

# Medical Laboratory Technician Student Handbook



Mid-Plains Community College  
South Campus Health & Science Center  
601 West State Farm Road  
North Platte, NE 69101

Associate of Applied Science Degree Program  
Revised: December 2025



Mid-Plains Community College is accredited by:  
The Higher Learning Commission  
North Central Association  
230 S. LaSalle St. Suite 7-500  
Chicago, IL 60604-1411  
(312) 263-0456  
[www.ncahlc.org](http://www.ncahlc.org)



## TABLE OF CONTENTS

STATEMENT OF NON-DISCRIMINATION .....	5
MEDICAL LABORATORY TECHNICIAN PROGRAM GOALS.....	5
DESCRIPTION OF THE MEDICAL LABORATORY TECHNICIAN PROFESSION .....	6
ASCLS CODE OF ETHICS.....	7
<b>PREAMBLE</b> .....	<b>Error! Bookmark not defined.</b>
<b>I. DUTY TO THE PATIENT</b> .....	<b>Error! Bookmark not defined.</b>
<b>II. DUTY TO COLLEAGUES AND THE PROFESSION</b> .....	<b>Error! Bookmark not defined.</b>
<b>III. DUTY TO SOCIETY</b> .....	<b>Error! Bookmark not defined.</b>
<b>PLEDGE TO THE PROFESSION</b> .....	<b>Error! Bookmark not defined.</b>
ASCP BOARD OF CERTIFICATION GUIDELINES FOR ETHICAL BEHAVIOR .....	9
MLT PROGRAM CLINICAL AFFILIATES .....	10
MLT PROGRAM COMPETENCIES.....	11
MLT PROGRAM ACCREDITATION.....	12
MLT PROGRAM ADMINISTRATIVE OFFICERS AND PROGRAM FACULTY .....	13
MLT PROGRAM ADMISSION REQUIREMENTS .....	13
MLT PROGRAM OF INSTRUCTION.....	14
MLT PROGRAM ESSENTIAL FUNCTIONS .....	15
1. Essential Observational Requirements.....	15
2. Essential Movement Requirements.....	15
3. Essential Communication Requirements.....	15
4. Essential Intellectual Requirements.....	16
5. Essential Behavioral Requirements.....	16
MLT STUDENT AFFECTIVE BEHAVIORS .....	17
MLT STUDENT PERSONAL NEEDS.....	19
A. Absence due to illness or family emergency: .....	19
B. Leave of absence for non-medical reasons: .....	19
C. Unexcused Absences.....	19
D. MLT Student Health: .....	20
E. Re-admission to MLT Program.....	20
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) .....	21
MLT STUDENT DRESS CODE .....	22

MLT STUDENT GRIEVANCE PROCEDURE..... 23

MLT STUDENT DISCIPLINARY ACTIONS..... 24

MLT ACADEMIC INTEGRITY POLICY..... 25

MLT STUDENT CRIMINAL BACKGROUND CHECK ..... 26

    Instructions for complying with the Criminal Background Check Requirement ..... 27

MLT PROGRAM DISQUALIFYING OFFENSES..... 28

MLT STUDENT SELF-REPORTING POLICY ..... 30

MLT STUDENT EVALUATION AND GRADING PROCEDURES..... 31

MLT STUDENT SUBSTANCE ABUSE POLICY ..... 32

    Health Occupations Division Policy..... 32

    Testing..... 32

    Consent ..... 33

    Positive Results ..... 33

    Cost of Testing ..... 33

MLT LABORATORY INFECTION CONTROL PROCEDURES..... 34

MLT PATIENT CONFIDENTIALITY (HIPAA) POLICY ..... 36

MLT SOCIAL MEDIA POLICY..... 37

MLT CLINICAL WAITING LIST PROCEDURE ..... 37

MLT CLINICAL PRACTICUM UNDERSTANDING..... 38

MLT CAREER UNDERSTANDING ..... 39

MLT STUDENT CONSENT FOR INVASIVE PROCEDURE ..... 39

MLT SERVICE WORK POLICY..... 40

MLT TEACH OUT POLICY ..... 40

MLT NON-CONTINGENCY POLICY ..... 40

MLT STUDENT SIGNATURE PAGE..... 41

## STATEMENT OF NON-DISCRIMINATION

**Nondiscrimination Policy:** Mid-Plains Community College is committed to providing a discrimination-free environment for its students with disabilities. If you are a student with a documented disability, and assistance is needed, please contact: MPCC North Campus and MPCC Community Campuses, 308-535-3637, North Platte South Campus, 308-535-3715, McCook Community College, 308-345-8128, or contact us through e-mail at [disabilityservices@mpcc.edu](mailto:disabilityservices@mpcc.edu).

### MEDICAL LABORATORY TECHNICIAN PROGRAM MISSION STATEMENT & GOALS

The mission of the Medical Laboratory Technology Program at Mid-Plains Community College is to provide high quality didactic and clinical instruction in order to prepare students to work as competent medical laboratory technicians in all routine areas of the clinical laboratory. This program qualifies students to apply to take the national certification examinations (ASCP and/or AMT). The program is committed to producing competent, committed, ethical technicians to serve the community of Nebraska and surrounding states.

To be able to provide competent medical laboratory personnel needed throughout the 18 county Mid-Plains Community College Area in small hospitals and medical clinics, the goals of the Mid-Plains Community College Medical Laboratory Technician (MLT) Program are to:

1. provide students the opportunity to acquire the appropriate and necessary competencies for entry level employment in the medical laboratory by providing well-structured academic and clinical components of instruction.
2. provide students the opportunity to acquire the appropriate and necessary personal and work characteristics that contribute to effective job performance, relations, and retention.
3. provide students the opportunity to acquire the appropriate and necessary communication skills to ensure the student can achieve success in job performance, job relations and job retention.
4. provide students the opportunity to acquire the appropriate and necessary abilities to apply the theory of technical specialization using critical thinking/reasoning while working independently.
5. provide students the opportunity to acquire the appropriate and necessary abilities to use mathematical data and reasoning skills in relation to the medical laboratory.
6. provide the appropriate and necessary academic standards to ensure the student can achieve success on external certification exams.

## **DESCRIPTION OF THE MEDICAL LABORATORY TECHNICIAN PROFESSION**

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

Medical laboratory technicians 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.

At entry level, the medical laboratory technician will possess the entry level competencies necessary to perform routine clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis, Phlebotomy, 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.

## 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 well being 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.

### **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.



## **ASCP BOARD OF CERTIFICATION GUIDELINES FOR ETHICAL BEHAVIOR**

Recognizing that my integrity and that of my profession must be pledged to the best possible care of patients based on the reliability of my work, I will:

- Treat patients with respect, care, and thoughtfulness.
- Develop cooperative and respectful relationships with colleagues to ensure a high standard of patient care.
- Perform my duties in an accurate, precise, timely, and responsible manner.
- Safeguard patient information and test results as confidential, except as required by law.
- Advocate the delivery of quality laboratory services in a cost-effective manner.
- Strive to maintain a reputation of honesty, integrity, and reliability.
- Comply with laws and regulations and strive to disclose illegal or improper behavior to the appropriate authorities.
- Continue to study, apply, and advance medical laboratory knowledge and skills; and share such with other members of the health care community and the public.
- Render quality services and care regardless of patients' age, gender, race, religion, national origin, disability, marital status, sexual orientation, political, social, health, or economic status.

If legal action is taken against a certificant that results in a conviction that violates these guidelines, and the Board of Certification is notified of such action, the case will be referred to the Board of Governors' Ethics Review Committee for their consideration and decision. The formal appeals process will be followed.

## MLT PROGRAM CLINICAL AFFILIATES

The MLT Program has current affiliation agreements with the following clinical facilities. Their appearance on this list is not a guarantee that any facility will be available during a given training cycle. Not all facilities provide all elements of the clinical training.

- Box Butte General Hospital - Alliance, NE
- Cambridge Memorial Hospital (Tri Valley Health System) - Cambridge, NE
- Chase County Community Hospital - Imperial, NE
- Cherry County Hospital – Valentine, NE
- Community Hospital - McCook, NE
- Cozad Community Hospital - Cozad, NE
- Dundy County Hospital- Benkelman, NE
- Gothenburg Health-Gothenburg, NE
- Great Plains Health - North Platte, NE (Micro Only)
- Jennie Melham Memorial Medical Center - Broken Bow, NE
- Kearney Regional Medical Center - Kearney, NE
- Lexington Regional Health Center – Lexington, NE
- Mary Lanning Memorial Hospital - Hastings, NE (Micro Only)
- Melissa Memorial Hospital - Holyoke, CO
- Ogallala Community Hospital (Banner Health) – Ogallala, NE
- Pathology Services- North Platte, NE
- Perkins County Community Hospital - Grant, NE
- Regional West Health Services-Scottsbluff, NE
- Sedgwick County Memorial Hospital- Sedgwick, CO
- Sidney Regional Medical Center- Sidney, NE
- Sterling Regional Medical Center (Banner Health) - Sterling, CO

## MLT PROGRAM COMPETENCIES

At entry level (upon graduation and initial employment), MPCC Medical Laboratory Technician program graduates will have the following basic knowledge and skills in:

1. collecting, processing, and analyzing biological specimens and other substances;
2. performing analytical tests of body fluids, cells, and other substances;
3. recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated;
4. performing and monitoring quality control within predetermined limits;
5. performing preventive and corrective maintenance of equipment and instruments or referring to appropriate sources for repairs;
6. \* applying principles of safety and governmental regulations compliance;
7. \* demonstrating professional conduct and the significance of continuing professional development and maintenance of professional competence;
8. \* communication skills sufficient to serve the needs of patients, the public, laboratory personnel, and other health care professionals;
9. recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care;
10. applying basic scientific principles in learning new techniques and procedures;
11. relating laboratory findings to common disease processes

As an MLT student you must understand the role of an MLT in the practice of Laboratory Medicine and that delivery of laboratory services is a 24 hours per day 7 days per week commitment. An MLT works under the supervision of a physician or certified Medical Technologist. You will be responsible for receiving and obtaining various types of laboratory specimens for analyses. You will perform various chemical, hematologic, serologic, bacteriologic, and related procedures on these specimens to obtain data for use by a physician in the diagnosis and treatment of disease. You will be required to keep Quality Control records and fill out reports of test results. Maintaining a clean work area and a good working relationship with fellow workers is essential.

Becoming a competent MLT involves a good deal of mental discipline and technical ability to perform various laboratory procedures under often stressful conditions. As an MLT student, you must acquire and demonstrate the ability to act in a responsible manner. This will include mandatory attendance at various meetings called by the Program Director in addition to scheduled classes. Non-class time, weekend, and evening work may be required to complete ongoing laboratory exercises. The MLT student is also expected to not only meet the requirements of each class but also any other reasonable and appropriate assignments given by the instructors and/or the Program Director.

## MLT PROGRAM ACCREDITATION

The Mid-Plains Community College Medical Laboratory Technician program is accredited by:

National Accrediting Agency for Clinical Laboratory Sciences  
5600 N. River Rd, Suite 720  
Rosemont, IL 60018  
Phone: (773) 714-8880 FAX: (773) 714-8886  
Email: [info@naacsl.org](mailto:info@naacsl.org)  
Website: <http://www.naacsl.org/>



## MLT PROGRAM ADMINISTRATIVE OFFICERS AND PROGRAM FACULTY

Academic Dean: Clint Reading  
Division: Health, Science, Mathematics, and Applied Technology  
Email: [readingc@mpcc.edu](mailto:readingc@mpcc.edu)  
Phone Number: 308-535-3741

Program Director: Jamie Perry, MBA, MLS(ASCP)<sup>CM</sup>  
Medical Laboratory Technician Program Director and Instructor  
Health and Science Center, Room 221  
Phone Number: 308-221-6431  
[perryj@mpcc.edu](mailto:perryj@mpcc.edu)

Adjunct Faculty: Alexis Beckius and Marnellie Stevens  
Contact Program Director for more information.

## MLT PROGRAM ADMISSION REQUIREMENTS

- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Be able to meet essential functions (contact MLT Program Director for specific details);
- Fulfill Mid-Plains Community College General Admission Requirements;
- Complete application to Mid-Plains Community College specifying interest in MLT program;
- Submit a completed MLT program application;
- Submit three letters of recommendation from teachers and/or current employers;
- Complete Next-Gen ACCUPLACER placement exams with minimum scores (or equivalent ACT or ACCUPLACER scores) of:
  - Reading: 250
  - Writing: 255
  - Arithmetic: 263
- Submit a pre-entrance medical statement;
- Submit documentation of current immunizations or proof of immunity;
- Have a satisfactory criminal background check results;
- Schedule an interview with the MLT Program Director

### MLT PROGRAM OF INSTRUCTION

First Semester			Third Semester		
Number	Course	Cr. Hrs.	Number	Course	Cr. Hrs.
MEDT-1000	MLT Orientation	2	MEDT-2100	Medical Microbiology	5
MEDT-1010	Fundamentals of Phlebotomy	2	MEDT-2410	Clinical Chemistry	5
BIOS-1010	General Biology	4	MEDT-2500	Blood Banking	4
CHEM-1050 CHEM-1090	Survey of Chem I or General Chem I	4	PSYC-1810 or SOC1-1530	Intro to Psychology or Intro to Sociology	3
SPCH-1090	Fundamentals of Human Communications	3		<b>Total:</b>	<b>17</b>
ENGL-1010	Expository Writing I	3	<b>Fourth Semester</b>		
	<b>Total:</b>	<b>18</b>	MEDT-2720*	Clinical Hematology Practicum	4
<b>Second Semester</b>			MEDT-2730*	Clinical Chemistry Practicum	4
MEDT-1710	Immunology (first 8 weeks)	1.5	MEDT-2740*	Clinical Microbiology Practicum	4
MEDT-2010	Serology (second 8 weeks)	1.5	MEDT-2750*	Clinical Blood Bank Practicum	4
MEDT-1100	Hematology	5	MEDT-2760*	Clinical Urinalysis Practicum	1
MEDT-2250	Urinalysis	2	MEDT-2770*	Clinical Special Studies Practicum	1
BIOS-1100	Basic Anatomy and Physiology	3		<b>Total:</b>	<b>18</b>
BSAD-2510	Business Computer Systems	3		<b>Total Program Credit Hours:</b>	<b>69</b>
	<b>Total:</b>	<b>16</b>			

\* Clinical Practicums are conducted in Hospital laboratories affiliated with the program for a period of 18 weeks. Students must be prepared to drive or find lodging on their own to attend clinical practicum experience. Clinical site assignments are made by one of the following two means:

1. Agreement among classmates for site choices
2. If no agreement can be reached, the Program Director will assign student sites.

## MLT PROGRAM ESSENTIAL FUNCTIONS

Essential Functions for admission to, progression in, and completion of the Medical Laboratory Technician Program. Students entering the MLT-AD Program must meet, or be able to acquire the skills necessary to meet the following Performance and Technical Standards.

### 1. Essential Observational Requirements

The MLT student must be able to:

- observe laboratory demonstrations in which biologicals (i.e. body fluids, culture materials, tissues sections, and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.
- characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemicals reaction products.
- employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
- read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

### 2. Essential Movement Requirements

The MLT student must be able to:

- move freely and safely about a laboratory
- reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture
- travel to numerous clinical laboratory sites for practical experience. perform moderately taxing continuous physical work, often requiring prolonged standing or sitting, over several hours.
- maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
- control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- use an electronic keyboard (i.e. 101-key IBM computer keyboard) to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

### 3. Essential Communication Requirements

The MLT student must be able to:

- read and comprehend technical and professional materials (i.e. textbooks, magazine and journal articles, handbooks, and instruction manuals).
- follow verbal and written instructions in order to correctly and independently perform laboratory test procedures
- clearly instruct patients prior to specimen collections.
- effectively, confidentially, and sensitively converse with patients regarding laboratory tests.

- communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication).
- independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.

#### 4. **Essential Intellectual Requirements**

The MLT student must:

- possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
- be able to exercise sufficient judgment to recognize and correct performance deviations.

#### 5. **Essential Behavioral Requirements**

The MLT student must:

- be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
- 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).
- be flexible and creative and adapt to professional and technical change.
- recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- adapt to working with unpleasant biologicals.
- 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.
- be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her/his own performance, accept constructive criticism, and look for ways to improve (i.e. participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.



## MLT STUDENT AFFECTIVE BEHAVIORS

MLT students are required to meet cognitive (knowledge), psychomotor (skill), and affective (behavior/attitude) objectives as they progress within the MLT program. In addition to student conduct standards as described in the Mid-Plains Community College student handbook, the MLT student is expected to demonstrate behaviors that are required to become a Laboratory Professional.

These affective objectives emphasize values, attitudes, and interest. An assessment of the following objectives will be completed at the end of each MLT course and clinical rotation section. These assessments will be based on the observations and perceptions of the supervisor/instructor. The average of all evaluated behaviors will be calculated, converted into a percentage, and then calculated into the class grading scale as described in each course/rotation syllabus.

The following are the MPCC MLT program affective (behavior/attitude) objectives. As the MLT student participates in the MLT program, with no less than 70% achievement on assessments by the instructor, the student will have the opportunity to demonstrate the ability:

1. **Student is punctual**, i.e., arrives at laboratory and meetings early or on time; meets deadlines for completion of tasks/assignments; reports out when leaving assigned areas; reports to instructor/supervisor reason for absence prior to scheduled class/clinical time.
2. **Student is self-directed in undertaking tasks**, i.e., after initial instruction of tasks/assignments/responsibilities, initiates activities to complete them; self-motivated; functions independently; seeks additional tasks after completing originals.
3. **Student prioritizes responsibilities effectively**, i.e., organizes and approaches multiple tasks and assignments in a manner to produce desired outcomes.
4. **Student uses time efficiently**, i.e., allocates and uses appropriate amounts of time to fulfill responsibilities; uses others' time wisely.
5. **Student is reliable and dependable**, i.e. can be counted on to fulfill responsibilities and meet expectations.
6. **Student "follows through" with responsibilities**, i.e., if task is left incomplete or problem is not resolved, student seeks aid or explains situation to parties who can follow-up on task or problem.
7. **Student demonstrates accountability**, i.e., holds oneself liable for tasks/duties/responsibilities that he/she is responsible for; does not blame others for mistakes or mishaps, nor avoids responsibilities.
8. **Student is an active learner**, i.e. seeks knowledge; asks questions; searches for information; takes responsibility for own learning; knows their own limitations; actively listens/takes notes.
9. **Student produces quality work**, i.e., tasks and assignments are complete, accurate, and meet their respective objectives.

10. **Student demonstrates a desire to exceed expectations**, i.e., goes “above and beyond the call of duty;” attempts to exceed minimal standards and requirements for tasks/assignments/responsibilities.
11. **Student communicates articulately**, i.e. clearly communicates thoughts; uses appropriate terminology and vocabulary for intended audience.
12. **Student communicates assertively**, i.e., actively and appropriately engages in dialogue or discussion; not afraid to provide his/her viewpoint.
13. **Student communicates using appropriate body language**, i.e., utilizes gestures and mannerisms that enhance formal and informal communication
14. **Student is respectful**, i.e., demonstrates regard for patients, supervisors, colleagues, other personnel, and property; acts in a manner that shows recognition that he/she is a guest at the clinical site as a professional student.
15. **Student is cooperative**, i.e., non-argumentative; willing and helpful.
16. **Student demonstrates confidence**, i.e., acts and communicates in a self-assured manner, yet with modesty and humility.
17. **Student is diplomatic**, i.e., is fair and tactful in all dealings with patients, supervisors, colleagues, and other personnel.
18. **Student is nonjudgmental**, i.e., demonstrates an attitude of open-mindedness towards others and situations; does not “stereotype” others or prejudge situations.
19. **Student accepts and applies constructive criticism**, i.e., responds openly and positively to feedback; modifies behavior if necessary.
20. **Student puts others’ needs above his/her own**, i.e., demonstrates an attitude of service by taking the necessary time and actions to help others; gives of oneself to benefit others.
21. **Student behaves in an ethical manner**, i.e., acts in patients’ best interests; acts in accord with the profession’s and/or clinical site’s code of ethics.
22. **Student is empathetic**, i.e., demonstrates appreciation of others’ positions; attempts to identify with others’ perspectives; demonstrates consideration towards others.
23. **Student maintains confidentiality**, i.e., engages in discussions or other activities involving patient- and/or site-specific information for purposes of fulfilling professional responsibilities only; maintains confidential nature of patient- and/or site-specific policies.
24. **Student wears appropriate attire**, i.e., adheres to dress code (written or unwritten); attire is acceptable to clinical setting.
25. **Student maintains personal hygiene**, i.e., maintains personal health and grooming habits acceptable to practice setting.

## MLT STUDENT PERSONAL NEEDS

The personal needs of the MLT student will be handled by the following guidelines:

### A. Absence due to illness or family emergency:

1. The MLT student is required to make prompt notification of the absence and the reason to the instructor or Program Director prior to the beginning of class.
2. MLT student illness resulting in three (3) consecutively missed class periods requires a physicians written note and his recommendation for fitness to undertake study load before returning to class.
3. Illness, family emergency, or bereavement resulting in three (3) consecutively missed class periods requires an advising session with the instructor and/or the Program Director. A student exceeding the maximum allowed absences for a course will receive the grade of F (failure due to lack of attendance). Refer to individual course syllabi for maximum absences allowed.
4. Misrepresentation of illness or family emergency will be considered dishonest conduct and will result in prompt disciplinary action of probation or immediate dismissal from the MLT program.

### B. Leave of absence for non-medical reasons:

1. Leave of absence is defined as three (3) or more consecutive days absent from any class for non-medical, non-emergency, or non-bereavement reasons. A leave of absence requires the approval of the Program Director.
2. Unapproved leave of absence taken will be regarded as irresponsible behavior, unacceptable conduct for a medical career person, leading to dismissal from the MLT program.

### C. Unexcused Absences

1. Unexcused absences are regarded as irresponsible behavior and unacceptable conduct for a medical career person.
2. Unexcused absences are defined as:
  - a. Absence from class without notification of the instructor, program director, or clinical site.
  - b. Absence from class due to non-medical, non-emergency, or non-bereavement reasons.
2. No more than two (2) unexcused absences will be allowed throughout the duration of the students enrollment in the MLT program. The MLT student will be dismissed from the MLT program after three (3) unexcused absences.
3. 2 tardies = 1 unexcused absence

**D. MLT Student Health:**

1. MPCC does not provide health insurance coverage for MLT student illness or injury while enrolled at the college. It is suggested that the MLT student carry some form of health and accident insurance on themselves.
2. Each MLT student must acquire and maintain some form of health and accident insurance for the duration of their clinical experience.
3. Each MLT student is required to follow established safety rules while working in the college and/or hospital facilities. Accidents or mishaps shall be reported to the instructor immediately or as soon as possible.
4. Each MLT student is required to complete the Hepatitis B series of vaccinations at their own expense prior to beginning clinical phase of training.

**E. Re-admission to MLT Program**

1. Students wishing to be re-admitted to the MLT program must submit their request in writing indicating intent for readmission to the MLT program director.
2. Students dismissed from the MLT program for academic or disciplinary reasons will not be considered for re-admission.
3. Re-admission to the MLT program after voluntary withdrawal or leave of absence will be considered on an individual basis and is contingent upon past records and space availability.
  - a. Re-admission must occur within a two-year period from the date of voluntary withdrawal or leave of absence.
  - b. MLT courses older than two (2) years from the date the student began the program must be repeated.
    - i. All classes in the MLT curriculum must be passed with a "C" or better without repeated withdrawals, audits, or failures.
    - ii. Students who fail a MLT course (less than "C") may repeat the course the following year. This opportunity will be offered only once and the student must apply for readmission evaluation of eligibility.
    - iii. Students who fail a MLT course (less than "C") a second time or who fail two MLT courses are not eligible for readmission or continuation in the MLT program.
  - c. Credit for non-MLT courses will be in compliance with the policies of Mid-Plains Community College.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Mid-Plains Community College complies with the Family Education Rights and Privacy Act (FERPA) of 1974 in the collection, maintenance and dissemination of official student records and is designed to:

- protect the privacy of education records
- establish the right of students to inspect and review their education records
- provide guidelines for the correction of inaccurate and misleading data

Failure to comply with FERPA can result in loss of federal funding provided to the college. Anyone representing the college with access to student record information is responsible for understanding and complying with FERPA. Student's written permission is required for release of most student record information. The release of student record information to the public without the consent of the student is limited to that designated as directory information. Any student objecting to the release of all or any portion of such information must notify Registration in writing within the first 10 days of the semester. The restriction will remain in effect until revoked in writing by the student even after the student ceases to be enrolled.

<b>MPCC Directory Information:</b>	<b>Directory Information IS NOT:</b>
<ul style="list-style-type: none"> <li>• Student name</li> <li>• Major field of study</li> <li>• Dates of attendance</li> <li>• Permanent telephone number</li> <li>• Local telephone number</li> <li>• Permanent address</li> <li>• Local address</li> <li>• Previous schools attended</li> <li>• Degrees conferred and dates conferred</li> <li>• Student classification</li> <li>• Photograph</li> <li>• Height and weight of athletic team members</li> <li>• Past and present participation in officially recognized activities</li> <li>• Honors and awards earned</li> <li>• Student e-mail address</li> <li>• Enrollment status (full time/part time)</li> <li>• Class type (day/evening)</li> </ul>	<ul style="list-style-type: none"> <li>• Grades</li> <li>• Certification information</li> <li>• Transcripts</li> <li>• Student Schedules</li> <li>• Exact amount of enrolled credits</li> <li>• Exact amount of completed credits</li> <li>• User name for any electronic tool</li> <li>• Password for any electronic tool</li> <li>• Student ID number</li> <li>• Social security number</li> <li>• Race</li> <li>• Gender</li> <li>• Ethnicity</li> <li>• Country of citizenship</li> <li>• If in doubt, do not release information</li> </ul>

## MLT STUDENT DRESS CODE

As a laboratory professional, you will have a responsibility to the patients you serve to provide them an environment in which they have confidence in your skills. Their impression and judgment of your skills will first be based upon your appearance. In addition, improper dress may place you at higher risk for contracting disease from the laboratory environment. As listed in the MLT Student Responsibilities section, appropriate dress is an evaluated behavior. While you are a student in the MLT Program, you will be expected to dress and maintain your appearance in a professional manner suitable to the role for which you are training. Appropriate dress will be evaluated by the following:

- Students are required to wear neat, clean, well-fitting "scrubs" that are befitting a professional health care provider. No jeans, shorts, sleeveless shirts, or revealing shirts or tops will be worn at any time. Proper undergarments must be worn at all times and must not be visible. All skin surfaces except the head and neck area must be covered at all times during lab exercises.
- There shall be no head wear or sunglasses worn.
- Strong aromatic scents/fragrances shall not be worn.
- Poor hygiene is unacceptable. Students will bathe regularly and wear an effective deodorant.
- Shoes will preferably have a soft sole to prevent slips/falls on hard surface floors and be of such conformation/structure as to completely surround the foot (closed toe and heel). Sandals, open toed or open heeled shoes are not permitted in the laboratory. This includes "clogs" and "cros".
- Clean and neat lab coat will be worn at all times during laboratory sessions.
- Gloves will be worn at all times when working with biological materials.
- No or minimal jewelry shall be worn. Only a wedding band, watch and/or one small pair of post earrings are permitted. No other jewelry is permitted including facial and tongue jewelry.
- Long hair that would fall forward into the face and obstructing your view or onto counter areas or becoming entangled in moving equipment must be netted/pinned in a manner as not to be a hazard to yourself or others. Beards and/or moustaches must be neatly trimmed.
- Fingernails shall be neat, clean, short, and unpolished. False nails are not permitted.

These are guidelines only and not limited to these alone. The program reserves the right to interpret the dress code and make decisions regarding professional appearance. A student arriving to class or lab dressed improperly will be asked to leave until such time they meet the dress standards. Absences due to improper dress is an unexcused absence and will be dealt with according to MLT Student Disciplinary Actions which follow.

## **MLT STUDENT GRIEVANCE PROCEDURE**

If there is a grievance during the MLT student's progression through the MLT program, the MLT student is advised to follow this course of action:

1. Request a consultation with instructor involved in the grievance or associated with the area of the grievance. A written consultation form is to be filled out during this discussion session giving an accurate outline of the discussion. This form must be dated, time noted, and signed by both parties authenticating its accuracy. This form will become part of the MLT student's personal file and accessible to both parties if the need arises.
2. If the grievance can not be resolved at the above level, the MLT student is advised to take the grievance to the Program Director. Again, a written consult form is to be filled out during this discussion giving an accurate outline of the discussion. This form must be dated, time noted, and signed by both parties authenticating its accuracy. This form will then become a part of the MLT student's personal file.
3. If the grievance is not resolved at the above level, the MLT student is to meet with the Program Director and Division Chair, going over the written consultation forms, and come to an agreement with the MLT student as to the proper course of action required.

## MLT STUDENT DISCIPLINARY ACTIONS

It is not anticipated that students of a health career occupation will require much disciplinary action. The student pursuing such an occupation must demonstrate a high regard for honesty, accuracy, and dependability. Supplementary to the procedures in the MPCC catalog and student handbook, the following guidelines have been established and will be followed to ensure this kind of performance be maintained by students in the MLT program. Students may be immediately dismissed from the MLT program or subject to disciplinary action for any of the following reasons:

1. Inability to maintain a "C" average in any required class in the MLT curriculum (this includes all general education courses).
  - a. All classes in the MLT curriculum must be passed with a "C" or better without repeated withdrawals, audits, or failures.
  - b. Students who fail a MLT course (less than "C") may repeat the course the following year. This opportunity will be offered only once and the student must apply for readmission evaluation of eligibility.
  - c. Students who fail a MLT course (less than "C") a second time or who fail two MLT courses are not eligible for readmission or continuation in the MLT program.
2. Inability to meet course attendance requirements.
3. Continual (3X) absence from classes/rotation.
4. Dishonest or criminal conduct - see also: Academic Integrity Contract
5. Arriving to class or rotation under the influence of alcohol or drugs.
6. Disruption of classroom instruction at college or clinical rotation site.
7. Insubordination.
8. Charges and/or convictions of use and/or distribution of illegal drugs.
9. Charges and/or convictions of theft of college property or property of faculty, other students, clinical facilities and patients.

This policy requires that all MLT students, as a condition of enrollment in the MLT program, must report any of the above within five days to the MLT program director. This includes any violation as stated above whether occurring on or off Mid-Plains Community College premises. I understand any violation of this policy may result in disciplinary measures appropriate to the offense up to and including dismissal from the MLT program and the student may be subject to Mid-Plains Community College sanctions as well.



## MLT ACADEMIC INTEGRITY POLICY

I understand that cheating and plagiarism violates the Mid-Plains Community College and MLT Program's Academic Integrity Policy and that a first offense is referred to the Dean of Instruction for disciplinary action. Such actions also result in a zero for the assignment. A second offense will result in dismissal from the MLT Program. PLAGIARISM, which is copying work from another source and submitting it as original work, includes but is not limited to:

1. copying another student's or previously published work and submitting it as original
2. allowing a student to copy someone else's work engaging in negligent or inadvertent acts that result in previously written work being copied:
  - leaving work open and visible for someone to copy
  - sending work electronically to someone
  - loaning a notebook or disk that contains previously written work
3. altering words or the order of words from another source and submitting them as original
4. submitting work written by college students, former students, tutors, or other adults
5. submitting work that was produced by unauthorized collaboration on assignments designed to be completed independently (\*see note below)

\*Students are encouraged to discuss with peers their responses to assigned works. Meaningful discussion often leads to deeper insights and helps students make personal connections with literature. HOWEVER, all written work produced as a result of these discussions and shared inquiries must be generated independently. Students must not write assignments together or share work written by one unless it is an authorized group project requiring that only one paper be submitted.

## MLT STUDENT CRIMINAL BACKGROUND CHECK

The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standard HR.1.20 (see <http://www.jointcommission.org>) requires that each student assigned to a hospital facility for the purpose of education and training must complete a criminal background check.

Therefore, each student applying for admission to the Medical Laboratory Technician program is required to complete a criminal background check that will be evaluated for disqualifying factors. Successful completion of a criminal background check is required for admission and continuation in the MLT program. You must meet this requirement even if you have previously had a background check completed by an employer or other outside agency. Background checks will be honored for the duration of the student's enrollment in the MLT program if the student has not had a break in enrollment at the college. A break in enrollment is defined as nonattendance of one full semester or more. A new background check must be completed if there has been a break in enrollment.

The links below provide information on the process for obtaining and submitting your background check to the MLT program and also includes a list of disqualifying factors. Your background check must be completed at least 30 days prior to the start of classes. You will not be able to progress in any portion of your program of study that includes placement at clinical facilities without a completed background check that has been evaluated by the MLT Program Director for disqualifying factors and is on file at the college.

Once accepted into the program, it is the student's responsibility to notify the MLT program director within five days in writing of any subsequent changes in criminal history that occur after the admission background check has been completed (see "MLT Student Self-Reporting Policy"). Failure to do so may result in immediate withdrawal/dismissal from the program.

Additionally,

- The background check report will be submitted in its entirety along with student written explanation of the adverse information to each clinical facility where the student is expected to train including ALL personal identifying information.
- Successful completion of a criminal background check for the MLT program does not ensure eligibility for licensure or future employment.
- Clinical facilities can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.
- Clinical facilities can conduct additional background checks at their discretion.
- If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

Should your background check reveal any disqualifying factors you will not be permitted to enroll in any MLT Program courses or progress through the program. If this is the case the MLT Program Director will notify you.

**Instructions for complying with the Criminal Background Check Requirement**

1. Background checks are to be completed online by the student at the students expense. The student must have the background check completed at:
  - <http://www.castlebranch.com>
  - Carefully read the information presented and complete the information requested.
  - Various payment options are available and explained as you complete the online forms.
  - In the Package Code box, enter package code: **ID45**
  - Once your order is submitted, you will receive a password to view the results of your background check. The
  - results will be available in approximately 48-72 hours. Once your background check is complete, please
2. Criminal Background Check reports are securely returned to the Mid-Plains Community College Medical Laboratory Technician program director and reviewed for disqualifying offenses.
3. Complete and sign the Self Reporting Policy and return to the Mid-Plains Community College Medical Laboratory Technician program director.

If you have any questions please contact the MLT program director at 308-221-6431.

## MLT PROGRAM DISQUALIFYING OFFENSES

- A. Any Felony charge(s) or conviction(s) without regard of type and regardless of amount of time since offense.
- B. Any Misdemeanor charge(s) or conviction(s) involving but not limited to: (reviewed on case by case basis)
  - assault (any degree or type)
  - theft (including forgery, burglary, bad checks, shoplifting, etc.)
  - fraud
  - criminal mischief
  - impersonation
  - stalking
  - abuse including animal cruelty
  - endangerment
  - misconduct
  - false reporting
  - harassment, intimidation, or terroristic threatening
  - arson
  - any child related crime including kidnapping
  - custodial interference
  - any sexual behavior charge including abuse, indecent exposure, prostitution, pornography, etc. regardless of amount of time since offense
  - substance abuse or abuse including DUI as well as DWI, etc.
  - sale, possession, distribution or transfer of narcotics or controlled substances
  - firearms/explosives violations
  - total disregard for ordinances or laws and repetitive offenses
  - offenses with any "rational connection to the health care professions"
  - other disqualifying offenses (misdemeanors) established by clinical affiliates to meet regulatory requirements for their facility
- C. Termination from any healthcare facility whether voluntary or involuntary resulting in a "not eligible for rehire" status

Upon determination that the Criminal Background Check contains questionable disqualifying offenses:

1. The student applicant must submit written explanation of the adverse information.
2. The student applicant will be given cleared admission status if:
  - a. A licensing/registry body approves the individual to take the licensing/credentialing exam AND clearance by the clinical facility(ies).
  - b. The college may request an exception from a clinical facility for a student with a misdemeanor charge or conviction. The following procedure will be used:
    - i. The background check report will be submitted in its entirety along with student written explanation of the adverse information to each clinical

facility where the student is expected to train including ALL personal identifying information.

- ii. The clinical facility(ies) will report back to the college whether or not the student would be allowed to complete a clinical rotation at the facility.
- iii. The student will be notified of his/her admission status in writing within three (3) days of clinical facility reporting to the college.

## MLT STUDENT SELF-REPORTING POLICY

All MLT students must keep the MLT program director informed about anything that might have a bearing on their continued eligibility in the MLT program. The kinds of information that must be reported by all MLT students are described below:

1. Inability to maintain a "C" average in any MLT curriculum required classes.
2. Inability to meet course attendance requirements.
3. Continual unexcused (3X) absence from classes/rotation.
4. Dishonest or criminal conduct - see also: Academic Integrity Contract
5. Arriving to class or rotation under the influence of drugs.
6. Disruption of classroom instruction at college or clinical rotation site.
7. Insubordination.
8. Conviction of use and/or distribution of illegal drugs.
9. Conviction of theft of college property or property of faculty, other students, clinical facilities or patients.
10. Violation of Mid-Plains Community College Drug Free Campus policy.
11. .Arrests: If you are arrested for any reason, this must be reported regardless of whether or not you were convicted or charges were dropped.
12. Termination from any healthcare facility whether voluntary or involuntary resulting in a "not eligible for rehire" status.

This policy requires that all MLT students, as a condition of enrollment in the MLT program, must report in writing any of the above within five days to the MLT program director. This includes any subsequent changes in criminal history that occur after the admission background check has been completed and whether occurring on or off Mid-Plains Community College premises. I understand any violation of this policy may result in disciplinary measures appropriate to the offense up to and including dismissal from the MLT program and the student may be subject to Mid-Plains Community College sanctions as well.

## MLT STUDENT EVALUATION AND GRADING PROCEDURES

1. During MLT student training, a variety of evaluation tools will be used including but not limited to written, oral, and practical exams to evaluate progress in technical ability and knowledge acquired.
2. Each course syllabus will explain the distribution of percentage points for the variety of exams and professional behavior evaluations ([MLT Student Responsibilities](#)).
3. The MLT student is required to achieve "C" or above in **ALL** general studies as well as MLT courses in the MLT curriculum to progress to the next semester of the MLT program.
  - a. All classes in the MLT curriculum must be passed with a "C" or better without repeated withdrawals, audits, or failures.
  - b. Students who fail a MLT course (less than "C") may repeat the course the following year. This opportunity will be offered only once and the student must apply for readmission evaluation of eligibility.
  - c. Students who fail a MLT course (less than "C") a second time or who fail two MLT courses are not eligible for readmission or continuation in the MLT program.
4. Grading procedures for evaluation purposes are as follows:

98%	—	100%	=	A+
90%	—	97%	=	A
88%	—	89%	=	B+
80%	—	87%	=	B
78%	—	79%	=	C+
70%	—	77%	=	C
68%	—	69%	=	D+
60%	—	67%	=	D
0%	—	59%	=	F

## **MLT STUDENT SUBSTANCE ABUSE POLICY**

### **MID-PLAINS COMMUNITY COLLEGE HEALTH OCCUPATIONS**

In compliance with the Department of Education's (34CFR Part 86) requirements you are hereby notified of the expected standards of conduct regarding the unlawful use of drugs or alcohol on college property or in any college sponsored activity. In addition, this document will describe possible legal sanctions (local, state and federal), health risks, available assistance and treatment avenues, as well as college imposed disciplinary measures. Refer to the Information Regarding the Drug Free Schools and Campuses Act in the MPCC catalog/website.

#### **Health Occupations Division Policy**

Students in the Health Occupations Programs have a special responsibility to abstain from the use of illicit drugs and/or alcohol. A student whose judgment and/or motor skills are affected by illicit drugs and/or alcohol could injure a patient. Consequently, this special drug and alcohol policy is applicable to students in those programs and is in addition to the requirements of students set forth in the MPCC College Catalog. Mid-Plains Health Occupation students who are involved in clinical activities at health care facilities must comply with substance abuse regulations of the facilities as well.

In the event the use of drugs and/or alcohol is suspected, the director of the specific program will be notified immediately. Cause for suspicion of illicit drug and/or alcohol use may be based upon such things as appearance, behavior, speech, breath, odor, possession or use of alcohol or drug containers or paraphernalia. Cause may also be based on a poor safety record, impairment of clinical performance, evidence or suspicion of impairment, or involvement in an incident or incidents which may pose a threat to the patient or staff or potential liability to the clinical site. In the event that a student is believed to be under the influence and is asked to leave, arrangements for transportation from the classroom, lab or clinical site will be made in collaboration with the student, the college, and the student's supervisor.

#### **Testing**

Both the clinical site and college maintain the right to require students to provide urine and blood samples for chemical tests/analysis and to submit to breathe analysis or other tests as necessary to determine impairment. Mid-Plains Community College Health Occupation programs will use the confirmatory method drug/alcohol screen. This is a two-step process. If a positive result is obtained from the screening method, a second test will be done based on the protocol of the testing center. Should the confirmatory test result be positive, the student will be dismissed from the program.



Students have the right to refuse to consent and cooperate in the required tests. Refusal to consent and cooperate in such tests by any student will be cause for dismissal from the program.

### **Consent**

Students shall be required to sign a consent form authorizing an immediate urinalysis, blood test, breath test and/or other appropriate test when testing is required under this policy. The consent form also authorizes the laboratory to inform the college of the test results. Students refusing to sign a consent form or to be tested, including refusing to submit to tests immediately upon request will be dismissed from the program. The student agrees that there is no physician-patient privilege which may be exercised or implicated in obtaining the screen and that the appropriate Health Occupations Program Coordinator/Director or their designee is entitled to know the results of the screen.

### **Positive Results**

While waiting for the results of the second (confirmatory) test, which confirms the first test result, the student will be allowed to continue in the Health Occupations Program on probationary status. The student will be allowed to participate in the classroom and lab settings. Admittance to the clinical area will not be permitted until results are received. Upon receipt of positive test results, the student will be dismissed from the program. The student will not be allowed to return to the current Health Occupations program. If a student desires to enter into any other Health Occupations program the student must submit proof of completion of a rehabilitation program. If the confirmatory test is negative, arrangements will be made with the student to make up any clinical time that was missed.

### **Cost of Testing**

The college will be responsible for the cost of the initial drug and/or alcohol testing. Any retesting of a second sample is at the student's expense.

## MLT LABORATORY INFECTION CONTROL PROCEDURES

Laboratory personnel must constantly be aware of the potential that they have of spreading and contracting infectious diseases. Adherence to strict infection control procedures helps to prevent contracting infectious diseases in the laboratory environment. The following procedures are designed to help prevent the spread of infectious diseases and employs the concept of "BODY FLUID ISOLATION". This concept treats every specimen as if it is infectious. Strict adherence to these procedures will help protect the laboratory worker as well as the patient.

---

### A. Disposal of Sharps

Sharps consist of needles, syringes with integral needles attached, razor blades, stylets, broken glassware, or other sharp cutting objects.

1. All sharps shall be discarded into the rigid walled sharps containers.
2. There shall be no recapping or cutting of needles or other sharps before disposal.
3. Syringes (without needles attached) may be placed in containers lined with autoclavable biohazard bags.
4. When the rigid walled sharps container is filled, it shall be sealed and placed in containers lined with autoclavable biohazard bags.
5. Broken glass shall be handled by mechanical means (never to be picked up directly with the hands) and discarded into containers that are designed to be puncture resistant.

### B. Specimen Collection

1. Specimens shall be collected with care in regards to the patient, student, and equipment.
2. Patient drawing area surfaces shall be cleaned with one percent sodium hypochlorite solution\* prior to performing any invasive procedure.
3. Gloves should be worn when collecting blood from any patient and shall be changed between patient contacts.
4. Good handwashing technique shall be performed between patient contacts.
5. Reusable items shall be washed well and/or chemically disinfected, sterilized, or properly disposed.

### C. Specimen Handling

1. All specimens are to be handled as if they are infectious.
2. Gloves shall be worn while handling specimen containers.
3. There shall be no pipetting by mouth at any time.
4. Specimen disposal
  - a. Serum, blood, or blood components:
    - i. Blood and its products may be flushed down a commode; or
    - ii. May be placed in containers lined with autoclavable biohazard bags.
  - b. Feces, urine, or other body fluids:
    - i. After exam, the specimen shall be flushed down the commode and the containers disposed of in containers lined with autoclavable biohazard bags; or
    - ii. May be placed in the containers lined with autoclavable biohazard bags.

**D. Decontamination of Reusable Items**

Reusable items, material, or apparatus is to be placed into a one percent sodium hypochlorite solution\* or soap solution for six hours prior to being cleaned for reuse.

**E. Disposal of Infectious Pathological, Surgical, or Biological Wastes**

All pathological, surgical, and autopsy material is to be placed in containers lined with autoclavable biohazard bags.

**F. Personnel**

1. Lab coats:
  - a. Shall be worn and buttoned at all times when working in the Laboratory area.
  - b. Shall be removed before leaving the Laboratory area.
  - c. Shall be changed and cleaned when soiled.
2. Gloves shall be worn at all times while working in the Laboratory.
3. Safety glasses, goggles, or face shield shall be worn at all times while performing any task that has risk of splashing liquid (biological or chemical) into the eyes.
4. Contact lenses should not be worn while working in the Laboratory.
5. No eating, drinking, or smoking shall be allowed in the Laboratory work area at any time.
6. Good handwashing technique shall be performed immediately prior to beginning work, after removal of gloves, any time the hands/gloves become soiled and upon leaving the laboratory area.
7. Visitors are not allowed in the laboratory area.

**G. Environment**

1. All spills and breakage involving infectious material shall be cleaned immediately with a one percent sodium hypochlorite solution\*
  - a. Liberally apply bleach solution.
  - b. Cover with paper towels and leave for five minutes.
  - c. Using gloves, wipe up area.
  - d. Reapply bleach solution, wipe, and allow to air dry.
2. If a significantly large spill occurs, cover with paper towels to try and contain and minimize the spill. Notify instructor immediately.
3. Each student is responsible for cleaning the work surfaces and equipment of the area in which they are working prior to beginning work, any time surfaces or equipment are visibly soiled, and upon completion of work with a one percent sodium hypochlorite solution\*.

\* Grocery store bleach is 5.25% sodium hypochlorite. To make a 1% solution (10,000ppm sodium hypochlorite) prepare a 1:5 dilution of bleach by mixing one part bleach and four parts water.

## **MLT PATIENT CONFIDENTIALITY (HIPAA) POLICY**

During the process of training, a variety of patient information will be disclosed to the MLT Student. This will be done solely for the purpose of enhancing the MLT students' knowledge and understanding of disease processes and correlating that information with disease processes. Furthermore, it will be shared with the MLT Student only on a "Need-To-Know" basis as it applies to laboratory support of patient care. It is understood by the MLT student that this information is shared with them in the strictest of confidence.

The MLT student will adhere to the above statements as well as the Health Insurance Portability Accountability Act (HIPAA) Policies of all Hospital Affiliates. Any violations of HIPAA regulations by the MLT student beyond the context of enhancing knowledge and understanding in a professional manner will result in immediate disciplinary actions up to and including dismissal from the MLT Program. The MLT student may also be subject to actions brought against them by the patient for any breach of confidence as allowed by state and federal laws without support from Mid-Plains Community College.

Guidelines for avoiding violation of HIPAA regulation:

1. Do not discuss any patient information unless it has direct application to the material being studied.
2. Familiarize yourself with the Hospital Affiliate policy concerning Patient Confidentiality. Discuss it with the Lab Supervisor until you have a thorough understanding of the policy and how to avoid violation of their policy.
3. Avoid those laboratory employees who tend to discuss patient information out of context of patient care or in public areas. Report this behavior to the Department Head, Lab Supervisor, or MPCC instructors as appropriate.
4. Do not provide patient information to anyone except supervisors or as instructed by supervisors. Not even the patient, their spouse, children, parents, etc.
5. Refer to a patient as "the patient" and not by name.
6. Treat all patient information as if it were your own

## **MLT SOCIAL MEDIA POLICY**

Policy: Students are personally responsible for the content they publish on blogs, wikis social networks, forum boards, or any other form of user-generated media. Remember that all content contributed on all platforms becomes searchable and can be immediately shared. This content leaves the contributing individual's control forever and may be traced back to the individual after long periods of time. Examples include but are not limited to the following: YouTube, Facebook, iTunes, LinkedIn, Instagram, Snap Chat, Twitter, Blogs, etc.

1. Standards of professionalism are the same online as in any other circumstances.
2. Do not share or post information or photos gained through the patient contact.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients is discouraged.
4. Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Students will adhere to social media policies for all affiliated agencies.
7. Promptly report a breach of confidentiality or privacy.
8. Inappropriate use may be reported to the Board of Certification for possible disciplinary action.
9. Blogs or other postings should not contain information that in any manner violates any federal, state, or local laws, including the Health Insurance Portability and Accountability Act (HIPAA), the Health Information for Technology and Clinical Health Act (HITECH), any discrimination or harassment laws, privacy laws, laws concerning the intentional or negligent infliction of emotional distress or defamation laws.

Conclusion: Violation of any of the above items may result in probation or dismissal from the nursing program.

## **MLT CLINICAL WAITING LIST PROCEDURE**

Should the number of students ready for Clinical Training exceed the number of available Clinical Training sites a waiting list will be put into place. Students will be ranked in order of grade point average and placed into the available Clinical Training sites. Those students remaining will be placed in the first available Clinical Site as one becomes available.

## MLT CLINICAL PRACTICUM UNDERSTANDING

Clinical Practicums are conducted in Hospital laboratories affiliated with the program for a period of 18 weeks (5 of these 18 weeks may be in North Platte). Upon application to the MLT program I agreed to accept clinical rotation assignment at any of the Mid-Plains Community College MLT Clinical Affiliates. I understand that I must be prepared to travel and/or find lodging at my own expense to attend clinical practicum experience.

I also understand that each clinical affiliate accepts only one student during each training cycle. Every effort is made to accommodate each students choice of clinical site assignment but cannot be guaranteed. Distance and availability of lodging is not a consideration when determining clinical site placement. Final clinical site placement is made by one of the following two means:

- Agreement between classmates for site choices
- If no agreement can be reached, the Program Director will assign student sites (date of enrollment, GPA, attendance).

Fourth Semester		
MEDT-2720*	Clinical Hematology Practicum	4
MEDT-2730*	Clinical Chemistry Practicum	4
MEDT-2740*	Clinical Microbiology Practicum	4
MEDT-2750*	Clinical Blood Bank Practicum	4
MEDT-2760*	Clinical Urinalysis Practicum	1
MEDT-2770*	Clinical Special Studies Practicum	1
	<b>Total:</b>	<b>18</b>

## MLT CAREER UNDERSTANDING

I understand that medical laboratory technicians examine, analyze, and perform general tests in all laboratory areas on blood, urine, feces, and other body fluids:

- **Chemistry:** the chemical analysis of blood and body fluids
- **Hematology:** the study of the cellular components of blood and the mechanisms of hemostasis (blood clotting)
- **Immunology:** the detection, measurement, and identification of antigens or antibodies produced by the immune system in response to the introduction of a "non-self" substance
- **Microbiology:** the culture, identification, and susceptibility testing of agents of infectious disease (viruses, parasites, bacteria, and fungi) by traditional biochemical techniques and molecular methods
- **Phlebotomy:** the collection and preparation of patient blood samples for laboratory testing
- **Blood Banking:** the science and technology used to prepare blood products and determine suitability of blood products for transfusion
- **Urinalysis:** the analysis of urine for cells, casts, protein, cholesterol, and glucose to aid in the diagnosis and treatment of kidney disease, diabetes, urinary tract infections, stone formation and other diseases

Reviewed/Revised: November 2019

## MLT STUDENT CONSENT FOR INVASIVE PROCEDURE

For effective phlebotomy (blood collection) training it is necessary for students to voluntarily serve as patients. In other words, enrollment in this program also includes informed consent for another student to collect blood samples via venipuncture and/or fingerstick technique. These procedures are considered invasive procedures and not risk free and bloodborne complications could possibly arise. The instructional program includes carefully planned instructional communication to minimize these risks associated with blood collection. Thus, your participation in this program includes your informed consent to have blood collected via venipuncture and/or fingerstick technique and that you hereby release Mid-Plains Community College, the Program, Program faculty, or any clinical site affiliate from liability of any complications that may arise from these procedures.

### **MLT SERVICE WORK POLICY**

Policy: Students shall not be scheduled by the Affiliate to replace staffing needs (NAACLS standard). Patient phlebotomy, testing and reporting of results by students outside of regular scheduled academic hours shall be non-compulsory and should be paid. Employment arrangements shall be between the Affiliate and the student and in no way connected with training arrangements.

### **MLT TEACH OUT POLICY**

Policy: In the event the Medical Laboratory Technician Program at Mid-Plains Community College would permanently close, all students currently enrolled in program courses or in the process of completing the program would be allowed to complete the necessary courses to finish his/her degree. The program director would not accept any new students into the program.

In the event of a temporary closure of the Medical Laboratory Technician Program at Mid-Plains Community, the plan will prioritize ensuring students graduate on time while maintaining the safety of both students and patients. Clear and timely communication will inform students, faculty, and clinical affiliates about the closure and its expected duration. Didactic components of the curriculum will transition to online platforms to allow students to continue their academic progress. For clinical rotations, partnerships with clinical affiliates will facilitate the rescheduling of experiences or the arrangement of temporary placements at alternative sites. Upon reopening, flexible scheduling and supplemental lab practice sessions will be offered to ensure all required competencies are met without compromising educational quality or patient safety. Regular updates will be provided to maintain transparency, with particular attention given to supporting graduating students to prevent delays in their certification and career advancement.

### **MLT NON-CONTINGENCY POLICY**

Policy: It is the policy of the Mid-Plains Community College Medical Laboratory Technician Program that the granting of an Associate Degree by the College by any student who successfully completes the prescribed course of study is not contingent upon the student passing any type of external certification or licensure exam.

Upon graduation from the MPCC MLT Associate Degree Program, the student is eligible (but not required by MPCC) to take the American Society of Clinical Pathology (ASCP) Board of Registry examination. However, some hospitals and other employers may require certification. Upon successful completion of the ASCP registry examination, the student is a registered medical laboratory technician and may place MLT (ASCP) after his/her name. It is not a requirement of graduation from the MLT program to pass the certification examinations. The ASCP registration is recognized in all states of the United States. Even though recognized by all states, some may require successful completion of a state licensure examination in order to work in that state.



**MLT STUDENT SIGNATURE PAGE**

Please read each statement below. INITIAL each statement in the space indicated to signify your understanding and agreement to abide by the policies and procedures in this MLT Student Handbook. Print your name, sign and date in the space below.

1. \_\_\_\_ 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 for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action.
2. \_\_\_\_ I have been informed regarding the inherent health/safety hazards in the health care field and release Mid-Plains Community College from any liability for such hazards.
3. \_\_\_\_ I have read, understand, and agree to have blood collected via venipuncture and/or fingerstick technique and that you hereby release Mid-Plains Community College, the Program, Program faculty, or any clinical site affiliate from liability of any complications that may arise from these procedures.
4. \_\_\_\_ 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 admission background check has been completed.
5. \_\_\_\_ I have read and understand that Mid-Plains Community College complies with the Family Education Rights and Privacy Act.
6. \_\_\_\_ I understand the MLT Program Career Understanding statement.
7. \_\_\_\_ I have read, understand, and agree to comply with the MLT Program Clinical Training Waiting List Policy.
8. \_\_\_\_ I have read and understand the Clinical Practicum Understanding policy on how clinical practicum site placement is determined.
9. \_\_\_\_ I have read, understand, and agree to comply with the MLT Program Social Media Policy.
10. \_\_\_\_ I have read, understand, and agree to comply with the MLT Program Substance Abuse Policy. I further agree to provide samples of my blood, urine, breath or any other appropriate sample for the purpose of testing to detect the presence of alcohol or drugs. I authorize the disclosure of test results to the appropriate Health Occupations Program Coordinator/Director or their designee. I am aware that the results of these tests may be subsequently used for discipline purposes, including dismissal.
11. \_\_\_\_ I understand that the MLT Program utilizes student affective behavior evaluations as defined in the MLT Program Student Handbook and how they are used to assess my performance in the MLT Program.
12. \_\_\_\_ I have read, understand, and agree to comply with the MLT Program Self Reporting Policy.
13. \_\_\_\_ I grant authority to the MLT Program to use my portrait/likeness, biological, educational, and any other information provided by me for all purposes related to the creation, development, and maintenance of all MLT Program Internet web pages. This

authority is granted without charge. I understand that the MLT Program is not responsible for any unauthorized uses by unauthorized parties of the information or images provided.

14. \_\_\_ I have read, understand, and agree to comply with the MLT Program Patient Confidentiality Policy (Health Insurance Portability Accountability Act - HIPAA).
15. \_\_\_ I have read, understand, and agree to comply with the MLT Program Academic Integrity Policy.
16. \_\_\_ I have read, understand, and agree that I currently meet the Essential Functions as written. If at any time I cannot meet the Essential Functions, I understand that my eligibility in the Medical Laboratory Technician program will be reviewed.
17. \_\_\_ I have read and understand the Medical Laboratory Technician program Service Work Policy.
18. \_\_\_ I have read and understand the Medical Laboratory Technician program Teach Out Policy.
19. \_\_\_ I have read and understand the Medical Laboratory Technician program Non-Contingency Policy.
20. \_\_\_ I have do hereby acknowledge that I have received a copy of the current MLT Program Student Handbook. I have read and understand the contents therein agree to abide by the stipulations set forth in the MLT Student Handbook while I am a student in the program.

I understand that the above policies and statements are a part of the MLT Student Handbook and by my signature below, agree to comply with them. Furthermore, I will agree to and will comply with the course requirements as listed in each course Syllabus and Student Policies of the MLT Program.

---

Printed Name

---

Date

---

Student Signature