

*Medical Laboratory
Technician Program (MLT)
Policy Handbook*



South Central College

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Medical Laboratory Technician (MLT)

Welcome to the Medical Laboratory Technician Program (MLT) at South Central College (SCC).

The MLT Program Policy Handbook is intended to be used in conjunction with the SCC College Catalog/Student Handbook.

The SCC College Catalog/Student Handbook will provide information on the school-wide policies, and policies of special application to the MLT program will be addressed in the MLT Program Policy Handbook.

Mission Statement

The MLT Program mission is to provide quality clinical laboratory education for related employment and lifelong learning.

Vision Statement

The vision of the MLT Program is to be the regionally preferred provider of clinical laboratory education.

Values

The MLT Faculty bases these statements on evaluating:

- ❖ MLT Essential Requirements
- ❖ Respect for the individual
- ❖ Continuous program improvement and learning
- ❖ Collaborations/Partnerships
- ❖ Accountability

Accreditation

The MLT Program at SCC is accredited by:

NAACLS
(National Accrediting Agency for the Clinical Laboratory Sciences)
5600 N River Road, Suite 720
Rosemont, IL 60018
773-714-8880

This means that the MLT Program has met the standards set by NAACLS to ensure that the program is currently accredited at the MLT-AD (Applied Associate of Science Degree) level. Programs accredited by NAACLS must undergo periodic review appraisal to maintain accreditation.

Organizational Chart

President of College

Dr. Annette Parker

Vice President of Student & Academic Affairs

Dr. Jennifer Fager

Dean of Health Sciences and Interim Dean of Career and Technical Education

Dr. Dimitria Harding

Medical Laboratory Technician Program Director

Stacy Hammett MS, MT (ASCP)^{cm}

Faculty

Stacy Hammett MS, MT (ASCP)^{cm}

Rachel Willemsen MHA, MT (ASCP)^{cm}

Advisor

Stacy Hammett MS, MT (ASCP)^{cm}

Rachel Willemsen, MHA, MT (ASCP)^{cm}

Advisory Board

Chairperson

Nikki Bloom, MT (ASCP)
Rivers Edge Hospital & Clinic

Vice-Chairperson

Aubrey Niebuhr, MLT (ASCP)
Mayo Clinic Health System - Austin

Secretary

Wendy Parpart
Ridgeview Medical Center

Mary Jo Blooflat, MT (ASCP)
Northfield Hospital & Clinic

Kristin Sprenger, MT (ASCP)
New Ulm Medical Center, part of Allina
Health

Aubrey Niebuhr, MLT (ASCP)
Mayo Clinic Health System – Austin

Lynn Bailey, MT (ASCP)
Mankato Clinic

Christy Meyer, MLT (ASCP)
Mayo Clinic Health System –
Mankato

Nikki Bloom, MT (ASCP)
River's Edge Hospital & Clinic

Carrie Sieberg, Phlebotomist
River's Edge Hospital & Clinic

Wendy Parpart, MT (ASCP)
Ridgeview Medical Center – Sibley &
Arlington

Lynn Otto, MT (ASCP)
Glencoe Regional Health

Sandra Kiese, (MS,BS) MT (ASCP)
Allina Health Owatonna Hospital &
Allina Health Faribault Medical
Center & Clinic

Two 2nd Year students – TBA

Two 1st students - TBA

Title IX: Equal Opportunity

The MLT Program does not discriminate on the basis of race, creed, color, sex, veteran status, national origin, religion, gender, marital status, sexual orientation, and status with regard to public assistance, age or disability.

Institutional Core Competencies

Communication:

Students will be able to demonstrate appropriate and effective interactions with others to achieve their personal, academic, and professional objectives

Critical and Creative Thinking:

Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for analyzing and evaluating of ideas.

Civic engagement and Social Responsibility:

Students will be able to demonstrate the ability to engage in the social responsibilities expected of a community member.

Cultural Competence:

Students will be able to demonstrate an attitude of personal curiosity, a rising knowledge of cultures, and an evolving range of skills for living and working among others with other worldviews and ways of life.

Program Core Competencies

1. Demonstrate standard safety practices designed for the clinical laboratory professions.
2. Perform basic phlebotomy procedures that include both venipuncture and capillary techniques.
3. Demonstrate multitasking skills where a wide variety of testing procedures are performed.
4. Demonstrate standard quality assurance practices to ensure quality patient outcomes.
5. Demonstrate proper procedures in maintenance, calibration, operation, and troubleshooting of laboratory analyzers and equipment.
6. Correlate pathologic conditions and the laboratory's role in diagnosis and treatment.

Program Goals

It is the goal of the MLT Program to produce employable, contributing members of society. We hope the curriculum will bring about these qualities in the students:

1. Self-worth
2. Appreciation of the rights and needs of others
3. Basic theoretical knowledge of clinical laboratory procedures
4. The technical skill to perform laboratory procedures with precision and accuracy
5. Recognition of the limitations of a support-level person
6. Desire to further the welfare of the patient
7. Responsibility in professional ethics
8. The ability to adapt to change through continuing education

Statements of Educational Commitment

SCC and its MLT Program will attempt to:

1. Provide an educational environment and instructional program which is self-adjusting and responsive to the changing demands of a dynamic society and occupational field.
2. Extend educational opportunities to all persons regardless of race, creed, color, sex, veteran status, national origin, religion, gender, marital status, sexual orientation, and status with regard to public assistance, age or disability.
3. Provide a climate in which each student can discover their own values, self-worth, and regard for the needs of others.
4. Provide an educational program which prepares people to perform the usual duties of a medical laboratory technician, and thus to meet the health service needs of the public.
5. Employ qualified instructors to teach the students in the program.
6. Consult with persons actively engaged in the practice of the clinical laboratory sciences, in order to constantly update and improve the program.
7. Operate flexibility within the guidelines of the Minnesota State Department of Education and the National Accrediting Agency for Clinical Laboratory Sciences.
8. Meet the needs of the student during the admissions process, enrollment, attendance of classes, withdrawal from classes, seeking of an alternate course of study, seeking the sources for solving special needs problems, and seeking of suitable employment after graduation.
9. Refer the student who has special needs or difficulties to the appropriate agencies.

10. Assess the financial needs of students and provide assistance if necessary and possible.
11. Periodically evaluate student progress on the basis of identified competencies and objectives to assure that students are qualified to practice clinical laboratory medicine.
12. Provide enough supplies, equipment, and specimens to allow for a broad educational experience.
13. Maintain harmonious relationships with sufficient numbers of clinical internship sites to provide adequate clinical experiences.
14. Inform the students of the limitations of their training, because this limits the types of duties that can be performed, and the degree of supervision needed.
15. Cooperate with other educational institutions in order to establish a pathway career ladder for medical laboratory technicians.
16. Instill the desire and necessity for lifelong education.

Admission to MLT Program

Basic Entrance Requirements/Criteria

1. In order to qualify for admission to the MLT Program, students must be a high school graduate or the equivalent. Equivalency may be obtained by GED certificate.
2. If Liberal Arts and Sciences courses have been obtained through another accredited institution, a transcript verifying college level courses with a grade of “C” (2.0) or better in the following courses (or transfer equivalent): Chemistry, Human Anatomy or Human Biology will be accepted.
3. Other required courses include: Medical Terminology, and a basic computer course.

Until these basic entrance requirements/criteria have been met, students interested in enrolling in the MLT program will be required to register with Student Services into a pre-MLT major. Once basic entrance requirements/criteria have been met, students will apply to the MLT program through a separate application process.

The MLT program accepts applications once a year from January 1st through May 31st. For more information on how to apply, contact Student Services or the MLT department.

Students will be notified, by SCC email, of acceptance into the MLT Program by the Program Director. An MLT Advisor will then be assigned. It is very important to contact the MLT advisor as soon as possible so that a program plan, that shows your course progression throughout the MLT Program, can be devised.

When the maximum number of students has been accepted, additional students will be placed on a waiting list. As openings occur, applicants on the waiting list will be contacted in the order of their application dates.

Post-Secondary Education Option (PSEO) students are accepted. The PSEO student must make certain that the courses being taken satisfy the high school graduation requirements at the high school from which they intend to graduate.

MLT Essential Requirements/ Americans with Disabilities Act

Admission and retention decisions for the MLT Program are based not only on prior satisfactory academic achievement, but also on non-academic factors, which serve to ensure that the student can complete the essential requirements of the academic program for graduation. Essential requirements, as distinguished from academic requirements, refer to those cognitive, physical, and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum and for the development of professional attributes required by the faculty of all students at graduation. Faculty in the MLT Program have a responsibility for the welfare of the patients treated or otherwise affected by students in the MLT Program, as well as for the welfare of students in the educational program. In order to fulfill this responsibility, the MLT department has established minimum essential requirements that must be met, with or without reasonable accommodation, in order to participate in the MLT Program and graduate. During the admissions process, students applying to the MLT Program are required to read the SCC MLT Program Essential Requirements document and sign the accompanying form. This completed form will then be placed in the student's file. These essential requirements have been developed in compliance with the Americans with Disabilities Act, and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The MLT Program will make all reasonable accommodations required by law for otherwise qualified individuals. To receive accommodations, the student must contact the MLT Program faculty and/or SCC's Student Support Services.

ADA Statement

If you have a disability or need accommodations to fully participate, such accommodations can be made available upon advance request by calling 507-389-7339 (Mankato/North Mankato campus), or 507-332-4291 (Faribault campus).

Program Plan

The MLT Program plan lays out the schedule of classes for the 22 months of study. It lists the courses scheduled for each semester. It is recommended that the courses be taken in the sequence given by the Program plan. However, exceptions can occur, with the permission and guidance of the MLT Program Director or an MLT Instructor. The plan may vary from year-to-year as the curriculum is revised.

Part-time enrollment in the MLT Program is possible with permission from the MLT Program Director. The entire (65 credits) MLT Program must be completed within a three (3) year timeline if a student decides on part-time enrollment.

Program Structure

When does the MLT Program at SCC start and finish?

The MLT Program starts in mid-August and ends in mid-May, two (2) years later.

Twelve students are accepted per class and the class is filled based upon acceptance into the program. If there are more than twelve students accepted a waiting list is formed, and as openings occur, students on the waiting list are accepted based on their overall application score.

How is the MLT Program at SCC organized?

The MLT Program can be completed in four semesters of study. The first three semesters are spent in the MLT Program classroom and student laboratory at SCC. The final semester is spent in a clinical internship at one of the MLT Program's affiliated hospital or clinic laboratories. Students may have to relocate to attend the clinical internship, although there are several affiliated hospitals/clinics within driving distance of campus. The course of study during the three semesters of classroom work consists of three aspects:

1. A basic Computer Course
2. General education courses, which are provided by South Central College. These include courses from the areas of: Natural sciences and mathematics, Social sciences, and Communications
3. Specific courses from the seven major areas of the clinical laboratory technology field: hematology, coagulation, chemistry, urinalysis/body fluids, immunohematology (blood bank), immunology (serology), microbiology which includes a section on parasitology/mycology/virology.

Vacation periods for the program follow a typical school year.

Upon successful completion of the MLT Program, the student will be awarded an Associate of Applied Science Degree.

General Education Courses

Fifteen (15) general education credits from South Central College are included in the MLT curriculum. The courses are selected to provide a suitable background for an MLT career, satisfy the requirements for the AAS degree, and are required to graduate from the MLT program. SCC general education courses are taught by SCC faculty during the day and evening hours. Class hours vary from semester-to-semester.

Two (2) nontransferable education credits are also included in the MLT curriculum. This course is: OTEC 1001 Introduction to Computers. It is taught by the faculty at SCC. Class hours vary from semester-to-semester.

Transfer of Credits/Test Out

SCC's MLT Program does not transfer in credits or allow test out towards our institution's MLT technical classes. Students may transfer in general education credits that go towards completing the pre-MLT curriculum. See SCC's transfer policy on the website: www.southcentral.edu.

Dropping/Withdrawing from Courses

A student who is considering dropping or withdrawing from a course is strongly encouraged to speak with the Medical Laboratory Technician Program Director prior to doing so. Each semester includes dates students may either "drop" or "withdraw" from a course (these dates are noted in the Program of Study & Handbook).

Note: Dropping or withdrawing from a course may affect financial aid, veterans' benefits, international student status, or academic standing. Students are urged to consult with their instructor, advisor or Medical Laboratory Technician Program Director before making schedule changes.

Drops vs. Withdrawals

Students who officially exit a course during either the schedule change period or before the official college reporting date are considered to have "dropped" the course. They do so by submitting the official request to Admissions and Records. Dropped courses are not considered withdrawals and are not posted on the student transcript.

Withdrawals from a course occur after the official reporting date and result in a mark of W on the student transcript. It is the student's responsibility to initiate a withdrawal request to Student Affairs before the withdrawal deadline. After the withdrawal timeframe ends, withdrawals will not be allowed and students will be graded according to their performance in the class. Discontinuance of class attendance or notice to the instructor does not constitute authorized withdrawal.

Email Accounts and Student Contact Information

All Students are **required** to check their email at least five (5) times per week for communication from course instructors and the department. Students are also required to maintain updated contact information (email, telephone, and address) with their Medical Laboratory Technician Program Director as well as South Central College.

Cell Phones and Pagers

Cell phones and pagers **MUST** be muted during class. If you must answer a call or page during class or lab, please excuse yourself from the class to make/take the call. Do NOT answer the phone during class or lab. NO texting is allowed during class. Likewise, cell phones and pagers should be muted and *not* carried on your person when at internship sites. iPods, MP3 players,

etc. are not allowed in class or at your internship site. If you do not follow this policy the faculty member may ask you to leave the class resulting in an absence in the class.

Academic Advising

SCC provides a comprehensive advising program to assist students in their education process. Students in the MLT Program are advised by the Program Director or an MLT Instructor. Students normally remain assigned to the same advisor for the duration of their training at SCC.

Students are required to contact their advisor when:

1. Selecting/registering for classes
2. Dropping/adding classes
3. Changing to a different program
4. Receiving a report of academic probation or suspension
5. Applying for graduation
6. Developing/updating a program plan
7. Dropping the program

Responsibilities of student:

1. Set up and keep appointments with advisor
2. Make own decisions

Grading Policy

It is the policy of the SCC MLT program to grade the academic (theory) and laboratory (hands-on) components of its technical courses separately.

The activities that grades will be based upon in this course include the following, using a weighted grading system:

50% Lecture which includes: (this is an example of percentage breakdown; certain classes may be adjusted differently per discretion of the instructor)

Weekly quizzes – 20%

Threaded discussion activity, case studies, or other lecture assignments - 15%

Lecture Final Exam - 15%

50% Laboratory which includes: (this is an example of percentage breakdown; certain classes may be adjusted differently per discretion of the instructor)

Laboratory exercises/worksheets - 15%

Laboratory Rubric – 15%

Laboratory Final – 20%

Any other course work assigned by the instructor will be added into the appropriate category listed.

NOTE: The instructor reserves the right to modify, delete or add activities that will be included in the calculation of grades for this course. This may modify the percentage breakdown but students will be notified if there is a change.

See the Grading Scale below which is the % breakdown that is the "gold standard" for all the MLT/Phlebotomy courses.

We do not round the percentage of total points to determine your final grade. For example, you must attain a 94.00% to receive an "A" in this course.

If a student receives a "C" or better in both the lecture and laboratory components then the grades will be combined for an average score.

If a student receives a "D" or "F" in the lecture or laboratory component, the student will receive a "D" or "F" for the course, there will be no combining of the separate grading components. For example, if a student receives a "D" in lecture and an "A" in lab, then final grade for the student will be "D".

Grading Scale	
A	94 – 100%
B	87 – 93%
C	80 – 86%
D	73 – 79%
F	<73%

NOTE: There will be NO extra credit offered. If the instructors deem it necessary exam scores may be curved.

A cumulative grade point average (GPA) of at least 2.0 ("C") or greater must be maintained in order to be assigned a clinical internship and to graduate from the MLT Program. All courses in the MLT Program are used to determine the GPA except courses transferred in from other institutions and courses offered as Pass/Fail. A minimum grade of "C" must be obtained in all technical courses in order to graduate from the program. In other words, there can be no "D", "F" or "I" (Incomplete) on a student's program plan. Failure to keep the GPA at 2.0 or greater, or to obtain a minimum grade of "C" in the technical courses, will result in probation and/or termination from the program.

The following courses are designated as technical courses:

MLT technical courses:

- MDLT-1810 Basic Laboratory Techniques/Orientation
- MDLT-1815 Hematology I
- MDLT-1820 Coagulation
- MDLT-1825 Urinalysis/Body Fluids
- MDLT-1830 Hematology II
- MDLT-1835 Immunology
- MDLT-2806 Immunohematology I
- MDLT-2807 Immunohematology II
- MDLT-2811 Microbiology I

MDLT-2817 Chemistry I
MDLT-2818 Chemistry II
MDLT-2821 Microbiology II

Internship MLT technical courses:

MDLT-2825 Clinical Orientation
MDLT-2826 Clinical Hematology & Coagulation
MDLT-2827 Clinical Chemistry & Immunology
MDLT-2828 Clinical Immunohematology
MDLT-2829 Clinical Microbiology
MDLT-2830 Clinical Urinalysis & Body Fluids
MDLT-2831 Clinical Phlebotomy

A grade of “IP” or in progress will be given if the student has not completed all work for a course by the last day of the course. The student should consult with the course instructor in regards to procedures for making up the incomplete. The student must arrange to remove the “In progress” within required timeframe following the semester in which the incomplete was given. If this deadline is not met, the “in progress” will be changed to a grade of “F” on the student’s transcript.

In the MLT program’s general education courses, a grade of “D” is acceptable, but not encouraged. However, the grade point average must be maintained at 2.0 or greater. This means, for example, that if a grade of “D” is assigned in a general education course, a grade of “B” or better must be obtained in some other course to offset the “D” and maintain the 2.0 GPA.

Students are not allowed to graduate from the MLT Program if there are any grades of “F” on their program plan. This includes all technical and non-technical courses. Grades of “F” will result in the student being placed on probation or terminated. The SCC GPA calculation; as explained in the SCC College Catalog/Student Handbook is used in the MLT Program. See this resource for details.

Repeat of failed courses policy

Any course designated as a technical course taught on campus, may be repeated only once, and a student may not repeat more than a total of two (2) of these designated technical courses. Unsatisfactory completion due to extenuating circumstances will be dealt with on an individual basis. The situation will be discussed with the student, appropriate instructor, Program Director and Dean. Review of the situation is final and the outcome may require the student withdraw from the program with no possibility of reentry. No exceptions.

All technical courses taught on campus, must be successfully completed before progressing to a clinical internship. (This means a GPA of 2.0 or greater).

Students who progress into an internship and are failing or otherwise doing poorly will have their situation dealt with on an individual basis. The details about this will be presented to the students during MDLT-2825: Clinical Orientation. The information is provided in the Student's Guide to SCC MLT Internships, which the student will receive prior to the start of the internship experience.

MLT students who obtain a grade of "F" in a non-technical course(s) and who are otherwise doing well in the MLT Program may, with Program Director permission, elect to repeat the troublesome course(s) prior to, during, or immediately after the clinical internship portion of the program. However, a degree will not be issued until all courses in the curriculum are completed with acceptable grades.

2.0 GPA Policy

The MLT program abides by the Satisfactory Academic Progress Policy of South Central College. See the college catalog for more information.

Students enrolled in the MLT program at South Central College must also maintain a "C" or greater in all technical courses in order to remain in the program. In addition, any course designated as a "technical" course in which a student receives a "D" or "F", may be repeated only once, and a student may not repeat more than a total of 2 technical courses.

Attendance Policy

Regular attendance is required for all MLT/Phlebotomy courses.

In the traditional face-to-face MLT/Phlebotomy programs, regular attendance is defined as 90% attendance in the classroom and the laboratory components of the course.

Students will be required to sign in within a 5-minute window of the start of class using the provided worksheet in the lab. Failure to sign in will affect your grade based on the rubric shown below.

Days Late/Absent	Percentage Deducted from Final Grade
0 – 3	0%
4 – 6	10%
7 or more	20%

At the end of the semester your attendance will be assessed based on the rubric provided. Your final lab grade will be adjusted based on the documented days late or absent.

For Example:	
Final Lab Grade	90%
Days Late/Absent	5 = 10%
Adjusted Final Lab Grade	80% = C

Students will be permitted to miss **two (2)** individual/permitted laboratory sessions due to personal reasons and will be allowed to only make-up the missed work on two scheduled open lab days. In order for the missed lab to be considered “permitted” - the student must call or email the instructor ahead of time if they will be missing the lab. Failure to do this and will result in not being able to make-up the lab and you will receive a “0” for the lab. Anything over the allotted three sessions (permitted or not) the student will not be allowed to make-up and receive a “0” for that lab.

In the case of inclement weather/instructor illness:

If school is canceled or the instructor is ill then students will be allowed to make-up the missed laboratory sessions outside of those two lab make-up days.

Final Examinations (Lab and Lecture) will be facilitated in a face-to-face format on campus. Students who are absent on a test day will receive a “0” for that test. However, if the student must be absent on a test day arrangement can be made, at the discretion of the instructor, for the test to be taken early. If permission is granted to take an exam and the student is unable to take the test early, a late penalty will be assessed at that time. One exception – laboratory final exams must be taken on the date they are scheduled.

The MLT and Phlebotomy faculty want to stress the importance of attendance and promptness since these are crucial aspects of successful employment.

Internship Sites

Regular and punctual attendance on all internship days is required. Absences or lateness from the practicum for reasons other than health or other documented emergencies will *not* be tolerated. The student may be dismissed from their internship due to **two** unscheduled absences (due to illness, car problems, etc.). These days are not “free” days for the student to use as they see fit. The student must make up all absences, regardless of excuse. The student must coordinate the make-up day with their internship site along with notify their Internship Coordinator of the make-up day. The student must notify their Internship site and their Internship Coordinator of all absences and/or lateness immediately.

The student must supply the Internship Coordinator with their internship schedule promptly after it is finalized. The Internship Coordinator should be kept up to date on all changes made to the schedule once it has been turned in.

Special Attendance Circumstances

Major life events such as; illness ((greater than 2 days), funeral, pregnancy, etc.) will be handled on a case by case basis by the MLT/Phlebotomy Faculty, MLT/Phlebotomy Program Director, and Dean of Nursing & Allied Health. You may be asked to take time off from the program if a great amount of material will be missed.

Class Hours

Class hours at SCC vary according to the semester schedule. Five to ten-minute breaks are allowed every hour in most SCC classes. Thirty minutes to one hour are scheduled for lunch.

Probation/Termination

Students may be placed on probation/terminated for the following causes:

- Course grades less than 80% or “C” in a technical course. Probation will be in effect until the end of the following semester.
- Grade of “F” in any course. Probation to the end of the following semester.
- A grade of “Fail” in any Pass/Fail course. Probation to the end of the following semester.
- Cumulative grade point average (GPA) of less than 2.0. Probation to the end of the following semester.
- Attendance of less than 90% of the time per semester. Length of probation is determined by the Program Director and appropriate instructors. The probation usually consists of an attendance contract. Violation of the attendance contract usually results in termination.
- Incomplete grades on transcript coupled with unsatisfactory efforts to complete courses. Probation for one semester.
- Unsatisfactory evaluations (student laboratory and internship) may result in probation. This probation is given immediately if the student is acting in such a way as to endanger the student, fellow students, faculty/staff at SCC, internship site employees, or internship site patients. This is a highly individual type of probation and is administered as such. Less serious matters will be preceded by one or two warnings prior to placing the student on probation. Please see the “Non-Academic Suspension & Dismissal” policy in the SCC College Catalog and Student Handbook.
- Unsatisfactory completion of any technical course will enforce the “Repeat of Failed Courses” policy and may lead to program termination.
- Failure to pass the required background check for advancement to an internship experience.

When a student is placed on probation for any reason, a letter will be issued explaining the terms and length of probation. Failure to show improvement under the terms and length of the probation provisions may result in termination from the program. The student will be advised in the probation letter of the assistance available at SCC to help achieve improved academic status.

When a student is terminated for any reason, a letter will be issued explaining the reason(s) for termination. The student will be advised in the termination letter of the assistance available at SCC to assist in an alternative course of study.

Rules for Student Technical Course Laboratories

Students are expected to follow behavior patterns appropriate to workers in the clinical

technology profession. Students must follow standard safety practices used in the clinical laboratory. Work areas must be kept clean and instruments properly maintained.

Repeated noncompliance with acceptable laboratory practices is considered grounds for probation and/or termination.

1. Wear gloves when handling laboratory specimens.
2. Wear masks, protective eyewear, or use protective shields during procedures likely to generate airborne exposure to mucous membranes of the mouth, nose and eyes.
3. Use biological safety cabinet during procedures likely to generate airborne exposure—like blending or vigorous mixing of specimens.
4. NO MOUTH PIPETTING
5. WASH HANDS FREQUENTLY
6. Hair that is shoulder length or longer should be secured out of the way
7. No loose jewelry, which may present a safety hazard, is permitted in the laboratory.
8. No open-toed shoes may be worn in the laboratory
9. A laboratory coat is required to be worn over street clothes when working in the laboratory.
10. All books and personal items, except those being used in the current laboratory exercise, should be kept either in a locker, in a laboratory station desk, or under the laboratory station. Do not leave purses or other valuable materials unattended when working in the laboratory
11. All equipment/supplies/reagents/etc. must be put away at the end of the laboratory period
12. Eating, drinking, chewing gum, chewing pencils/pens, etc. is not permitted in the laboratory
13. Smoking is not permitted in the laboratory.
14. Laboratory station counter-tops must be sprayed with a cleanser and wiped down after completion of each laboratory period. At least once per week, the fronts of the laboratory stations should be sprayed and wiped down.
15. Common work areas are the responsibility of all that use them, clean up after yourself. Wipe up spills, and remove your equipment. Do not leave a mess for the next person or the instructor to clean up.
16. Store reagents properly and put them back where they belong. Replace lids securely
17. Observe Standard Precautions/Blood and Body Fluid Exposure safety rules given in lectures and handouts.
18. Dispose of waste, including blood-drawing equipment, in the specified manner explained in lectures.

Dress Code

Students enrolled in the Medical Laboratory Technician program will be required to follow strict adherence to the dress code. The guidelines are listed as follows:

1. Scrubs will be royal blue top with light or dark gray bottoms. Scrubs are to fit appropriately, free of stains, rips/tears along with being wrinkle free.
2. Students must wear sturdy close-toed shoes along with nylons or socks.
3. Hair that is shoulder length or longer should be secured out of the way

4. No loose jewelry, which may present a safety hazard, is permitted in the laboratory.
5. A laboratory coat is required to be worn over scrubs in the laboratory.

These guidelines also pertain to your internship site, unless the site requires different attire.

Student Laboratory (Technical Courses) Performance Evaluations

Student's laboratory (technical) performance, professional aptitudes, professional conduct, and academic conduct will be evaluated during each laboratory session. The evaluation is performed by the course instructor.

Students whose evaluations are unsatisfactory will be placed on probation. Please note that it is possible for a student to be terminated from the program if student laboratory performance evaluations are not acceptable even though grades meet program criteria.

Clinical Sites

Below is a list of possible clinical sites SCC uses for internship placement. This list is subject to change based on availability. (* Note: Allina Hospitals and Medical Clinics are joined into one placement, Allina interviews students and then places them at both hospitals and clinics during their internship time. Mayo Clinic Health System Hospitals are also joined into one placement, students must apply and be accepted into their program)

- ❖ Allina Hospitals *
- New Ulm Medical Center
- St. Francis Hospital
- Owatonna Hospital
- United Hospital
- Abbott Northwestern
- Mercy Hospital
- ❖ Allina Medical Clinic – AMC *
- Woodlake
- Edina
- West Saint Paul
- Coon Rapids
- Faribault
- Northfield
- Shakopee
- ❖ Mayo Clinic Health System*
- Mankato, MN
- Austin, MN
- Fairmont, MN
- Owatonna, MN
- St. James, MN
- ❖ Northfield Hospital & Clinic – Northfield, MN
- ❖ Ridgeview Medical Center – Arlington, Waconia & Chaska, MN

❖ Rivers Edge Hospital & Clinic – Saint Peter, MN

Assignment of Clinical Internship

In the semester prior to the start of the clinical internship, students will be given a list of available internship sites. The Program Director, Clinical Internship Coordinator, and MLT instructors will review the program plans and transcripts of all students eligible for a clinical internship rotation, and will develop a list of internship assignments. Internship assignment choices will be based on student needs and abilities, and the needs of the internship sites. The best choice for the group of students will be made. Students **SHOULD NOT** reach out to internship sites prior to placement, which will be completed by internship coordinator.

Students should not assume that assignment to an internship site is an absolute guarantee. The internship site reserves the right to interview their assigned student. Students must successfully interview in order to complete the clinical, internship site assignment. The internship site reserves the right to accept or reject a student for clinical internship rotation in their facility.

If a student is unable to successfully interview for clinical internship site placement, the MLT program at SCC does not guarantee alternative facility assignments. If no alternative facility assignment is obtainable, the student will not meet the necessary requirements for graduation from the program, and will be terminated.

What is the clinical internship like?

The internship experience is a **FULLTIME** (meaning approximately 95 days, 40 hours/week) training period at an affiliated hospital or clinic. The student rotates through the major departments of the clinical laboratory and learns to perform the laboratory tests. It is an opportunity to practice the skills learned in the first three semesters of the program that are spent at SCC. It also teaches the student how to organize the laboratory workload, enhance phlebotomy skills, apply professionalism, and operate the computers and instrumentation.

The internship is regarded as a portion of the education of the MLT program and thus tuition has to be paid for it just like the other portions of the program. It is considered unethical for the student to receive pay for this experience in this profession. The internship is considered to be a portion of the education and is not considered on-the-job-training.

One staff person at each internship site is appointed as the clinical education coordinator of the internship. It is this person's job to see that the student has a truly educational experience during the clinical internship. However, many of the technicians and technologists employed at the internship site may act as instructors during the internship.

Study questions, department examinations and critical thinking case studies (MTS Training Modules) for the internship are provided to the students by the SCC MLT faculty. There is a set of study questions and an examination for each of the departments of the clinical laboratory for the MLT internship. The study questions are completed and studied prior to taking the written examination in each department. This written examination and other online course work

comprise 50% of the grade for that department. The other 50% of the grade for a department is derived from an evaluation of the student's performance within that department (professional conduct, technical performance, professional aptitude, academic performance). Students must earn a minimum grade of "C" or 80% in **each** clinical department in order to graduate from the MLT program.

During the internship rotation, students will be required to document their experiences. This documentation will take place in an online environment (discussions area) established by MLT faculty in the MDLT Internship course. All students in an internship rotation will be required to submit comments about their internship experiences on a weekly basis. Comments will have the capability to be made public or private.

Response to all discussion comments submitted will be the responsibility of the Internship Coordinator from the SCC MLT faculty.

Journaling/documentation of the internship experience will become a part of the MDLT Internship course final grade. Weekly documentation is mandatory.

The objectives for this journaling/documentation are:

1. To establish and maintain good communication with students during their internship rotation.
2. To enable students to reflect on their internship experiences, personal assessment of their progress, and personal growth.

Sometime during the clinical internship rotation, the student's assigned clinical internship advisor/coordinator from the SCC MLT faculty will schedule a visit with the affiliated hospital/clinic and student. The purpose of this visit is to check the progress of the student and discuss the organization of the program. If problems arise with the program organization or with the student, more communication with the affiliated site/student may become necessary.

Requirements for Internship Assignment

Assignment to a clinical internship is **EARNED** by the student by meeting the following criteria:

1. All MLT technical courses have been successfully completed or are in the progress of being successfully completed, at a grade of "C" or greater.
2. All support courses have been successfully completed, at a grade of "C" or greater.
3. All MLT program general education course requirements have been met. This includes the transferring in of general education courses, or the successful completion per SCC college policy. Exceptions to this policy are at the discretion of the Program Director.
4. A grade of "Pass" in any Pass/Fail course.
5. No grades of "IP" on the program plan. Exceptions to this policy are at the discretion of the Program Director.
6. No grades of "F" in any course used for the program plan.
7. The cumulative grade point average (GPA) is 2.0 or greater.
8. Satisfactory student laboratory evaluations.

Alternate Status List

As the SCC MLT program expands, the possibility of internship sites may become limited. It is

the intent of the SCC MLT faculty to have as many internship sites available as possible to accommodate the program. But, in the event that the number of students enrolled in the MLT program outnumbers the clinical internship sites, MLT students will need to be placed on an alternate status list, which may cause a delay in their clinical experience. Students placed on this list must meet the requirements for an internship assignment. Students are placed on this list according to their GPA. As clinical sites become available, those with the highest GPA will be the first to advance into an internship rotation. Refusal to accept a clinical site placement will result in the student being placed at the bottom of the list regardless of GPA.

Internship Augmentation

NAACLS has recommended that MLT interns in small hospitals spend some time in some larger laboratories to augment their clinical experience in immunohematology and immunology. Should augmentation become necessary, it will be handled on an individual case, depending upon the student's internship situation.

Service Work

Employment of the student by the clinical affiliates during the time of the clinical internship is not recommended. If the student is employed by the clinical affiliate, work must be after regular educational hours. The work should not interfere with the student's regular academic responsibilities, be noncompulsory, paid and subject to all regular employee regulations. Students are not to be used to replace a full-time employee.

Internship Examinations/Testing Guidelines

Students, who score below 80% on a department examination in a course designated as an MLT internship course, will be required to take an alternate examination. The date for the retake should be negotiated between the clinical instructor and student. The minimum passing score on the retake exam is 85%. If the exam is successfully passed the second time, the grade recorded for the repeat exam is 81%, no matter what the actual percent score obtained. This rule is used to be fair to the other students. If the MLT program did not have such a rule as this, the students who do pass the initial examination would (and do) feel cheated.

If a student fails the second examination, they have initially FAILED that portion of their internship rotation. SCC faculty will need to be contacted, and the situation addressed as to whether the student has the ability to continue in the program.

Students who have trouble successfully completing the alternate examination will have the option to have additional tutoring prior to taking a 2nd alternate examination.

Background Study

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a healthcare or child care facility licensed by the Minnesota Department of Health (MDH) have a background study conducted by the state. An individual who is

disqualified from having direct patient contact as a result of the background study and whose disqualification is not set aside by the Commissioner of Health will not be permitted to participate in a clinical internship in a Minnesota licensed healthcare or child care facility. SCC's MLT program partners with several internship sites whose policy and procedure is not to accept individuals into an internship rotation whose background study is "set aside" by the MDH. As part of our partnership with our internship sites, the MLT program agrees to support these policies and procedures. If access is denied, SCC MLT faculty is not responsible for finding an alternate internship site. Failure to participate in a clinical internship, which is required by the MLT program, could result in ineligibility to qualify for a degree in the program.

In the event that an individual with a "set aside" background study decides to continue enrollment in the MLT program, MLT faculty cannot guarantee progression into an internship experience.

If, however: 1) an individual is successful with a legal attempt to have the "set aside" offense removed from their record; 2) a new background study deems them "qualified" to have patient contact, and 3) if the individual, on their own within one year of completing all technical program courses, required courses, and general education courses, is able to obtain an internship site, MLT faculty will work with the individual to facilitate the internship experience.

This background study information can be transferred to all assigned clinical facilities and does not necessitate multiple forms. All students will be required to sign a form allowing for transfer of information from one facility to another.

Behavior Guidelines

Students should be guided by the behavior that is acceptable in the clinical laboratory. This includes the following:

1. Honesty (especially in admitting errors)
2. Punctuality on a daily basis
3. Acceptable attendance
4. Acceptable appearance
5. Consideration and respect for others, such as fellow students, SCC faculty/staff, internship employees and patients
6. Harmonious working relationships
7. Cooperation to achieve goals
8. Ability to accept and profit from constructive criticism
9. Emotional maturity, even under stress
10. Ability to adjust to new situations
11. Acceptance of responsibility
12. Thoroughness
13. Ability to follow directions carefully
14. Neatness in work habits
15. Conscientious care of equipment
16. Practice of safety measures

17. Performance and application of quality control
18. Correct identification of patients and specimens
19. Willingness to work until precise and accurate results are obtained
20. Initiative
21. Accurate calculations
22. Recognition of limitations
23. Completion of duties in acceptable time frame
24. Organization of workload for efficiency
25. Focused awareness on duties
26. Continuation of education
27. Preparedness to work a variety of shifts, on any given day of the week

Comprehensive Internship Written Examinations

Two comprehensive written examinations are given during the MLT program. The first time is during MDLT-2825 Clinical Orientation, prior to the start of the clinical internship (pre-internship) and the second time at the end of the clinical internship (post-internship).

The pre-internship comprehensive written examination is a single, lengthy examination covering all MLT technical coursework taken on campus, and is intended as a review of MLT technical courses prior to the start of the internship experience. It is a 100-200 point examination covering all areas of the clinical laboratory. It is not used to determine a grade for MDLT Internship course, but it is also used to assist the Program Director, MLT instructors and students in identifying the strengths and weaknesses of the students prior to clinical internship rotations and the writing of the national certifying examinations.

The post-internship comprehensive written examination is administered at the end of the clinical internship experience, and its successful completion is necessary for graduation from the MLT Program. It too is a 100-200 point examination covering all areas of the clinical laboratory. The minimum passing score for the post-internship examination is 80%. Students, who score lower than this minimum on the examination, will be required to take an alternate examination. A minimum score of 85% must be obtained on the alternate examination in order to pass. The post-internship examination is also considered a "warm-up" for the national certifying examinations.

Students who have trouble completing the alternate post-internship examination will have their situation dealt with on an individual basis. The possibility exists that graduation from the MLT program may not be possible.

MLT Certification Examinations

There is a national certifying examination that may be taken upon graduation from a Medical Laboratory Technician training program. Passing these examinations proves that the graduate has a basic competency in the clinical laboratory field. A person who passes the examination is listed as being "certified". Most states accept this certification. Florida and California are exceptions and require an additional examination if you wish to work in either of those two states.

The certification examination is administered by the Board of Certification (BOC) of the American Society of Clinical Pathology (ASCP). This exam is called the Medical Laboratory Technician (MLT) Certification Examination. It is given in at least one location in each of the fifty states. The test is given by appointment and is computer based. Students who pass this examination are entitled to use the initials MLT (ASCP) after their name. This designation means that the individual is a Medical Laboratory Technician who has been certified by the ASCP Board of Registry.

The SCC MLT program recommends, but does not require that students take this certification examination. However, it may be a condition of employment. Statistics show that MLT students are most successful at passing the BOC the first time when the BOC examination is taken within six months of graduation.

Requirements for graduation

In order to graduate from the MLT program, the following requirements must be met:

1. Final cumulative GPA of 2.0 or greater
2. Minimum of “C” (80%) in all MLT technical courses
3. No grades of “IP” or “F” on program plan
4. Passing grade in any Pass/Fail courses
5. Satisfactory student laboratory (technical courses) and internship evaluations
6. All examinations and coursework successfully completed, including the post-internship comprehensive written examination
7. Completion and submission of:
 - a. MDLT Internship Documentation (Journaling)
 - b. Student Evaluation of lecture/laboratory of MLT program
 - c. Student Evaluations of MLT Internship
 - d. Reflection Paper

(These items will be covered in more detail in the Student’s Handbook to SCC MLT Internships, prior to the start of the student’s clinical internship rotation).

A.A.S. Degree

Upon successful completion of (graduation from) the MLT Program, an A.A.S. or Associate of Applied Science Degree is awarded to the student. This degree is conferred as approved by the Minnesota State Colleges and Universities (MnSCU) systems and the Minnesota Higher Education Coordinating Board.

Student Health

There is no health service at South Central College. If a student needs medical attention, they are transported to the local clinic or hospital. Students will be responsible for costs incurred.

Health documentation requirements prior to start of clinical internship rotation:

1. Students are required to submit a student health form prior to a clinical internship.
2. Students are required to carry liability insurance coverage during their enrollment in the MLT program. Liability insurance fees are directly attached to tuition and fees. Therefore, payment of tuition and fees for courses insures region wide blanket policy coverage. Inability to pay tuition and fees means loss of coverage and the student cannot be allowed to participate in the program.
3. Immunization records should include the following:

<p><u>Tuberculosis (Mantoux) Testing</u></p> <ul style="list-style-type: none"> - Documentation of baseline TST (tuberculin skin test) or blood assay for TB (e.g. QuantiFERON blood test [QFT]) before assignment <ul style="list-style-type: none"> o 2-step TST or QFT if no TST within previous 12 months o Single step TST or QFT is TST within previous 12 months - Persons who work with patients at high risk for TB or do high risk procedures required evidence of annual TST or QFT - Persons with prior positive TST or QFT: documentation of subsequent negative CXR, and no signs and symptoms of pulmonary TB. - Newly positive TB test: evidence of negative CXR (recent CXR-i.e. previous month, can be used), no signs or symptoms of pulmonary TB, and annual symptom questionnaire 		
<p><u>Varicella (Chicken Pox or VZV)</u></p> <p>Documentation of immunity:</p> <ul style="list-style-type: none"> - Reliable history of VZV or shingles - Positive serology (titer) - History of two doses of vaccination 	<p><u>Mumps</u></p> <p>Documentation of immunity:</p> <ul style="list-style-type: none"> - Born before 1957 - MD diagnosed mumps - Two doses of M or MMR - Positive serology (titer) 	<p><u>Rubella (German Measles)</u></p> <p>Documentation of immunity:</p> <ul style="list-style-type: none"> - One dose of MR or MMR <p>Positive serology (titer)</p>
<p><u>Rubeola (Red Measles)</u></p> <p>Documentation of immunity:</p> <p>Born <1957:</p> <ul style="list-style-type: none"> - Reliable history of measles or MD diagnosis - Positive serology (titer) - One dose vaccine <p>Born in or >1957:</p> <ul style="list-style-type: none"> - MD diagnosed measles 	<p><u>Hepatitis B (if job duties put person at risk of exposure to blood or body fluid)</u></p> <p>Documentation of immunity:</p> <ul style="list-style-type: none"> - History of disease - Positive serology (titer) - History of HB vaccine (all three or two shots) - Signed waiver declining vaccination 	<p><u>Pertussis (Tdap)</u></p> <p>Documentation of vaccine:</p> <ul style="list-style-type: none"> - One dose of adult Tdap

<ul style="list-style-type: none"> - Two doses vaccine - Positive serology (titer) 		
<p><u>Influenza</u> Annual vaccination or declination</p>	<p><u>COVID</u> Documentation of vaccine</p>	

All MLT students are encouraged to carry medical/health insurance. Neither SCC, nor the clinical internship site covers students for accidents, which might occur. Students not carried on parents' or spouse's insurance policy should consider taking out a short-term policy. STUDENTS are responsible for any charges (medical or otherwise) that are incurred while enrolled and training in the MLT program at SCC and the affiliated clinical sites.

Students who have been directly exposed to any communicable diseases (chickenpox, TB, measles, hepatitis, etc.) must report to the MLT Program Director or an MLT instructor if participating in coursework on campus, or the Clinical Education Coordinator if participating in a clinical internship, for information on the infection control procedures to be followed.

Data Practices Act and Informed Consent

Some facilities impose certain requirements regarding the health of persons working in their facilities and may require that health information about students in clinical internships be made available to them. The college may ask the student to provide health information that will be used to determine whether they meet a clinical site's health requirements for healthcare workers. A clinical site will maintain confidentiality regarding a student's health information. Students are not legally required to provide this information to the college, but failure to provide the information requested may mean that a clinical site could refuse to accept a student at its facility. The MLT program at SCC does not guarantee an alternative facility placement. If no alternative placement is available, the student will not meet the necessary requirements for graduation from the program, and will be terminated.

Injuries

Report all injuries incurred on campus, no matter how minor, to your instructor. An incident report form must be filled out. This incident report form will then be reviewed by the Program Director and appropriate course instructor, who will take any action(s) necessary to correct any unsafe situation(s) which may have possibly led to the injury.

Change of Address

The MLT program and SCC must be notified whenever a student changes addresses, names, or telephone numbers.

Student Activities

SkillsUSA:

Students are encouraged to join SkillsUSA and participate in its meetings and contests. SkillsUSA club members are students who are participating in trade, industrial, technical or health training programs. It provides an opportunity for students to serve others and make contributions by becoming involved in civic, education, professional, and social activities.

Student Senate:

Each campus of SCC has a student senate. Besides the social activities that this organization plans throughout the school year, it is the communication link between the students and administration. Student representation from the MLT program is encouraged. The Student Senate offers an opportunity to develop leadership, civic awareness, and community involvement.

Phi Theta Kappa:

Phi Theta Kappa is a national honor society established by two-year college presidents. It serves to recognize and encourage the academic achievement of two-year study students and provide opportunities for individual growth and development through honors, leadership and service programming. The organization offers many opportunities for scholarships, intellectual enrichment and personal growth. Members also benefit through association. Any SCC student with an accumulative GPA of 3.5 or above, with at least 12 semester credits completed may join.

For more information on these student activities, consult your SCC College Catalog/Student Policy Handbook

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