must be worn when manipulating specimens. In rare instances a face shield may be required if there is the potential for splattering.
4. PPE must be removed before exiting the laboratory.
5. Wash your hands properly with soap at the beginning and end of a lab session and any time gloves are removed.
6. Specimens must be centrifuged with stoppers on.
7. Leave aisles free of any obstruction.
8. No food or drink is allowed in the student laboratory.
9. Long hair or hair which hangs in the face must be pulled back.
10. Only closed-toe shoes are allowed in the laboratory. Students with inappropriate footwear will not be allowed to enter until the appropriate footwear is worn.

11. Wipe down the work area with disinfectant (i.e., 10% bleach) at the beginning and end of each lab session and as needed.
12. Regular trash does not go into biohazard waste bags. Only trash that is contaminated with blood or body fluids is to be placed in the red biohazard bags.
13. Broken glass or needles must be discarded into a biohazard sharps container. **NOTE:** Broken glass must not be picked up with hands, use a broom and dustpan.
14. Report any blood/body fluid exposure or injury to your instructor immediately

Exposure Control Plan

Students will be trained in the practices of safety which include, but are not limited to, the following:

- Bloodborne Pathogens
- Standard Precautions
- Chemical Safety
- Electrical Safety

Students are expected to follow standard precautions and safe practice guidelines as recommended by CDC and OSHA in the student laboratory sessions and at clinical sites.

The student laboratory has safety equipment available to students in case of fire, hazardous material spill, personal injury, earthquake, or any circumstance requiring evacuation/lockdown of the building. This equipment includes a safety shower and eyewash station, fume hood, splash shield, gloves, and a chemical spill clean-up kit. Students are instructed in the use of all these items during the Introduction course, are tested on their location and use, and are expected to use them appropriately when the situation warrants.

Sharps and Sharps Containers

1. The following items shall be considered sharps and disposed of in a sharps container:
 - a. Any type of needle used for blood collection.
 - b. Lancets
 - c. Glass slides
 - d. Broken glass
2. The sharps container will be kept near students working with sharps.
 - a. Sharp objects that are contaminated with potentially infectious material are to be immediately placed into the sharps container.
 - b. Contaminated sharps are to be immediately discarded into an approved sharps container displaying the biohazard symbol.
3. Sharps containers will be sealed when $\frac{2}{3}$ or $\frac{3}{4}$ full and placed in the Bio-Hazard Room.

Blood and Body Fluid Exposure Policy

If an incident should occur where the student is exposed, the following protocol will be adhered to:

1. For needle punctures or breaks in skin: immediately cleanse the area with soap and water and apply bandage.
2. For mucous membrane exposure (e.g., splash in eyes, mouth or nose), immediately flood with clear water at the eye wash station.
3. Immediately report the incident to the MLT instructor or to the clinical supervisor if incident occurs at clinical training site.

4. Report to personal health care provider and/or the nearest Emergency Department within 1-2 hours for exposure
Meet with a medical professional to assess the risk and possible need for prophylaxis.
5. Complete the "Accidental Injury or Occupational Illness Report" within 24 hours.
6. Payment and scheduling of any follow-up testing procedures ordered by the Emergency Department or personal physician will be the student's responsibility.

Student refusal to comply at any step in this outlined protocol will be documented.

Accidental Spill of Potentially Infectious Material (PIM)

1. In the event of an accidental spill of any blood or other potentially infectious material, the affected area (floor, wall, equipment, bench top), will be cleaned and decontaminated with a 10% bleach solution.
2. A 10% diluted bleach solution must be made fresh at the beginning of every lab session and stored in a correctly labeled squeeze bottle.
3. Place a paper towel over the spill and flood with 10% bleach.
4. Leave undisturbed on the contaminated surface for a minimum of 20 seconds before wiping with a paper towel.
5. Carefully remove the paper towel while wiping the area and place in the biohazard container.
6. If necessary, use additional paper towels, squirt with bleach and wipe with a paper towel.
7. The site should be left damp as the disinfection occurs as the bleach dries.

Chemical Hygiene Plan

There are many potential chemical hazards present in the MLT department, including flammables, corrosives, poisons, aerosols, and suspected carcinogens. Safety equipment essential to the prevention of laboratory accidents or exposures is available to each student.

A ventilating fume hood is in place in the glassware-washing room and serves to prevent toxic or flammable vapors from entering the lab atmosphere, as well as to present a physical barrier to contain accidental spills. ALL measuring, weighing, pouring, and mixing of potentially hazardous materials is done under the ventilating hood. Students should choose appropriate Personal Protective Equipment prior to any procedure involving hazardous chemicals. Synthetic exam gloves, heavy-duty vinyl gloves, and insulated oven gloves are all available, as are goggles and aprons.

In the instance where a chemical spill or splash to the skin or clothing does occur, the student will immediately use the emergency shower or the eyewash station, located to the left of the Microbiology Room. If emergency medical care is required, the instructor or nearest student should dial 9-911 from a CPTC phone for the local paramedic unit. The instructor will provide first aid as needed.

The spill itself is to be treated according to the instructions on the Spill Clean-Up Kit, which is located above the flammable cabinet in the Microbiology Room. Further information about the chemical spill is available in the SDS file, kept on the top shelf to the right of the drying oven.

All chemicals are stored in appropriately labeled closed cabinets, or in insulating packing material, below eye level, with Hazard Rating Identification labels attached.

Infectious Waste Management

1. Proper use of disposable lab coats and gloves is crucial to an infection control program to prevent the transmission of infections due to blood and body fluids.
2. All tubes containing blood are to be placed into a biohazard bagged box. Patient blood samples must be re-stoppered prior to placement in the biohazard container. When the biohazard box is full it will be placed in the Bio-Hazard Room. Full containers are picked up by a licensed waste facility contracted by the college.
3. Disposable items will be placed in biohazard bags if visibly contaminated with blood and secured and disposed of as biohazardous waste.
4. Lab coats and gloves may be disposed of in the regular trash bag unless saturated with PIM.
5. Urine containers are to be emptied in the sink and rinsed with water after the lab session. The tops will be secured back onto the containers before discarding. Urine containers may be discarded into regular trash UNLESS they have a transfer needle in the lid. If a needle is present in the lid, they must be disposed of in the sharps container.
6. Broken glass test tubes, glass slides, needles, or sharps of any kind will be placed into the red sharps containers. When the sharps containers have reached $\frac{2}{3}$ or $\frac{3}{4}$ full, then the sharps container should be securely closed and placed in the Bio-Hazard Room.

Physical Environment

Engineering and work practice controls in combination with personal protective equipment are in compliance with OSHA standards.

Fire

1. In case of fire, dial 9-911 from a campus phone and state that there is a fire. Describe the following:
 - a. Your location – including the building and room number.
 - b. The telephone number from which you are calling.
 - c. The exact location of the fire.
 - d. The extent of the fire (small, large, etc.) and the type of fire if you can identify it (wastepaper basket, electrical, chemical, etc.)
2. After you have called 9-911, call Security at 253-589-5682 or from a campus phone dial 5682 and Security Staff will arrive on the scene as quickly as possible.
3. Pull a manual fire alarm. See the evacuation map for your building for the location of an alarm box nearest the room. www.cptc.edu/risk/safety/emergency-management
4. You may attempt to extinguish the fire yourself if you know how to do so, however, it is more important to avoid injuring yourself or others.* See the evacuation map for the closest fire extinguisher.
5. Evacuate the area (see evacuation instructions).
6. If you are trapped inside, stay near the floor. Shout at intervals to alert rescue personnel of your location.

***IMPORTANT: Only attempt to extinguish the fire after calling 9-911.**

A fire extinguisher is in the Microbiology Room in the middle of the wall where the lab coats are hung, as well as one nearby in the outer hall to the left the laboratory, across the hall from the Mechanical Room # 22. There is an additional fire extinguisher going down the right hallway once leaving the laboratory, located across the hall from the Hemodialysis Room # 227.

The fire alarm is located at the bottom of our designated escape stairwell on the left wall before exiting the building. Another fire alarm and fire extinguisher are located down the right hallway once leaving the laboratory next to the Computer Lab Room 237. Students must be aware of their locations and knowledgeable about their operation.

An evacuation route map is posted near the classroom exit. Fire drills are conducted by the college to familiarize students with evacuation procedures.

CLINICAL POLICIES AND PROCEDURES

To participate in the clinical aspect of the program, students must provide documentation of:

1. Current American Heart Association **Basic Life Support – Health Care Provider** CPR Card. This card must be current throughout your enrollment in the program.
2. Immunizations – All immunizations must be complete by the first day of the quarter you start the program. Documentation for the required immunizations must be available for review during the orientation day of the program. **NOTE:** For students starting 2023 immunization documentation must be provided by the last day of the first MLT quarter.
 - a. **Measles, Mumps, & Rubella (MMR)**
 - 1) Two (2) MMR doses of vaccinations or
 - 2) Proof of immunity by titer of each of the three components-Rubella, Mumps & Measles. (Lab report required)
 - b. **Varicella (Chicken Pox)**
 - 1) Two (2) doses of the Varicella vaccinations or
 - 2) Positive antibody titer (lab report required)
 - c. **Hepatitis B**
 - 1) Three (3) vaccinations and
 - 2) Positive Hepatitis B Surface antibody titer(anti-HBs). A lab report required.
 - d. **Tuberculosis (TB) Skin Test (2 Step) Provide one of the following:**
 - 1) Negative two step TB test (two separate tests done 1-3 weeks apart) within the past 12 months (you must show placement date and read date for both of the 2 steps)
 - 2) Or Past negative 2 step test PLUS all subsequent annuals (latest test must have
 - 3) been done with the past 12 months) or
 - 4) If positive results, clear Chest X-Ray report within the past 3 years and a current year symptom-free report from your healthcare provider or
 - 5) Negative QuantiFERON Gold Blood test. You must submit a copy of the laboratory report to meet this requirement.
 - e. **Tetanus, Diphtheria & Pertussis (TDaP)** - There must be documentation of a TDaP vaccination. If the TDaP vaccine was administered more than 10 years ago, you must also submit a recent TD booster.
 - f. **Influenza** - Submit documentation of a seasonal flu shot administered after October of the current year.
 - g. **COVID** - Clinical sites now require the student to be fully vaccinated with the COVID vaccine. **Fully vaccinated means completion of vaccine and a period of two weeks has passed after the last dose of the vaccine.**
3. Proof of Personal Health Insurance and/or “Student Injury Only Insurance Plan”.
4. Completion of Clinical site specific training and/or documentation.
5. Students may be required, at any time, to complete a drug screening test as required by a clinical facility.
6. Accommodation documentation must be updated quarterly and provided to each instructor and/or clinical site prior to asking for implementation of accommodation.

Instructions for processing required documentation into the screening management system will be provided at Program Orientation. Students will need to be in compliance with the screening management system requirements within time frames indicated at orientation. Students must remain in compliance with the requirements of the screening managed system through the entire program. Students are responsible for monitoring and responding to all requirements.

Introduction to Clinical Policies

Clinical rotations are an essential component of the MLT program. Clinical rotations allow students to apply the knowledge and skills obtained in the didactic component of the curriculum to real life experience in a clinical laboratory. The clinical courses provide students with clinical experience in hospitals and clinical laboratories which are designed to allow students to achieve entry-level competency in the most frequently performed laboratory tests or skills. Students may be provided with real, or computer simulated learning activities.

The clinical rotations are a privilege earned by successful completion of all MLT didactic courses and competency assessments. Training students is very time consuming due to the amount of time required to teach students at the bench. Training students slows down the work process in the department during the days that a student is on-site.

Students will be held to the highest level of work ethics. Excellent attendance, reviewing of lecture notes, laboratory procedures, textbooks and attentiveness to instruction provided, using criticism to improve performance are high among the expectations. The goal of each rotation is that the student is able to do entry-level work at the bench with minimum supervision.

All Clinical sites have a current legal agreement for CPTC MLT student placement and have the right to enforce facility specific requirements of the students which must be met before placement. These may include, but are not limited to background checks, immunizations, drug screening and dress and/or appearance codes.

Clinical Experience Goals

The MLT Department and the affiliated institutions work together to provide a hands-on learning experience for the students. The affiliate institutions will provide a safe working environment and instruct students in safety and clinical policies and procedures in all areas of the clinical laboratory.

Policies for Clinical Placement

Students who do not maintain a 75% or higher grade in both the lecture and lab components of all MLT courses or have not completed their medical clearance will not be considered eligible for clinical placement.

Military affiliates require American citizenship to be eligible for a clinical rotation at their site.

The MLT program has a system in place to assign students to clinical affiliates. The system used is very complex and there are a lot of factors that are considered. Students are not allowed to select their sites. There is no guarantee that a student will be placed in a laboratory close to their home. It is the student's responsibility to be flexible regarding shifts. *Students who decline to be placed at a specific clinical site will have no option but to drop out of the program.*

Students will be asked about any documented reasons that they would be unable to attend the assigned clinical rotations. Students may need to work with the office of disabilities to get official approval. This must be done in the

quarter prior to the first clinical course. Under no circumstances are students allowed to make changes to their clinical schedule without the prior approval of the MLT program faculty and clinical instructor.

Alternate Status for Clinical Rotations

If, due to unforeseen circumstances, there are more students eligible to begin clinical assignments than available affiliates, spaces will be filled based on academic performance.

- Those students with the highest-grade point average in MLT courses will be placed first.
- If there is a tie, then the student with the highest GPA for MLT and other academic courses will be assigned the space.

Students who are not able to be placed at a clinical site will be placed as soon as clinical sites becomes available. This may require that the student take an incomplete and finish up the following quarter.

Clinical Placement when Site Unexpectedly Cannot Take a Student

There are times when the clinical sites are unexpectedly unable to take students due to various reasons such as staff shortage, upcoming inspections, remodeling or computer system hospital wide updates. Every effort will be made to find an alternate site for the rotation. If a clinical rotation site is unavailable the student may need to take an incomplete and complete the rotation in the following quarter, potentially delaying graduation by one quarter.

Transportation to Clinical

Transportation to clinical facilities is the sole responsibility of the student. Students are required to have reliable, dependable transportation, either private or public, to the clinical facility. Students will be required to travel outside the Lakewood area for some clinical rotations. Evening shift rotations may be required. Non-traditional shifts may be created to accommodate the clinical sites. Students must be prepared to accommodate travel to any facility deemed appropriate to meeting course objectives within and outside the Lakewood area.

Clinical Rotations

The Clinical Experience is designed to be a comprehensive experience encompassing the attainment of knowledge of laboratory principles (cognitive), the development of abilities and entry level skills necessary to perform laboratory tests (psychomotor), and the fostering of attributes and attitudes essential in today's laboratory professionals (affective).

Recommended clinical departmental rotations are:

- Immunohematology 2 weeks on-site
- Serology 1 week on-site
- Phlebotomy 1 week on-site
- Microbiology 4 weeks
 - Two weeks on site
 - Two weeks at clinical site
- Hematology/Body Fluids/Hemostasis 5 weeks
- Chemistry 3 weeks
- Urinalysis 1 week
- Serology will be performed in a variety of departments during the clinical rotation.
- Phlebotomy will be assigned during the rotation to meet minimum requirements.

Clinical Site List

The following table lists the institutions which have affiliation agreements with the MLT program. Some affiliates may not participate at a given time due to circumstances occurring at the site such as a short staffed, new instrument installment, new computer system etc.

Some sites take more than one student at a time, either on the day shift, evening shifts or both.

Not every institution has sufficient volume or types of testing to offer rotations in all departments. **For that reason, this list is provided as an informational item only.** The program will determine the best rotation site for each student based on the availability of rotations at the time the clinical schedule is created.

Virginia Mason Franciscan Health - Total Students 4	Location
1. St Anne Hospital	Burien, WA
2. St. Anthony Hospital	Gig Harbor, WA
3. St. Clare Hospital	Lakewood, WA
4. St. Elizabeth Hospital	Enumclaw, WA
5. St. Francis Hospital	Federal Way, WA
6. St. Joseph Medical Center	Tacoma, WA
7. St. Michael Medical Center	Bremerton, WA
MultiCare Health System - Total Students 8	Location
1. Auburn Medical Center	Auburn, WA
2. Capital Medical Center	Olympia, WA
3. Covington Medical Center	Covington, WA
4. Gig Harbor Medical park	Tacoma, WA
5. Good Samaritan Hospital	Puyallup, WA
6. Tacoma General	Tacoma, WA
Madigan Army Medical Center – 3 students	Puyallup, WA
Mason General Hospital – 1 student	Shelton, WA

Attendance

Regular and punctual attendance is required on all clinical days. The attendance policy for clinical is much stricter than for required college classes.

1. Clinical sites are intolerant of tardiness and absences.
2. Do not call in sick to the clinical site unless you are truly sick.
3. If the student is not able to make it to the clinical site, they **MUST** call the site before the start time, then call or text the MLT instructor and leave a message. Contact information will be found in the course Syllabus.
4. Absences from or tardiness to the clinical site for reasons other than health or emergencies will not be tolerated and may result in withdrawal of the student from the program.
5. If a student is absent from clinical without notifying the facility and MLT instructor appropriately as stated above the following will result:
 - a. *The first time that a student is absent without notifying the instructor and the training site supervisor (no call/no show), the student will be placed on immediate probation.* This situation is so egregious no warning will be given.
 - b. *The second time a student is absent without notifying the instructor and the training site supervisor, the student will be immediately dismissed from the program.* The student will not be eligible for re-entry to the program.

Clinical Supervision

All students will be supervised by a qualified staff member in the department to which you are assigned. This individual will work closely with you and monitor your work in that department. You will meet periodically with the MLT Instructor to review your progress and discuss any problems that may have occurred during your rotation. If you encounter a problem at your affiliate, call the CPTC faculty member immediately so the problem can be resolved as quickly as possible.

Professional Behavior

The faculty of Clover Park Technical College MLT Program have an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. MLT students, while representing CPTC at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by CPTC and clinical agency policies during each clinical experience.

Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline Policy.

Students in the MLT program are strictly forbidden to engage in personal relationships with clinical personnel while they are a student in the CPTC MLT program. Dating clinical staff is strictly forbidden for CPTC students until the student is no longer enrolled in the MLT program.

Professional Ethics and Confidentiality

Students must remember that the information concerning patients is strictly confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. The Health Insurance Portability and Accountability Act (HIPPA) protects the patient's information from being disclosed with the patient's consent or knowledge. Failure to comply with the above is cause for immediate dismissal from the program.

Service Work Policy

Medical Laboratory Technician students are not expected to perform service work and are not allowed to take the place of qualified staff during any clinical rotation. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform laboratory procedures. All test results which may be reported by students must be verified by a qualified staff member.

A clinical institution which employs a currently enrolled MLT student will schedule the student for work during **non-instructional** hours. These paid hours may not count as clinical time as the student is performing the duties of an employee not a student in training.

Clinical Visitation

Students are permitted to be at the clinical site in the role of "MLT Student" only during scheduled clinical hours. Students are not allowed to visit the laboratory in the role of an MLT student outside of scheduled hours. When not in the role of "MLT Student," students assume the role of visitor and abide by hospital and clinic regulations. Uniforms, lab coats, or name tags should not be worn while the student is in the role of visitor.

Medical Clearance

Each clinical affiliate has its own regulations for medical clearance. You will be informed as to what the requirements are for your clinical site. In general, the requirements for most clinical sites include required immunizations, criminal background check, drug screen (if required by affiliate), and CPR.

Failure to comply with all medically related requirements will result in dismissal from the program as you cannot complete the program without successfully completing clinical rotations.

Employment

Students are advised against full-time employment while enrolled in the MLT Program. If employment is necessary, students must determine how many hours they can work and continue to meet the requirements of the program. No special consideration will be afforded to students who work so far as modifying the schedule.

Smoking

Students are expected to abide by the clinical facility's no smoking policy during clinical rotations. All clinical sites prohibit smoking on their property and are nicotine free. Students who are reported to be in violation of a clinical facility's smoking policy will be placed on immediate probation.

Insurance

Each student is required to carry personal health and medical insurance throughout their clinical rotations. No student will be allowed at a clinical site without proof of insurance.

Students are responsible for medical expenses incurred from students' accidents either while on campus, at a clinical site, or while commuting to and from a clinical site.

All affiliates require that students have malpractice/liability insurance. The students being placed in clinical sites are covered by blanket policies acquired by the College which are included in the course fee.

Unsafe Clinical Practices

The MLT program identifies safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Safe practices are a requirement of the MLT program.

Unsafe clinical practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, staff or self. Unsafe or unprofessional clinical practice may result in implementation of the Progressive Discipline Policy or, if truly egregious, dismissal from the program.

The following examples serve as guides to these unsafe behaviors but are not to be considered all-inclusive.

Physical Safety: Unsafe behaviors include but are not limited to:

- inappropriate use of side rails, wheelchairs, other equipment
- lack of proper protection of the patient which potentiates falls, lacerations, burns, new or further injury
- failure to correctly identify the patient prior to initiating care or procedures

Biological Safety: Unsafe behaviors include but are not limited to:

- failure to
 - use proper personal protective equipment
 - follow Standard Precautions
 - recognize violations in aseptic technique
- performing actions without appropriate supervision
- failure to seek help when needed
- attending clinical while ill

Emotional Safety: Unsafe behaviors include but are not limited to:

- threatening or making a patient, caregiver, or bystander fearful
- providing inappropriate or incorrect information
- performing actions without appropriate supervision
- failure to seek help when needed
- unstable emotional behaviors

Unprofessional Practice: Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions (including but not limited to postings on social media sites), or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching or learning experiences

- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting
- Breach of confidentiality in any form
- Falsifying data in a patient health record
- Misrepresenting care given, clinical errors, or any action related to the clinical experience
- Recording, taping, taking pictures in the clinical setting without expressed consent
- Leaving the clinical area without notification of faculty and clinical staff or supervisor

Dismissal from Clinical

A student may be dismissed from the clinical site immediately in the following circumstances:

1. Displaying unethical or illegal conduct in the clinical area
2. Displaying unsafe practices in the clinical area.
3. Seriously jeopardizing a patient's safety
4. Displaying unprofessional conduct in relating to staff, faculty, peers or patients, including violations of professional boundaries.
5. Violation of the standards of confidentiality in relation to patient, staff, clinical facility, or another student (HIPAA).
6. Functioning outside the student role.

If a student is removed from the clinical site, the MLT faculty will determine the student's status in the Program and refer the student to the appropriate college official for disciplinary action as appropriate. (see College Catalog) Any student whose performance or behavior results in professional staff at a clinical site communicating that the student may not return to the site will be removed from the clinical site and receive a failing grade for that rotation. Further action will be determined by the Faculty

RESOLUTION OF CONCERNS (Grievances)

At CPTC concerns, also known as grievances, are to be resolved using the College's processes which can be found on the College website: <https://www.cptc.edu/student-concerns>.

When individual concerns arise between students and faculty, the concern should be discussed with the faculty member first. If the concern is unresolved, a meeting will be held with the student, the involved faculty member, and with the program director. If the program director is the faculty member, then the meeting should be held with the Dean.

The Student Concerns Procedure may be used by a student to address complaints concerning the alleged abridgement of the student's rights as stated in the College's Student Handbook. This procedure is followed either when the student is at the College or at the affiliate. If the incident takes place at the affiliate, the student must inform the MLT Instructor directly in a timely fashion, so that the appropriate actions can be taken to resolve the problem. The Coordinator at the affiliate institution will submit a written report to the MLT Instructor supplying information concerning the grievance. Complaints or grievances filed in connection with assigned grades or with faculty are directed to the Dean. Most problems are resolved at the informal (Step 1) level. If the student is not satisfied with the outcome, he or she may submit a formal written complaint to the Dean.

APPLYING FOR GRADUATION

It is the responsibility of the student to apply for graduation. Early in the last quarter of the Program, students must request application for graduation. Please visit <http://www.cptc.edu/graduation> for complete information on the steps necessary to apply for graduation.

CERTIFICATION EXAM

Completion of the MLT Program and awarding of the degree is not contingent upon passage of any external certification examination.

Upon completion of the program, students are eligible to sit for a national certification examination. During your final quarter you will be notified when to submit your application to take the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) MLT exam. To be eligible you must complete all course work required for the MLT degree. You will make application six weeks prior to graduation. The MLT program director will review your records to ensure that you are a student in good standing and eligible to take the exam. Once the review is done the application to take the exam will be approved. If the student fails any last quarter courses the program director will notify the BOC and revoke approval to take the exam.

You will be provided with specific information concerning the application process during your final quarter. You are encouraged to visit the ASCP BOC web site for additional information: <https://www.ascp.org/content/board-of-certification/apply-now-check-status-update-info>

You will not receive your certificate until you send an official transcript noting the awarding of the degree. This is the responsibility of the student, not the college.

AFTER GRADUATION – GRADUATE SURVEY

The Program Director will maintain contact with all graduates for the first year following graduation. Please make sure you have a valid telephone number, address, and email on file. The purpose of this contact is to compile statistics for program accreditation. Statistics for Certification Pass/Fail rates, employment rates, and placement (employment) rates must be compiled and submitted annually to NAACLS, our accrediting agency.

You will be sent a survey form within three to six months after graduation. The survey is sent out electronically, so it is crucial that a current, personal email is available to the program. Information obtained from these surveys are used to

meet accreditation requirements and improve the quality of the MLT program. A similar survey will be sent to your employer to obtain feedback on how well the program prepared you for an entry level position as an MLT.

PROGRAM CLOSURE PLAN

NAACLS requires the MLT program to have a closure plan in case the MLT program closes. Intentional closure of the CPTC MLT program by the college will be communicated to all students immediately. Closure may be temporary due to a physical or natural disaster or permanent as deemed by the college.

If the closure is permanent:

- Students will be informed that the program will not take a new class.
- Students will be provided with information about other MLT programs.
- Program closure information will be posted on college website.

If the closure is temporary:

In cases of natural and unnatural disasters the college will inform students of a plan for continuation of their education as soon as that information is available.

For permanent closure the current students will be informed as follows:

- Students will be informed of program closure.
- If closure is announced mid-quarter students will be allowed to complete MLT courses.
- First quarter students will be counseled regarding alternative CPTC majors or transfer to another college.
- Second quarter students
 - Students will be counseled as to alternative CPTC majors.
 - Students will be assisted in applying to other local MLT programs.
- Third quarter students - MLT faculty will work with clinical sites and other community colleges to facilitate completion of the clinical practicum.
- Fourth quarter students
 - MLT faculty will work with clinical sites and other community colleges to facilitate completion of the clinical practicum.
 - A college official will be designated to clear students applying for the certification exam.

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Medical Laboratory Technician Student Handbook
Signature Page

Printed Name _____

Instructions:

1. Carefully read each of the statements below.
2. **INITIAL** each statement in the space indicated to signify your agreement to abide by the policies and procedures in this Handbook.
3. Print, sign and date in the space below.
4. Have your instructor review for completeness.
5. Upload into the appropriate assignment in Canvas on the first day the course becomes available.

	INITIALS	STATEMENT
1.		I have had an opportunity to carefully review the MLT Student Handbook and to have my questions answered.
2.		I have read and agree to comply with all student policies and procedures as outlined in the MLT Student Handbook. Furthermore, I will agree to and will comply with the course requirements as listed in each course Syllabus and Student Policies of the Medical Laboratory Technician Program.
3.		I have carefully read the clinical placement policies. I understand that my clinical schedule may require that I travel long distances or perform rotations during non-traditional hours.
4.		I have been informed that the program will create my clinical rotation schedule and I am not allowed to change it.
5.		I have reviewed the Essential Functions and I am able, to the best of my knowledge, to meet them.
6.		I agree to criminal background checks and agree to immediately notify the MLT Program Director in writing of any subsequent changes in criminal history that occur after the initial background check has been completed.
7.		I understand that while performing my regularly assigned duties I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential risk for mucous membrane or skin contact with blood, body fluids or tissues. I understand that I may be subject to disciplinary action if I fail to use available personal protective equipment.
8.		I have been informed regarding the inherent health and safety hazards and release CPTC from any liability for such hazards.
9.		I will allow CPTC MLT program director to send my employer an "Employer Survey" which allows my employer to evaluate my preparation for an entry level position as an MLT. This information will be used to improve the program at CPTC.

Signature _____

Date _____