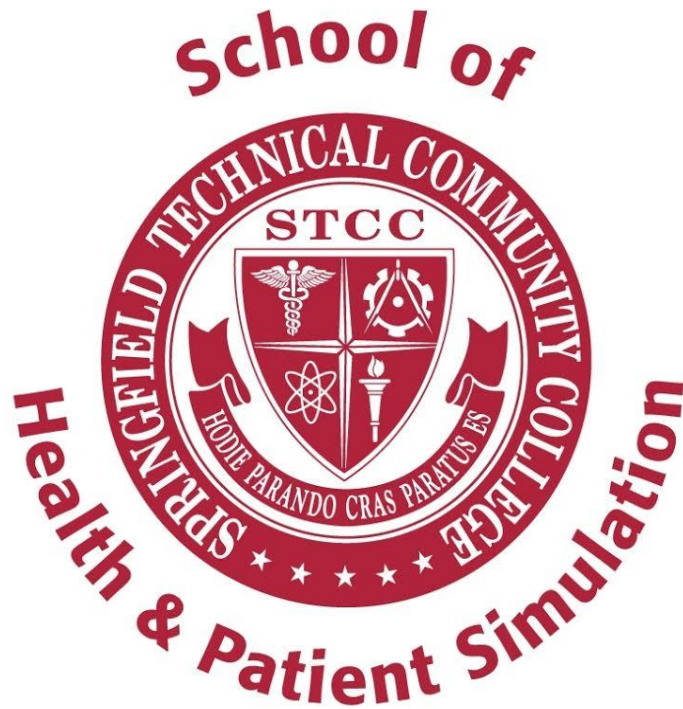


Springfield Technical Community College
School of Health & Patient Simulation



Medical Laboratory Technician Program
Policies & Procedures
Handbook
2022-23

**STCC Clinical Laboratory Science Department
Medical Laboratory Technician Program
Policies and Procedures Handbook 2022-23
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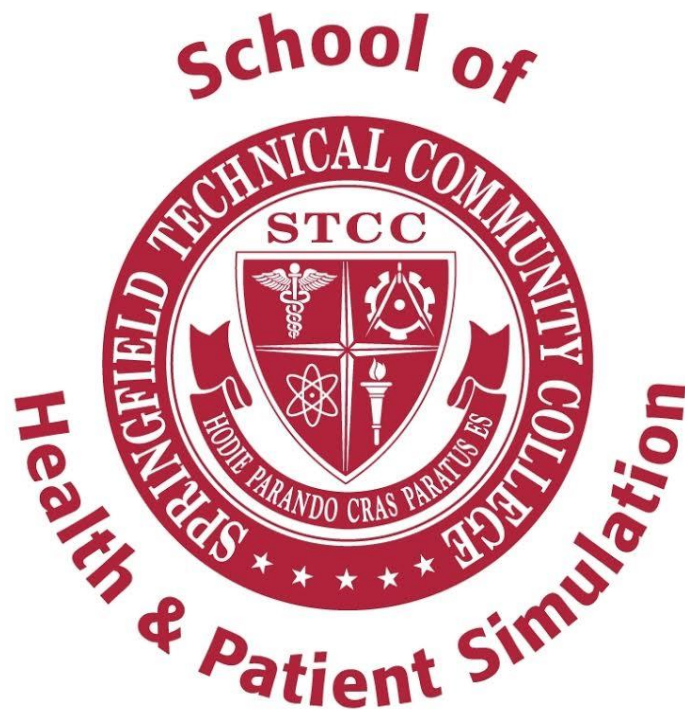
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Note: This handbook is intended as a resource for students in the Medical Laboratory Technician Program at Springfield Technical Community College. The policies described herein are subject to change contingent on changes in STCC college policies, change in health practice standards and regulations (national and/or state), or by action of the faculty and/or the Dean of the School of Health & Patient Simulation. College policies may be found in the college catalog published annually, in print and on the college website (www.stcc.edu).

Medical Laboratory Technician Program



Section #1

Program Overview

Welcome to the STCC Medical Laboratory Technician (MLT) Program. Students in this program receive instruction and training to become safe and effective practitioner of laboratory testing working in medical, clinical, research and public health laboratories. The major responsibility for learning rests with you, the student. Along this journey, you will receive assistance and guidance from instructors and staff who are eager to work with you as you progress toward your goal. This handbook is a guide to the policies, procedures and standards applicable throughout the MLT program and complements the information in the STCC College catalog. If you additional questions, do not hesitate to ask the Program Director/Department Chair or other Department faculty or staff for additional information or clarification.

After reading the Medical Laboratory Technician Program Policies and Procedures Handbook, **please sign and submit (1) the Student Policies and Procedures Agreement and (2) the Phlebotomy Consent Form, found in Section #6 prior to the start of classes.** Your signature on these documents indicates that you have read, understand, and agree to abide by the guidelines presented here. A copy of the signature form is kept in your student folder.

1A. Program Description

The Medical Laboratory Technician Program is twenty-two (22) months in length and includes four (4) semesters of didactic work in addition to a twenty-four (24) week clinical practicum at an approved affiliate. The program's curriculum focuses on three major areas learning domains: cognitive (knowledge), psychomotor (skills) and affective (behavior). Upon successful completion of the program, graduates are awarded an Associate of Science Degree in Clinical Laboratory Science and are eligible for national certification as a Medical Laboratory Technician.

1B. Accreditation

The Clinical Laboratory Science Department at Springfield Technical Community College offers a two-year Medical Laboratory Technician Associate degree program which is currently accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). For inquiries, please contact NAACLS at: NAACLS, 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119, 773.714.8880 773.714.8886 (FAX), info@naacls.org , <http://www.naacls.org>

1C. Program Mission Statement

Springfield Technical Community College's Medical Laboratory Technician Program strives to provide students with a high quality education in General Education and Clinical Laboratory Science subjects, focusing on laboratory and phlebotomy skills at a level appropriate to meet the standards as set forth by the National Accrediting Agency for Clinical Laboratory Science (NAACLS).

1D. Program Objectives

The Medical Laboratory Technician Program design provides a quality education to the student, facilitating the attainment of entry level of proficiency and competence required in the modern Clinical laboratory. The program's design prepares students to enter the workforce as competent entry-level Medical Laboratory Technicians. To that end, the programs strives to:

- Deliver a high quality, effective academic and clinical education in Clinical Laboratory Science subjects.
- Ensure that, upon program completion, students have sufficient knowledge and skills to be competent at the career entry-level and successfully prepare them for employment.
- Instill in students the importance of safety, honesty, integrity, ethical behavior and professionalism in the workplace.
- Cultivate knowledge and communication skills in students that provide for effective and professional interactions with patients, peers, fellow employees, and other health care providers in their role as a laboratory professional.

1E. Course Sequence & Plan of Study

Semester 1		
Course #	Course Title	Credits
MLT-110	Intro to Clinical Lab	3 credits
MLT-110L	Lab: Intro to Clinical Lab	1 credit
MLT-112	Medical Laboratory Safety (7 Weeks)	1 credits
CMP-106	Computer Basics: Concepts & Applications	3 credits
ENG-101	English Composition 1	3 credits
CHM-101	Survey of Chemistry 1	3 credits
CHM-101L	Lab: Survey of Chemistry 1	1 credits
BIO-231	Anatomy & Physiology 1	3 credits
BIO-231L	Lab: Anatomy & Physiology 1	1 credits
Total:		19 credits
Semester 2		
Course #	Course Number	Course Number
MLT-118	Phlebotomy & Specimen Handling (7 weeks)	1 credit
MLT-118L	Phlebotomy & Specimen Handling Lab (7 weeks)	1 credit
MLT-120	Urinalysis and Body Fluids (7 weeks)	1 credit
MLT-120L	Lab: Urinalysis and Body Fluids (7 weeks)	1 credit
MLT-124	Medical Microbiology I	3 credits
MLT-124L	Lab: Medical Microbiology I	1 credit
MLT-126	Hematology & Coagulation	3 credits
MLT-126L	Lab: Hematology & Coagulation	1 credit
MAT-115	Statistics	3 credits
ENG-102	Composition 2: Intro to Literature	3 credits
BIO-232	Anatomy & Physiology 2	3 credits
BIO-232L	Lab: Anatomy & Physiology 2	1 credit
Total:		22 credits
Semester 3		
Course #	Course Number	Course Number
MLT-212	Clinical Chemistry	3 credits
MLT-212L	Lab: Clinical Chemistry	1 credit
MLT-214	Medical Microbiology II	3 credits
MLT-214L	Lab: Medical Microbiology II	1 credit
MLT-216	Immunology & Immunohematology	3 credits
MLT-216L	Lab: Immunology & Immunohematology	1 credit
Total:		12 credits
Semester 3I (Intersession)		
Course #	Course Number	Course Number
MLT-220	Clinical Practicum 1 (2 Weeks)	1 credit
Total:		1 credit
Semester 4		
Course #	Course Number	Course Number
MLT-221	Clinical Practicum 2	6 credits
MLT-240	Clinical Laboratory Seminar	2 credits
EL-SOC	General Behavioral/Social Science Elective	3 credits
Total:		11 credits
Semester 4S(Summer)		
Course #	Course Number	Course Number
MLT-222	Clinical Practicum 3 (7 Weeks)	3 credits
Total:		3 credits

1F. Course Descriptions

Medical Laboratory Specific Courses		
MLT-110 & 110L	Introduction to Clinical Laboratory Science	4 credits
An overview and introduction to laboratory safety and basic skills as used in specimen processing and laboratory information systems, urinalysis, hematology, chemistry, immunology, immunohematology, and microbiology and phlebotomy. Universal precautions and proper procedures in regard to specimen processing will be taught to the student. Laboratory mathematics, quality control, and the proper use of instrumentation will be presented as used in the clinical laboratory, physician's office laboratory, and laboratory science areas. Three lecture and three lab hours. Coreq: MLT-112		
MLT-112	Medical Laboratory Safety (7 Weeks)	1 credit
This course introduces allied health students to medical safety rules and OSHA guidelines. Strict observances of these rules and practices is essential in the medical field. An understanding and implementation of these rules are necessary before beginning work in the clinical laboratory, phlebotomy, and related work areas. This course will make the student aware of the hazards he or she will encounter, how to successfully prepare for an inspection. Recommended for all allied health students, and required for Clinical Laboratory Science students. Corequisite(s): MLT-110 & 110L		
MLT-118 & 118L	Phlebotomy & Specimen Handling (7 weeks)	2 credits
An overview and introduction of basic skills as used in specimen handling and phlebotomy. This course is designed to prepare an individual to perform venipuncture and capillary puncture in order to obtain blood specimens for diagnostic procedures. The course will include anatomy and physiology of the circulatory system, safety considerations, confidentiality, communication, quality control, collection, transport and processing of all specimens types received in the clinical laboratory. Prerequisite(s): MLT-110/110L, MLT-112		
MLT-120 & 120L	Urinalysis and Body Fluids (7 weeks)	2 credits
This course is designed to provide students with an introduction to basic theories, principle and techniques as applied to the medical laboratory area of urinalysis and body. Major topics covered include: renal physiology and disease, physical examination of urine and body fluids, chemical examination of urine and body fluids, microscopic examination of urine and body fluids, collection of urine and body fluids, fecal examination, basic correlation of laboratory result with disease states and quality control. Prerequisite(s): MLT-110/110L, MLT-112		
MLT-124 & 124L	Medical Microbiology I	4 credits
This course is an introduction to clinical microbiology laboratory and the routine medically significant organisms. The course will include the principal characteristics and procedures used in clinical microbiology to identify normal flora and medically significant bacteria. The laboratory identification of the organism is based on morphological, cultural, and biochemical characteristics. Additional topics will include safety in the microbiology lab, quality control, and antimicrobial sensitivity testing. Prerequisite(s): MLT-110/110L, MLT-112		
MLT-126 & 126L	Hematology & Coagulation	4 credits
The study of blood in health and disease to include genetics, the origin, development and function of human blood cells, and a review of the vascular and coagulation systems. Normal and abnormal findings will be studied through manual and automated procedures. Specific topics include: CBC and coagulation profile, normal values, quality control, and blood disorders. Prerequisite(s): MLT-110/110L, MLT-112		
MLT-212 & 212L	Clinical Chemistry	4 credits
This course is designed to acquaint the student with the theory and function of the clinical chemistry laboratory. Course of study includes analysis of blood and body fluid in routine and emergency testing in the clinical lab. The theory of manual testing as it is applied to automated procedures, interpretation and analysis of test results and how these correlate to the patient's clinical diagnosis will be stressed. Prerequisite(s): MLT-118, MLT-120, MLT-124, MLT-126		
MLT-214 & 214L	Medical Microbiology II	4 credits
This course is a continuation of Medical Microbiology 1. The organisms that will be studied are those that require specialized techniques in collection, and biochemical and serological identification. These pathogens include anaerobic bacteria, specialized gram negative organisms, parasites, viruses, and fungi that are medically significant to man. Case studies relating to these organisms and other medically significant organisms and the diseases they cause will be studied. The use of automation and new technologies for identification will be included. Prerequisite(s): MLT-118, 120, 124, 126		
MLT-216 & 216L	Immunology & Immunohematology	4 credits
The first part of this course will focus on the study of the nature of the immune system. Topics include the nature of immunity, antigens, and the immune response. This is the fastest-growing and a very high technology area. Serological procedures will be presented and their diagnostic significance will be emphasized. Discussions include monoclonal antibodies and EIA detection procedures used in microbial and/or immune disorders. The second portion of the course will focus on red blood cell immunology as it relates to ABO/RH, typing procedures, compatibility testing, and antibody detection and identification techniques will be presented and the clinical significance of each will be identified. Blood donors, component preparation, and transfusion practices will be reviewed, in addition to recordkeeping and quality control procedures. Prerequisite(s): MLT-118, MLT-120, MLT-124, MLT-126		

MLT-220	Clinical Practicum 1 (2 Weeks)	1 credits
Supervised clinical experience is performed in an affiliated laboratory under the supervision of a qualified medical technologist and pathologist. The rotation schedule provides experience in the following departments: Immunohematology, Chemistry, Hematology, Microbiology, Immunology, Phlebotomy, and Urinalysis. Prerequisite(s): MLT-212, 214, 216		
MLT-221	Clinical Practicum 2 (15 Weeks)	6 credits
Continuation of MLT-220 Prerequisite(s): MLT-220		
MLT-222	Clinical Practicum 3 (7 Weeks)	3 credits
Continuation of MLT-220 & 221 Prerequisite(s): MLT-220 & 221		
MLT-240	Clinical Laboratory Seminar	2 credits
This seminar course will emphasize the application of theory to practice in the clinical setting. Discussions of shared student experiences will include professionalism, patient interaction, case studies to foster critical thinking, and certification review. This course will meet simultaneously with MLT-221. Prerequisite(s): MLT-220, Corequisite(s): MLT-221		
General Education Courses		
CMP-106	Computer Basics: Concepts & Applications	3 credits
This course covers the most important computer literacy topics including a fundamental understanding of computer hardware (input, output, processing, and storage), and software (systems, applications, and productivity); using operating systems and common program functions; a practical study of the Internet (e-mail, Internet search techniques; resource evaluation and citations); a practical study of common productivity software (word processing, spreadsheet, database, and presentation); and an understanding of the implications and effects of computers in our social order. Coreq: OIT-100		
ENG-101	English Composition 1	3 credits
The objective of this course is to improve the student's ability to communicate effectively in writing. Areas covered will include basic writing patterns and effective construction of paragraphs and essays. In addition, students will be introduced to summary, quotation, paraphrase, and documentation of outside material. Some students who have not met the prerequisites for ENG-101 may be eligible to take the course as part of an Open English learning community. Prerequisite(s): DRG-091 and DWT-099 (min. grade of C-) or placement at higher level on the reading placement test.		
ENG-102	Composition 2: Intro to Literature	3 credits
In this course, students will continue to build upon the critical thinking and writing skills developed in English Composition 1. English Composition 2 is designed to help students deepen their understanding of written texts while improving their writing and research skills. The objective of this course is to strengthen the academic writing skills necessary for the integration and appropriate documentation of readings from literature and/or other academic disciplines. Close reading, class discussions, written assignments (in a variety of rhetorical modes), and the demonstration of research skills (using primary and secondary sources) are required for the successful completion of this course. Prerequisite(s): ENG-101/ENG-101H (min. grade of C-).		
MAT-115	Statistics	3 credits
Descriptive methods of collecting, organizing, analyzing, and presenting categorical and numerical data. Elementary probability theory, estimation, and hypothesis testing. This course is transferable to four-year colleges. Prerequisite(s): MAT-083- Intro. Alg. 1, MAT-087- Algebra 1/placement MAT-091- Intro Alg 2 or higher (min. grade C-).		
CHM-101/101L	Survey of Chemistry 1	3 credits
This course can satisfy the science requirement for non-science majors. A survey of topics in inorganic chemistry including: problem solving strategies with emphasis in the use of dimensional analysis (conversion factors); atomic and molecular structure; periodic properties; stoichiometry; gas laws; acid-base behavior; solutions; nomenclature; chemical bonding; Lewis structures. Three one-hour lectures and one three-hour lab per week. Prerequisite(s): MAT-083, MAT 089 or MAT-087 (minimum grade of C-), or place at MAT-097 or higher.		
BIO-231/231L	Anatomy & Physiology 1	3 credits
A comprehensive study of the structure and function of the human body, to serve as a background for the application of scientific principles in both everyday life and the work of various health disciplines. Laboratory practice includes the study of tissues by using microscopic examinations and the dissection of animal specimens, along with physiological experimentation. Units covered are concerned with general introductory material, the skeleton, muscles and the nervous system. Prerequisite(s): DRG 092 or DWT 099 or placement at college-level English or Reading. BIO 101 or BIO 201 (minimum grade of C+) or MAT 097 (min. grade of C-).		
BIO-232/232L	Anatomy & Physiology 2	3 credits
A continuation of Anatomy & Physiology 1 concentrating on circulatory, respiratory, digestive, urinary, endocrine, and reproductive systems. Laboratory sessions are included. Emphasis is placed on association, correlation, critical thinking and overview of the body as a whole. Prerequisite(s): BIO-231 (minimum grade C-)		
EL-SOC	General Behavioral/Social Science Elective	3 credits

1G. Health Risk and Exposure/Phlebotomy Participation

While enrolled in the Medical Laboratory Technician Program, students will be exposed to biological specimens and blood or blood products, which are potentially infectious. Although training in and enforcement of all local, state and federal safety practices are practiced, there still exists right of accidental exposure in the student laboratory and at clinical externship sites. Because of risk of exposure, all students are informed of the risk and are required to have the appropriate immunization prior to enrollment in the MLT program and maintain up to date immunization throughout the course.

Additionally, students in the Medical Laboratory Technician Program are expected to participate in the phlebotomy activities listed below on multiple occasions. These activities will be required only after the students has successfully completed the basic technique checklist and under supervision of an instructor:

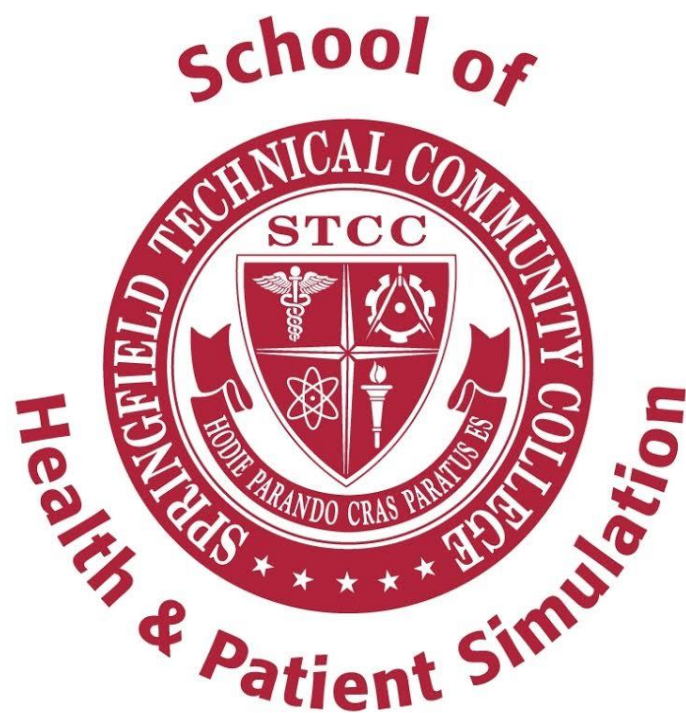
- Performing phlebotomy on other students using appropriate technique
- Performing capillary sticks on other students using appropriate technique
- Allowing other students to perform phlebotomy on me using appropriate technique.
- Allowing other students to perform capillary sticks on me using appropriate technique.

When performing these types of invasive procedures, there are rare but real risks associated with venipuncture or dermal puncture, including, but not limited to, bruising, infection and potential damage to surrounding tissue. If a student has any condition, such very small veins or scarred veins, that are determined to be a risk to the student by a faculty member, the student may be exempt from phlebotomy procedures being performed on the student. Documentation of medical conditions (chronic diseases, etc.) will be required for exemption of participation in student phlebotomy.

1H. Program Faculty/Staff

Faculty/Staff	Position	Phone Number
Susan A. Schneider, M.Ed., MLS (ASCP) ^{CM}	Department Chair, Program Director, Professor	413-755-4846
Carolyn Kozlak, M.Ed., MLS (ASCP) ^{CM}	Professor	413-755-5162
Lindsey Snow, BS MLT(ASCP) ^{CM} , MT (AMT)	Instructor	413-755-4998
Lorraine Mclver MLT(ASCP) ^{CM}	Laboratory Coordinator	413-755-4998
Christopher Scott M.Ed. NRP CHSE	Dean, School of Health & Patient Simulation	413-755-4840
Jonathan Miller, P.A.	Director, Health Services	413-755-4230
Jose Rivera	Health & Safety Officer	413-755-4200

Medical Laboratory Technician Program



Section #2

College Policies

2A. Acceptable Conduct

1. Students must conduct themselves in the appropriate manner as stated in the STCC Student Code of Conduct located on the STCC college website at: [Student Conduct Statements and Policies](#)

In accordance with this policies student are required not participate in the following:

- Cheating
 - Plagiarism
 - Excessive absenteeism
 - Constant tardiness
 - Disruptive behaviors
 - Gambling
 - Immoral conduct
 - Use of inappropriate language
 - Excessive use of alcohol
 - Illegal use, possession or sale of drugs
2. Students will conduct themselves in compliance with the policies and objectives outlined in the Medical Laboratory Technician Policies and Procedures Manual including, but not limited to:
 - Compliance with the program Attendance and Tardiness Policies.
 - Compliance all college and hospital safety, confidentiality and general policies, rules, and regulations.
 - Demonstrating honesty, integrity, strong work practices and good ethical behavior in all aspects of the MLT program.
 - Professional behavior when interacting with fellow students, faculty, and staff of the School of Health and Simulation and the College and patients, staff, and clinical faculty at the clinical sites.
 - Adhering to the program Dress Code.
 3. Students will adhere to all policies outlined verbally or in writing by the Medical Laboratory Technician on-campus and clinical faculty while enrolled in a Medical Laboratory Technician program.

2B. Background Check

College programs involving potentially unsupervised contact with children, the disabled, or the elderly, including fieldwork (a clinical affiliation, internship, Practicum, or field placement) with a private or public healthcare provider or daycare provider, will be required to undergo state-wide and/or national criminal background checks, including but not limited to: Massachusetts Criminal Offender Record Information (CORI) and Sex Offender Record Information (SORI), Seven (7) year residential Search, and FBI Fingerprinting checks. The purpose of the background check is to ensure a safe and protective environment for all clients, particularly members of vulnerable populations. Students choosing not to consent to the required background checks will be ineligible to participate in fieldwork involving vulnerable populations. Further information and forms can be found on the college website at this link: [Criminal Offenders Record Check](#).

Based upon the results of the background checks, a student may be deemed ineligible to participate in academic or clinical activities, which may impact a student's ability to successfully complete program requirements. Background checks are reviewed by the College's CORI Board. The CORI Board determines eligibility to participate in academic and/or clinical activities. Students have the right to appeal the determination of the CORI Board by filing a written appeal with the Vice President of Student Affairs within 10 business days of receiving the CORI Board's determination.

Furthermore, please be advised that eligibility to participate in College academic and/or clinical activities following a background check does not guarantee eligibility to sit for a professional credentialing examination(s) or for employment upon program completion. It is the student's responsibility to contact the certification or licensure board for a particular healthcare or other service profession to determine the standards that must be met for credentialing, licensing and/or employment in that field.

2C. Drug Screening and Policy

The School of Health & Patient Simulation is committed to providing high quality education and excellent clinical experiences to students in the health professions. Students are expected to perform at their highest functional level during all educational and clinical experiences in order to maximize the learning environment and ensure patient safety. Thus a student's performance at all times must be free of any impairment caused by prescription or non-prescribed drugs including alcohol, marijuana, and cannabis-derived products. Students enrolling in Health Professions programs are required to undergo and pass a drug screening analysis in order to be eligible for placement in a clinical facility. STCC student program fees cover the cost of this screening. Additional scheduled and random drug and/or alcohol screenings may be required depending upon clinical facility and/or program guidelines.

Students who are notified of a negative-dilute result will submit to an observed urine drug test within 24 hours of the previous test (or soonest appointment made available to STCC Health Compliance by the testing agency) in order to confirm the negative or positive finding status of the drug screening. If a student continues to receive a negative-dilute or inconclusive drug screening result, the subsequent drug test will be of the hair collection method until a conclusive negative or positive result is confirmed.

Students with a positive drug screening may challenge the results by filing a written appeal to the College's Director of Health Compliance within five (5) business days of notification of the test results. An appeal by a student who claims that the positive test was due to a prescription drug and was unable to clarify this matter with the medical review officer (MRO) from the drug testing lab shall include evidence from a health care provider of the type of prescription, dates of permissible use and dosage amounts. Students may be responsible to pay for additional drug screening conducted as part of an appeal. Students excluded from a program due to a positive screening, failure to submit appeal, denied appeal, or refusal to submit to a screening may re-apply for re-entry into a program after one year. Requests for re-admission will be considered on a case by case basis and in accordance with the program criteria.

2D. Health Requirements

All required forms are available on the college website with the specific requirements for the Clinical Laboratory Science Department located at this link: [CLS Health Records](#). The deadlines for record submission are set by the Dean of the School of Health and Patient Simulation. Records must be submitted on time. Failure to meet the requirements set above may result in removal from the program. Extensions to deadlines are granted in only certain situations (i.e. late admission to a program, in the midst of some vaccination series). Deadline requests must be made in writing to the Health and Wellness Center, using the Health Requirements Deadline Extension Request Form. All requests will be reviewed on a case by case basis. Submission of a deadline extension request does not guarantee an extension will be granted. Students may be excluded from fieldwork or clinical affiliations until requirements are met.

2E. Disability Services

"In compliance with Springfield Technical Community College's policy and equal access laws, disability-related accommodations are available. Students who desire such accommodations should provide documentation of a disability to register with the Office of Disability Services (ODS). Proper registration will enable ODS counselors to verify the disability and determine reasonable academic accommodations." Documentation can be sent:

Email: disability_services@stcc.edu

Fax: (413) 755-6323

Mail: STCC, Attn: Disability Services, One Armory Square, Springfield, MA 01105

For additional information please visit <https://www.stcc.edu/resources/academic-support/ods/register/> or contact ODS at 413-755-4785 or via email at disability_services@stcc.edu.

2F. Student Complaint/Appeal/Grievance Procedure

Address complaints related to a specific course within the program should be addressed with the faculty member conducting the course. If the student does not feel comfortable going to the course instructor or the instructor has not adequately responded to the complaint, the student may further the complaint to the Program Director or the Department Chairperson. If the student feels the Program Director/Department Chairperson's response does not fully address the issue, the student may further the complaint to the next highest administrative level (Dean of Health & Patient Simulation).

If a student has an appeal or grievance with the Department Chairperson/Program Director or any other instructor or employee not sufficiently addressed by the Program Director or the Dean, the student may use the college appeals process and grievance procedure located on the STCC website: [Student Grievance Procedure](#)

Students of the Clinical Laboratory Science programs can use this procedure for academic as well as non-academic grievances. The student has the right to appeal any clinical practicum evaluation findings within 10 working days from the date the student reviewed the evaluation with the Department Chairperson/Program Director. This process is in place to ensure due process and fair disposition.

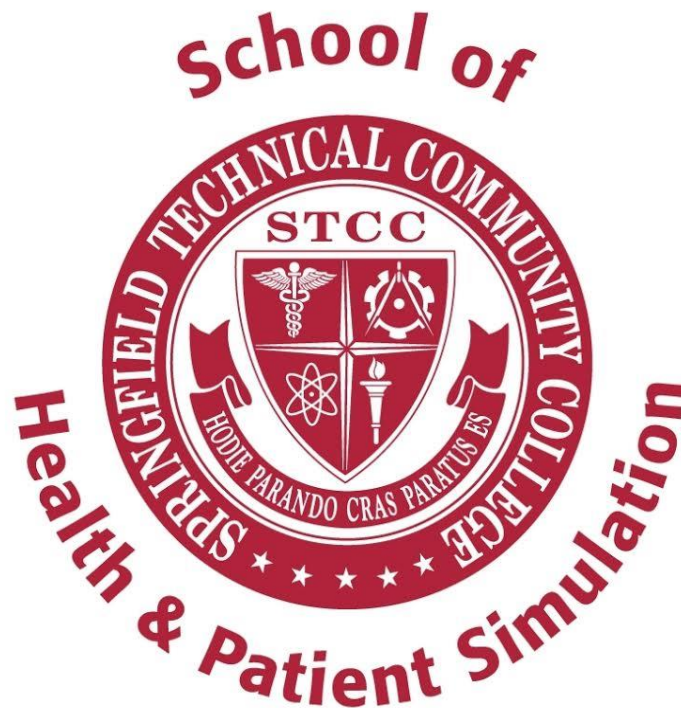
2G. FERPA- Student Information Privacy Policy

The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their academic records. In compliance with the law the College has established the policy is located on the STCC website at: [STUDENT RECORDS](#)

2H. Medical Liability Insurance

STCC secures a liability insurance policy at the beginning of year that provides coverage our students and faculty at clinical sites. The liability rider that covers faculty, students and advisors up to \$2m per incident and a total of \$4m for each of the facilities in which a signed clinical agreements exists. Students will be billed \$18.00 per clinical semester for liability coverage.

Medical Laboratory Technician Program



Section #3

Program General Requirements and Policies

3A. Program Enrollment and Completion

3Ai. Admission Requirements

1. At least 18 years of age within 3 weeks of the class start date.
2. Complete STCC College Application, with a request for the Medical Lab Technician Program.
3. Official High School Transcript, HiSet or GED
4. Math-HS Algebra 2 with C+ or higher or completion of MAT-097 or college level math with a C+ or higher, or placement exam score of MAT-101 or higher (MAT-100 nor MAT-115 do not qualify)
5. Biology-HS Biology with C+ or higher or college level Biology with a lab with a C+ or higher within 7 years.
6. Chemistry-HS Chemistry with a C+ or higher or college level Chemistry with a lab, with a C+ or higher within 7 years.
7. English-4 years of HS English with a C+ or higher or completion of ENG-101 with C+ or higher or placement exam score of ENG101.
8. Satisfactory report on a Criminal Offender Record Information (CORI)/Sex Offender Registry Information (SORI) check to be conducted by the College.
9. Satisfactory report on the National 7 year Criminal Background Check.
10. Satisfactory report on Drug and Alcohol Testing to be conducted by the College.
11. Submission of all required vaccination records.
12. Submission of the following completed forms:
 - a. Physical Examination Attestation Form
 - b. Authorization to Release Information to Externship Sites Form
 - c. Technical Standards Acknowledgement Sheet

Note: Transfer credits will be accepted for General Education courses only and will be considered on a case by case basis. For any science course to be considered, it must have been completed within 7 years of the student start date in the MLT program. All courses with the MLT prefix must be taken at STCC while enrolled in the MLT program.

3Aii. Clinical Admission Requirements

Clinical affiliates often have unique, specific requirements that must be met prior to an individual participating in clinical rotations or practicums or other learning experiences at that site. These requirements often exceed the requirements for entry into the Springfield Technical Community College Medical Laboratory Technician (MLT) program. Students will be informed of any unique or specific site requirements prior to the start of the clinical externship, rotation or practicum and with sufficient time to comply with all requirements.

If the student does not comply with or does not satisfy all the clinical site specific requirements, the clinical affiliate has the right to deny student participation in the clinical rotation or practicum even though the student has been fully admitted into the MLT program. For this reason, there is an expectation that students will meet not only the STCC MLT Program admission requirements but also meet the unique requirements of the clinical affiliate where they are assigned for clinical practicum.

3Aiii. Technical Standards for Admission and Retention

Technical Standards (Essential Functions) are the non-academic standards that a student must be able to master to participate successfully in the Medical Laboratory Technician program and become employable*. Examples of the program essential functions are provided in the appendices.

If you are not sure that you will be able to meet these essential functions, please consult with the Admissions Office for further information and to discuss your individual situation.

3Aiv. Phlebotomy Waiver

CLS Faculty offer students who have workplace experience in phlebotomy and specimen handling the opportunity to demonstrate their competency in the course areas by completing the lecture course final examination and laboratory practical examinations in advance of the MLT-118 and MLT-118L courses.

To qualify for the CLS department phlebotomy and specimen handling challenge exam, one of the following criteria must be met:

- Currently employed as a phlebotomist
- Current certification in phlebotomy from a nationally recognized, accredited certification provider
- Successfully completed an STCC phlebotomy course within the last 2 years (additional information may be required)

Challenge procedures:

- Must inform Department Chairperson and course instructor of the intent to take the challenge exam prior to by December 15th
- Must register and pay for MLT-118 and MLT-118L
- Must complete written final exam and laboratory practical exam on date mutually agreed upon date, prior to the start of Spring semester classes

Exam components:

- Written final exam to cover all lecture materials
- Practical exam to cover laboratory materials, including performance and assessment of the following according to standard operating procedures or department policies
 - Venipuncture
 - Capillary puncture
 - Specimen handling/ collection
 - Affective Behaviors

Grading schema:

- Written final exam - 65%
- Practical exam - 25%
- Affective behaviors - 10%

For students who choose this option and earn a grade of 73 or higher on each exam, they will be awarded their earned scores as their MLT-118 & 118L course grades and will not be required to participate and attend the MLT-118 and MLT-118L for the remainder of the semester. If the student chooses this option but does not earn a grade of 73 in each of the examinations, they will be required to complete the MLT-118 & MLT-118L course in entirety and receive their earned course grade at the end of the semester. This process is not a formal challenge exam but simply a courtesy offered by the CLS faculty and therefore course tuition reduction is not available.

3Av. Advising and Counseling

Each student will be assigned an academic advisor who will be a member of the CLS department faculty. Students must meet with their academic advisor during the Advising Period prior to registering for courses each semester. Meeting with the advisor will help the student avoid unnecessary course works and/or delays in completing the program. The Academic Advisor is also available during the semester to assist the student with academic related issues or any aspect of the Program. Advisors are available during posted office hour times or by appointment.

3Avi. Schedule and Holidays

Fall Semester 2022

First Day of Classes	Tuesday, September 7, 2022
Columbus Day	Monday, October 10, 2022
Veteran's Day	Friday, November 11, 2022
Thanksgiving Recess	Thursday-Saturday, November 24-25, 2022
Last Day of Classes	Friday, December 16, 2022
Final Exams	Mon.-Thurs. December 19-22, 2022

Winter Intersession 2023

Clinical Practicum	Monday, January 8- January 20, 2023
Martin Luther King Day	Monday, January 16, 2023 (No clinical affiliation)

Spring Semester 2023

First Day of Classes	Monday, January 23, 2023
President's Day	Monday, February 20, 2023
Semester Break	Monday-Saturday, March 13-18, 2023
Patriots Day	Monday, April 17, 2023
Last Day of Classes	Tuesday, May 9, 2023
Final Exams	May 11-16, 2023
Commencement	Thursday, June 1, 2023

Summer Semester 2022

Summer Session 1	June 5 – July 7, 2023
Summer Session 2	July 10 – August 10, 2023

3B. Program Student Expectations

3Bi. Ethics and Professional Expectations

Laboratory professionals abide by an ethical code set form by the American Society for Clinical Laboratory Science (ASCLS) in order to ensure quality, honesty, knowledge and integrity our professions. As a member of the laboratory team, phlebotomy technicians strive to meet and even exceed the principles and standard described in the code of ethics. The full ASCLS Code of Ethics is located in the appendices section.

3Bii. Affective Behaviors Objectives

The purpose of affective behavior objectives are to foster strong ethical behaviors and professionalism in all MLT students. The evaluation of affective behavior will be determined by direct observations made by the professors, instructors, and lab assistants during class sessions. Mid-term and final semester evaluations will be performed using the outlined Affective Behavior objectives, listed in the appendices, to assess course attainment levels. At each of these intervals, the student will meet with the instructor to review their performance of the objectives and discuss corrective actions. The information shared in these meetings will provide a means of encouraging positive work behaviors and identifying areas that require improvement.

3Biii. Safety Policies

Students are subject to and required to follow all Federal, State, Local and College policies regarding safety while in the student laboratory and at clinical sites while on clinical affiliation. Students must follow all of the below listed safety precautions while in the student on campus laboratory:

- No eating or drinking in the clinical laboratory.
- Personal protective equipment must be worn when handling biological or chemical substances including: Fluid resistant lab coats, Disposable gloves, Safety glasses or face shields
- Personal protective equipment must be removed before exiting the laboratory.
- All spills must be cleaned up immediately using appropriate procedures (Chemical or biohazardous spill kit).
- Follow the CLS Bloodborne Pathogen Exposure Incident Protocol (located in the appendices) involving exposure to biohazardous substances or requires immediate first aid.
- Clinical Sites: While on clinical affiliation students are subject to and required to follow all Federal, State, Local and Hospital policies regarding safety. If an accident should occur while at an affiliate site, seek immediate medical attention and report it to your direct supervisor. Incidents must be reported to the CLS Program Director (Professor Schneider and the Director of Health Services at STCC within 24 hours of the event.

Note: The student is responsible for any and all treatment expenses, baseline testing, and damage or loss associated with such injury that is not covered under the college's accident policy.

3Biv. Privacy and Confidentially/ HIPAA Policies

HIPAA, Health Insurance Portability and Accountability Act, is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by the program in any form, whether electronically, paper or oral, are kept confidential.

Students in the on campus laboratory and/or the clinical site must handle patient information in a manner in compliance with HIPAA as it relates to healthcare workers, by maintaining confidentiality regarding patient privacy and data security.

All patient medical and financial records, and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by students unless pertaining to his or her learning requirements. Under HIPAA regulations, healthcare workers/students can only discuss patient information if it is directly related to treatment, and even then, it must be limited to the minimum necessary disclosure of any patient information to for the immediate purpose. Discussion of confidential information must take place in private settings and only with those who have authorization to the information. Disclosure of the patient's confidential information or even their presence in any healthcare agency to family members or friends, or other parties who do not have a legitimate need to know may violate confidentiality. Any unauthorized disclosure of protected health information may subject the student to legal liability. Failure to maintain confidentiality is grounds for disciplinary action up to and including dismissal from the MLT program.

3Bv. Physical Contact during Academic Practice

In the normal course of instruction and practice of phlebotomy procedures, instances of physical contact will occur. Procedures that may be demonstrated by instructors and practiced by students that may result in physical contact include proper phlebotomy technique, proper capillary draw technique, proper operation of blood pressure equipment and correct posture. Physical contact associated with these types of procedures are consistent with the requirements of the profession and constitutes appropriate behavior and must be conducted in a professional manner. Inappropriate physical contact is outlined and prohibited by the college's Sexual Harassment Policy. The policy is located at this link: [Sexual Harassment: Policy and Procedures](#)

If you have any questions, concerns or any level of discomfort regarding physical contact the Course Director or the Title IX Coordinator at kcsenie@stcc.edu.

3C. Program Completion Information

3Ci. Program Completion and Enrollment Limits

- There is a four-year time limit to complete the MLT program from entry into MLT-110/110L to completion of all MLT academic and clinical course requirements.
- There is a maximum limit of two (2) acceptance/enrollments into the MLT program per student.
- Exceptions will be considered on an individual basis by the Department Chairperson/Program Director

3Cii. Graduation/Pinning Ceremony

In order to graduate and have their degree posted on their final transcripts, students must meet all curriculum requirements including a minimum of C (73) in all the Medical Laboratory Technician (CLLS.AS) courses. Upon matriculation from the Clinical Laboratory Science program, the student is eligible for and encouraged to attend the campus wide graduation ceremony held late May/early June of each academic year. All students must apply for graduation when notified by the Registrar's Office.

Granting of the CLLS.AS degree is **not contingent** upon passing any certification or licensure exams.

In addition, the Medical Laboratory Technician program holds a "Pinning Ceremony" each spring for the graduating class. In this ceremony, the graduate is welcomed into their chosen healthcare profession and receives his/her professional pin as a sign of achievement. All student and his or her family are encouraged to attend this personal ceremony held each academic year.

3Ciii. Certification Exam/Credentials

Graduates of the CLLS.AS program are eligible to take the national certification examination for Medical Laboratory Technician through the American Society for Clinical Pathology (ASCP) (www.ascp.org) and other accrediting agencies. Students will need to send transcripts along with their certification application as verification of program completion and therefore will not be eligible to take the examination until completing the program.

The Certified Medical Laboratory Technician credential are awarded to candidates who pass the certification/recertification examination. Credentials must be kept current by recertification every three years by continuing education or reexamination. All certified Medical Laboratory Technician must have current certification status in order to use the MLT credential in connection with employment.

3Civ. Professional Development

There are many options for students to participate in professional development activities while in the MLT program.

- Students are encouraged to become members of one of the professional agencies:
 - The American Society for Clinical Laboratory Science (ASCLS)
 - American Society of Clinical Pathologists (ASCP)
 - American Medical Technologist (AMT)
 - Application forms are available from the program director or online at www.ascls.org, <http://www.amt1.com/>, www.ascp.org.
- Students are encouraged to attend CEU programs conducted at the affiliate sites.

3Cv. Record Maintenance and Retention Policies

Students' academic and personal information is handled in accordance with the Health Insurance Portability & Accountability Act (HIPAA), the Family Educational Rights and Privacy Act (FERPA), Commonwealth of Massachusetts Regulations, and the National Accreditation Association for Clinical Laboratory Sciences (NAACLS) guidelines. Student records are maintained in the following manner:

- College records/transcripts and graduation documentation:
 - Transcripts and graduation documents are kept permanently as part of the student record in an electronic record keeping system
 - Maintenance of these documents is the responsibility of the STCC Registrar's Office.
- Health Information Records:
 - Immunization records, proof of medical insurance or any medical documentation are part of the student health record in an electronic record keeping system.
 - Maintenance of these documents is the responsibility of the Health and Wellness Center and retained indefinitely.
 - The student will be responsible to comply with any additional requirements for information or testing at their assigned clinical site, such as background checks or drug testing.
 - If the information is not current, the student is not allowed to attend the assigned clinical affiliation until the information is available.
- Academic Program Records/files:
 - Maintained by the Department Chair or Program Director, in a locked filing cabinet.
 - Upon the student's completion of the program, the student files are kept for five (5) years, after which these records will be destroyed.
 - Program records and files include:
 - Student-completed signature pages for essential functions, agreements, confidentiality, safety, and other MLT program policies.
 - Academic and Clinical Education/course records
 - Course professional behavior evaluations
 - Summaries of any specific counseling/conferences
 - Copies of any communications with student (discipline, etc.), advising
 - Drop/add records (program copies), etc.
- Formative Evaluations
 - Evaluations are maintained by the Department Chair or Program Director, in a locked filing cabinet.
 - Evaluations are kept for two (2) years following students' graduation date, and are then shredded.
 - Evaluations include:
 - Laboratory Practical Exams
 - Course Final Examinations

3D. Deviation from Program Progression

3Di. Progressive Discipline Process

Unsatisfactory academic performance or violations of the STCC College or Affiliating Institution policies, standards, practices and regulations may result in corrective actions according to the frequency, seriousness, and circumstances surrounding the offenses.

Faculty is committed to assisting students to be successful in the program. To afford students due process, MLT students who are not meeting courses objectives (cognitive, psychomotor, or affective behavior) in class, clinical/practicum or lab, will be advised of their performance status using the progressive discipline process.

Step 1: Initial Warning

In the event that the student is not meeting course expectations, the instructor provides the student with a verbal warning as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. The content of the conversation is documented in writing and placed in the student's file.

At the discretion of the instructor and depending on the situation, this step may be skipped and a conference/written warning done.

Step 2: Conference & Written Warning

In the event of a recurrence of identified behaviors, the student meets with the instructor and Department Chair in a formal conference/written warning to review the deficit. Written documentation will identify specific concerns and a remediation plan or agreement. The student and faculty will review and sign a final written warning explicitly stating expectations and consequences. If at any time the student does not comply with all terms outlined in the written documentation, the student will be advanced to step 3 of the discipline process.

Final written warning is implemented for:

- Unsatisfactory clinical performance
- Unsatisfactory clinical attendance and punctuality
- Unethical, unprofessional behavior, and/or unsafe clinical practice
- Deficient academic achievement in lecture and laboratory courses
- Failure to comply with all terms outlined in the conference & written documentation.

Step 3: Withdrawal from the Program

Student withdrawal and dismissal from the CLLS.AS program occurs in the following circumstances:

- If a student has **excessive absences** from laboratory and/or lecture they will be **involuntarily withdrawn** from the program once they have **reached** the excessive number of absences.
Excessive absences: Full semester course = 4 absences
Half semester course = 3 absences
- If at any time the student fails to meet any of the conditions of the final written warning.
- If the student's grades attainment are not in accordance with the Clinical Laboratory Sciences Matriculation Policy.
- If the student does not complete the clinical practicum in accordance with Clinical Laboratory Science Department and Springfield Technical Community College policies.
- If a student is observed committing a safety violation or a behavior that is a health risk, they may be immediately remove a student from a class, laboratory or clinical site. Depending on the severity of the safety violation, the Program Director may involuntarily withdraw a student from all MLT courses and the MLT program.

- If the student commits any of the following offenses, it may result in immediate withdrawal from the MLT program including, but are not limited to: Cheating, Plagiarism, Violation of patient confidentiality, and Violation of hospital policies.

A student who is withdrawn/dismissed from the MLT program will be removed from all CLS courses and receive the following grade:

- “W” for each CLLS course, if removal occurs within the last date for withdrawal as per the STCC Academic Calendar.
- “F” for each CLLS course, if removal occurs after the last withdrawal date has passed as per the STCC Academic Calendar.

3Dii. Student Complaint Policy

Complaints related to the program should be addressed to the clinical faculty member at the college or the clinical instructor/coordinator at the clinical site with whom the problem exists.

If the student does not feel comfortable going to the clinical faculty/instructor or the clinical faculty/instructor/coordinator has not adequately responded to the complaint, the complaint should be addressed to the department chairperson/program director.

If the student is not satisfied with the Program Director/Department Chair’s response and still feels his/her complaint is valid, should present the complaint to the next highest administrative level (Dean of Students or Dean of Health & Patient Simulation).

3Diii. Student Complaint/Appeal/Grievance Procedure

If a student has an appeal or grievance with the Department Chairperson/ Program Director or any other academic or clinical instructor or employee, please see the college Student Appeals and Grievance Policy (Section 2F).

3Div. Program Re-Application

Students who were withdrawn, either voluntary or involuntarily, from the Medical Laboratory Technician program and are interested in readmission should refer to the STCC School of Health & Patient Simulation “Petition for Readmission” Policy on the STCC website at this link: [Petition for Readmission](#)

If readmission to the MLT program is granted, the following conditions apply:

On campus Courses

Student retention of course credits from all previously completed MLT on campus courses are allowed under the following criteria:

1. Timing Requirement

Students have completed both the lecture and laboratory portion of the course within the last 2 years.

2. Grade Requirement

Students have previously earned a grade of 93 (A) or higher for the course **OR** Students have previously earned a grade in the range of 83 (B) to 92 (A-) for the course and, after readmission, have taken a repeat cumulative examination of the course content and earned a score of 73 (C) or higher.

If students do not meet the above stated criteria, students are required to retake **BOTH** the lecture and laboratory portions for that MLT courses.

Clinical Courses

Student are required to retake all clinical and 4th semester MLT courses regardless of previously earned grades.

3Dv. Teach Out Policies

Clinical Site Termination

We expect that established clinical sites will continue to affiliate with Springfield Technical Community College. However, it is each individual clinical sites' prerogative to terminate their affiliation agreement or refuse to accommodate students for a particular semester. Springfield Technical Community College will then make every effort to obtain replacement clinical site. In the unlikely event that a replacement site is not immediately available, the following policy will go into effect:

- Students will be ranked based on their overall Grade Point Average (GPA) from highest GPA ranking to lowest and then placed in available clinical sites based on those rankings.
- Any student who cannot then be placed, will be given priority of placement at a clinical site the next semester the clinical courses are conducted.

Program Temporary Closure/Suspension

In the event of a limited temporary closure or suspension of on campus activities, the MLT program will continue to conduct all lecture courses virtually using the Blackboard platform for student access and support. Since there is not a comprehensive virtual option for laboratory courses, which will provide a sufficient level of depth or practice for the MLT student, sessions will be suspended until such time when they can resume in the student on campus laboratories. In that event, an alternate schedule that will allow for an appropriate level of teaching and learning to occur, will be developed by the CLS faculty in conjunction with the college administration.

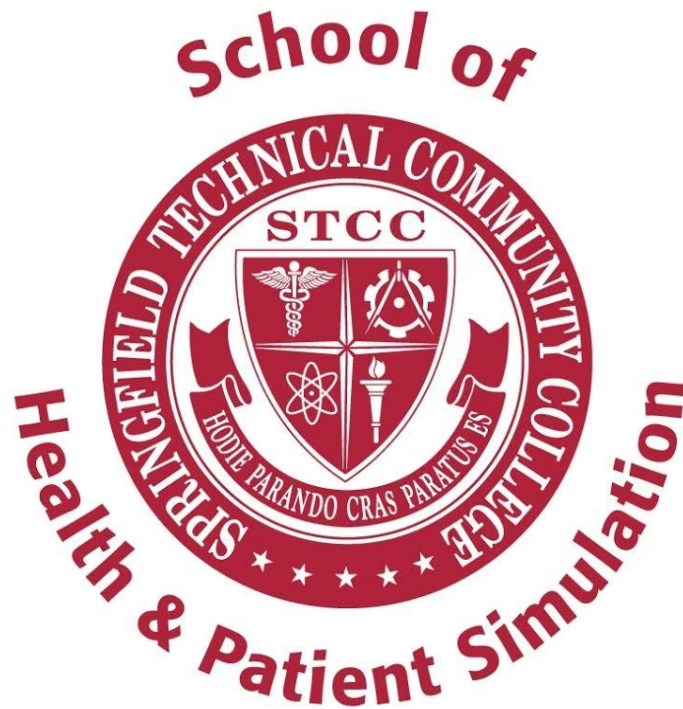
Program Permanent Closure

In the event of unexpected institutional closure:

- With 2 year notice
 - Contact the college Admissions Department to suspend acceptance of students into the MLT program for the upcoming year.
 - Complete curriculum with existing MLT students in the current course of study format.
 - All MLT student records will be maintained by the College in keeping with the institutional record keeping policy.
 - NAACLS will be notified and a "Teach out Plan" will be provided to them within 30 days of the official announcement of program closure.
- With 1 year notice
 - Contact the college Admissions Department to suspend acceptance of students into the MLT program for the upcoming year.
 - Develop an accelerated course of study for program completion for existing students utilizing additional summer and intersession periods.
 - Coordinate with clinical sites for scheduling of all enrolled students for timely completion of practicum objectives.
 - All MLT student records will be maintained by the College in keeping with the institutional record keeping policy.
 - NAACLS will be notified and a "Teach out Plan" will be provided to them within 30 days of the official announcement of program closure.
- Immediate closure
 - Contact the college Admissions Department to remove the MLT program as an institutional programmatic offering, including removal of all information from the college website.

- The Program Director will work with faculty and administration to identify possible alternatives for program completion.
- The Program Director and faculty would provide individual advising to arrive at the best plan for student success.
- All MLT student records will be maintained by the College in keeping with the institutional record keeping policy.
- NAACLS will be notified and a “Teach out Plan” will be provided to them within 30 days of the official announcement of program closure.

Medical Laboratory Technician Program



Section #4 Academic Course Policies

4A. Attendance/Tardiness Policy On Campus

The MLT Program is a professional education program. Due to the depth of content and amount of information conveyed within Clinical Laboratory Science courses, **attendance and punctuality at both lecture and laboratory is considered mandatory.**

Tardy

- Arrival 1-15 minutes after the designated start time for a lecture or laboratory session, regardless of reason.
- At the discretion of the instructor, students will be allowed into the classroom.
- Three (3) events of tardiness will be counted as an absence.
- Each tardiness will be counted as an “Attendance Occurrence” and the student will have 5 points deducted from their Affective Behavior Grade for each occurrence.
- Assignments must be submitted prior to the start of class for credit to be awarded.

Absence

- Arrival greater than 15 minutes after the designated start time, missing greater than 15 minutes at any point in the class time or not arriving at all for a lecture or laboratory session regardless of reason.
- At the discretion of the instructor, students will be allowed into the classroom.
- Students must notify the instructor directly (via email or phone) **PRIOR** to the scheduled lecture or laboratory time of the impending absence.
- Assignments must be submitted prior to the start of class for credit to be awarded. Acceptable submissions include in paper or electronically via email, scan or photo of the assignment.
- Each absence will be counted as an “Attendance Occurrence” and the student will have 5 points deducted from their Affective Behavior Grade for each occurrence.
- If more than one absence occurs on a given day in a single course, the absences will be counted as one (1) absence. (Ex. Absent from MLT-110 and MLT-110L on 2/20 will count as (1) absence.)
- If a student is required by college officials or guidelines to leave campus or be absent from class, their clinical site, and other Program students because of the nature of their illness, their absence will not be considered in the attendance policy.

Note: If at the end of the semester the student has had a total of **only one (1) attendance occurrence**, the occurrence will not be counted and the student will not lose 5 points from their final Affective Behavior grade.

Student who do not notify the instructor directly (via email or phone) **PRIOR** to the scheduled lecture or laboratory time of the impending absence will forfeit their credit on assignments and will lose their opportunity to make up any exams or assessments and opportunity to redeem the 5 points for the “Attendance Occurrence. They will be subject to the 5 points deducted from Affective Behavior Grade for each occurrence during the semester.

All students is required to sign the class attendance sheet each day the class session in order to document attendance. Any student who does not sign the class attendance sheet will be marked absent for that class session.

4B. Inclement Weather Policy

If a College cancellation or delay occurs, it will be announcement specifically for Springfield Technical Community College on local radio and television stations as well as an announcement over the STCC Rave Alert System and posted on the college’s website at STCC.edu.

4C. Computer, Cellphone, and Audio/Video Use Policy

Students should not bring cell phones or other audible devices (computers, fit bits, etc.) into the classroom or clinical site. If an emergency situation arises where it is absolutely necessary to carry a cell phone, the student must inform the instructor and may be allowed to bring the device into the classroom or site, or in near proximity, set to vibrate mode (inaudible) so as not to disturb the learning environment. Students who must answer a call must step out of the classroom/clinical lab to do so or wait until an appropriate break time. However, exception for emergency situations will not be made on recurring basis.

4D. Dress Code Policy

On-campus classroom lectures/presentations

- Regular dress is allowed during on-campus classroom lectures and presentations.

On-campus laboratory classes

- While attending on-campus laboratory classes, students must adhere to all safety policies including, but not limited to, wearing laboratory appropriate attire and lab coats. Uniforms are not required for on-campus lecture or laboratory classes.
- If a student arrives for a laboratory class without appropriate laboratory attire, the student will not be allowed to attend the laboratory class and will receive an absence. The student will be required to make up the laboratory session (see Course Preparation and Participation Policy)

4E. Course Communication Policy

On Campus Lecture/Laboratory

All electronic correspondence between the instructor and students occur via the STCC student email. Students are required to log onto their personal STCC email sites prior to each class session to obtain any recent information or instructions. All class documents and assignments will be available to students on the course specific blackboard site accessed via STCC.edu.

Online Lecture

All electronic correspondence between the instructor and students occur via the STCC student email. Students are required to check their individual STCC email sites regularly to obtain any recent information or instructions. All class documents, assignments and assessments will be available to students on the course specific blackboard site accessed via the STCC.edu website.

4F. Course Preparation and Participation Policy

On Campus Lecture/Laboratory

Students are expected to arrive fully prepared and actively participate in all scheduled learning experiences to include lectures and laboratory exercises. Much of the lecture course and all of the laboratory hinge on active learning, therefore students must be present and fully participate to receive the full impact and learning from these carefully planned experiences.

In the event a student is absent from a lecture session, the student is responsible to:

- Complete and submit all homework assignments on time.
- Complete and submit all exercises performed in class at the start of the next scheduled class meeting.

In the event a student is absent from a laboratory session, the student is responsible to:

- Notify the instructor of the impending absence on the day of the absence and prior to the start of the laboratory session via phone or email.
- Contact the instructor within seven (7) days from the date of the absence to schedule a date to perform the missed laboratory exercise.
- Contact the instructor within seven (7) days from the date of the absence to schedule a date to perform the missed laboratory exercise.
 - With instructor approval:
 - The student may be allowed to attend an alternative laboratory session in which the same material is being covered, only if they arrange with the instructor.
 - If an alternative laboratory session is arranged for and attended by the student prior to the missed laboratory session., the student will not receive an attendance occurrence.
 - If an alternative laboratory session is not available, the student will have the opportunity to review key didactic concepts and perform key psychomotor skills during the scheduled open laboratory periods or during the course review laboratory session.
- Complete all the objectives for that laboratory exercise.
- If the instructor is not notified according to the above stated policy, the lab is not made up, or all objectives are not met the student will receive a zero (0) for the laboratory session and all associated assignments.

4G. Course Evaluation/Grading Procedures

Assignments:

- **On Campus Lectures/Laboratory**

The intent of assignments (lecture, lab pre and post work) is to familiarize the student with the course subject prior to class time and assess comprehension of presented topics after class. Assignments are assessed for comprehension and/or completeness of subject material. Assignments must be submitted **on the due date and time** to receive credit.

- **Online Lectures**

The intent of assignments is to familiarize the student with the course subject and assess comprehension of presented topics after class. Assignments are assessed for comprehension, completeness, and correctness of subject material. Assignments must be submitted **on the due date and time** to receive credit. In the event that a student has technical difficulty uploading assignments on Blackboard, they must email the assignment to the professor **by the due date and time**. Acceptable forms of submission include documents, photos, or scans of all assignment pages. All assignment due dates and times are listed on the individual course section **"Task Lists"** on the course Blackboard site.

Examinations:

- **On Campus Lectures/Laboratory**

All examinations must be taken by the student on the date and time scheduled by the professor. Alternative arrangements for exams will be considered when requested **prior** to the exam date and time by contacting the instructor via email or phone before the class start time. Without prior notification of absence by the student, no exam make-ups are allowed and the student will receive a grade of zero (0) for the examination.

- **Online Lectures**

All examinations (quizzes and tests) must be taken by the student **by the due date and time** as listed in the task list on Blackboard. In the event of an emergency, alternative arrangements for quizzes and tests will be considered when requested **prior** to the exam due date and time by contacting the instructor via email. **Without prior notification by the student, no quiz or test make-up are allowed and the student will receive a grade of zero (0) for the examination.**

For students within the MLT program ethical behavior is expected when taking online exams. Exams are meant to be an assessment of your individual knowledge of the course material therefore the exam should be taken independently. Please prepare as if this were an in-class exam as there will be a limited time to complete the exam.

This course is part of a medical professional program which requires an accumulation of knowledge, not just short term memorization. The students will be asked to synthesize, deduce and/or diagnose by applying the fundamentals learned in class to new situations. To that end, some exam questions will require the student to go beyond what is merely written in the book or presented in the class notes. To be successful in the Clinical Laboratory Program, students must study for understanding and be able to carry concepts forward for application and use throughout the program and their career.

- **Mid-semester grades**

Mid-semester grades are distributed during the eighth week of each semester or during the midpoint of the course. Mid-semester grades will be determined by averaging all course work completed to that point in the semester. Affective behaviors assessments will be made at mid-term and instructors will meet with students to discuss areas of strength and areas where improvement is needed. They will not become part of a student's permanent record. Students may access their mid-semester grade via BlackBoard found at www.STCC.edu .

- **Final grades:**

Final grades will be given at the completion of each course. They will become part of a student's permanent record. Students may access their mid-semester grade via BlackBoard found at www.STCC.edu .

- **Letter grades:**

Letter grades are assigned for both the on campus and clinical Practicum courses based of the following distribution:

Numeric Range	Letter Grade
93 - 100%	A
90 - 92%	A-
87- 89%	B+
83- 86%	B
80- 82%	B-
77- 79%	C+
73- 76%	C

4H. Didactic Course Matriculation Policy

For First Semester Courses:

To continue in the progression of courses offered in the Medical Laboratory Technician (MLT) program:

1. Students must obtain a grade of "C" (73%) or higher in all MLT courses.
2. Students must maintain an average grade of "C" (73) or higher in all other courses within the program course of study.
3. Students not meeting the above stated academic requirement will be involuntarily withdrawn from the Medical Laboratory Technician program.

For 2nd, 3rd & 4th Semester Courses:

The minimum passing grade of a “C” (73%) must be obtained in each component of a Medical Laboratory Technician (MLT) course in order to remain in the MLT program:

- Lecture Courses
 - Overall cumulative course average
 - Cumulative Final Examination
- Laboratory Courses
 - Overall cumulative course average
 - Each laboratory practical exam

Failure to obtain the minimum passing grade of “C” (73%) in any MLT course (lecture or laboratory) will result in the student being involuntarily withdrawn from the Medical Laboratory Technician program and all program required courses.

Overall Cumulative Course Average: If the student earns a score of less than 73% for the overall cumulative course average, they will:

- receive the numeric grade they have earned as the course grade.
- be involuntarily withdrawn from the Medical Laboratory Technician program and all program required courses.

MLT Laboratory Practical Exams: If the student earns a score lower than 73% on a laboratory practical exam, the student will be given the opportunity to remediate the substandard skills. Upon completion of remediation, the student must demonstrate competency in accordance with standard operating procedures, in order to continue within the MLT program. The student will be given this opportunity on **only one** laboratory practical within each individual MLT course during a given academic semester. The schedule for remediation will be at the discretion of the professor.

- If the student demonstrates competency after remediation, they will receive a grade of 73% for the laboratory practical exam and continue in the course.
- If the student fails to perform remediation or to demonstrate competency after remediation:
 - **If prior** to the “Last date to Withdraw”, the student will be withdrawn from the class and be involuntarily withdrawn from the MLT program and all other program required course.
 - **If after** the “Last date to Withdraw”, the student will receive the earned grade for the laboratory practical exam, a course grade equal to their earned cumulative average (not to exceed the grade of 72 (C-) regardless of their earned average), and be involuntarily withdrawn from the MLT program. (see examples below) **Note:** Because the date to withdraw has passed, the student will be given the option of completing all other MLT courses they are currently enrolled in and receiving their earned grade or do not complete the course and receive a grade equal to their earned cumulative average (not to exceed the grade of 72 (C-) for the course(s).

Example #1: Lab Practical Grade after remediation = 53 (not passing)
Cumulative average for the laboratory course = 69
Final course grade = 69 (D+)

Example #2: Lab Practical Grade after remediation = 70(not passing)
Cumulative average for the laboratory the course = 76
Final course grade = 72 (C-)

- **MLT Lecture Final Exam:** If the student earns a score lower than 73% on **the cumulative final exam**, the student will be given the opportunity to retake the final exam. The retake of the final exam will be conducted on the next school day or as scheduled by the professor. If the student chooses not to retake the final, they will be awarded their earned grade for the final examination.

- If the student achieves a grade of 73% or higher on the retake of the final exam, they will be awarded a score of 73% for the final exam and continue within the program if their cumulative grade average with the final exam grade is equal or greater than a score of 73%.
 - Example #1:* Final exam grade after retake = 73
 - Cumulative average for the lecture course = 76
 - Final course grade = 76(C) - Allowed to continue in MLT program.
 - Example #2:* Final exam grade after retake = 73
 - Cumulative average for the lecture course = 70 (not passing)
 - Final course grade = 70 (C-) - Involuntarily withdrawn from the MLT program and all CLLS.AS required courses.
- If the student does not achieve a score of 73% on the final exam or the final exam retake (if applicable), the student will:
 - receive their earned grade for the final examination
 - receive a course grade equal to their earned cumulative average, not to exceed the grade of 72 (C-) regardless of their earned average and be involuntarily withdrawn from the MLT program and all CLLS.AS required courses.
 - Example #1:* Final exam grade after retake = 53 (not passing)
 - Cumulative average for the lecture course = 69
 - Final course grade = 69 (D+)
 - Example #2:* Final exam grade after retake = 70 (not passing)
 - Cumulative average for the lecture course = 76
 - Final course grade = 72 (C-)

4I. Sequential Coursework

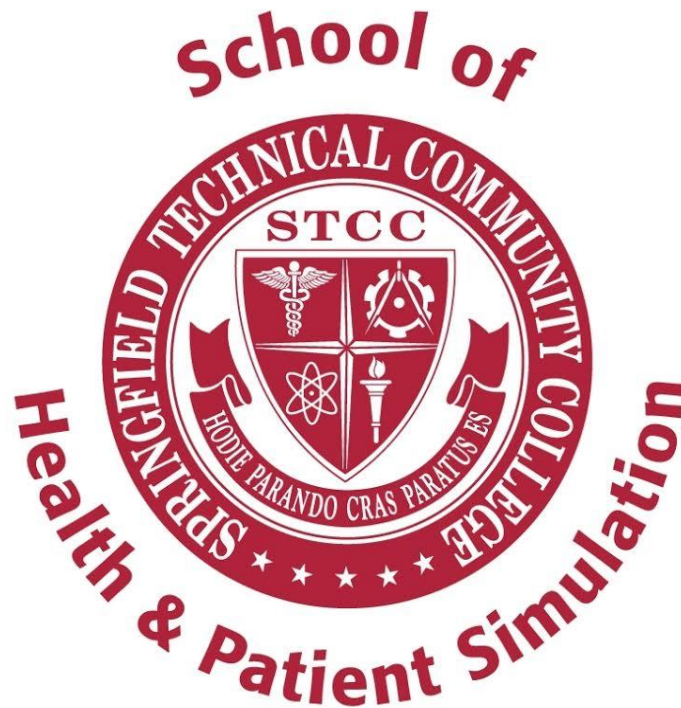
All coursework within the MLT Curriculum is sequential and builds upon knowledge gained during the successful completion of previous courses. Students who, for whatever reason, are unable to complete any MLT program specific course (those with the "MLT" prefix) with the minimum required grade (see Course Matriculation Policy) will be withdrawn from the MLT Program. In order to reenter the MLT program, the student must reapply and be readmitted into the MLT Program and must comply with conditions of the program remittance policy in order to complete the program.

4J. Progression to Clinical Courses

Progression to clinical courses, MLT-220, 221, & 222, is granted to MLT students who have met the following requirements:

1. MLT Specific Course Completion – Completing of all pre and co-requisite required course requirements, including lecture and laboratory components.
2. Minimum Grade Requirement - No student will be admitted to the clinical practicum without earning a grade of "C" (73%) or higher in each MLT program specific course (MLT prefix).
3. Health Requirements – As determined by the Health and Wellness Center and affiliation site specific requirements, which may include Alcohol and Drug Screening. **Students with a College "Health Hold" will not be allowed to enter a clinical site.**
4. CORI/SORI- As determined by the School of Health & Patient Simulation.
5. Student Signature - The student's signature on the *Medical Laboratory Technician Program Student Policies and Procedures Agreement form* indicates that the student has read, understands, and agrees to abide by all state, federal, college and department guidelines and policies.

Medical Laboratory Technician Program



Section #5 Clinical Course Policies

5A. Clinical Affiliate Sites

As part of the Clinical Laboratory curriculum for the MLT program, students will participate in supervised, unpaid practicum conducted at an area clinical sites conducted during the winter, spring and summer semesters of the second year of study. Student assignment, to any of the affiliated clinical sites, are created without restriction of location. Various health care facilities in the area provide clinical practicum experiences to students within the MLT program including, but are not limited to:

- Baystate Medical Center, Springfield, Ma
- Baystate Franklin Medical Center, Greenfield, Ma.
- Baystate Noble, Westfield, Ma.
- Baystate Wing, Palmer, Ma.
- Berkshire Medical Center, Pittsfield, Ma.
- Cooley Dickinson Hospital, Northampton, Ma.
- Holyoke Medical Center, Holyoke, Ma.
- Life Laboratory (Trinity Healthcare), Springfield, Ma.

The Clinical portion of the program will require travel to a clinical site and it is the sole responsibility of the student to provide transportation to and from their assigned clinical site. Placement at externship sites on bus routes are available but require prior request by the student during the first week of the course.

5B. Clinical Site Placement Policy

Clinical Assignments are made by the faculty of the Department of Clinical Laboratory Sciences with consideration given to the learning styles and geographical residence of each student. Student placements may occur at any of the clinical sites with which the STCC MLT program holds affiliation agreements. It is important that the student prepare mentally and financially to spend 6 months performing full time clinical practicum rotations (36-40 hours/week) with varying start times in any of these locations.

We expect that established clinical sites will continue to affiliate with Springfield Technical Community College. However, it is each individual clinical sites prerogative to terminate their affiliation agreement or refuse to accommodate students for a particular semester. Springfield Technical Community College will then make every effort to obtain replacement clinical sites. In the unlikely event that a replacement site is not available, the following policy will go into effect:

- Students will be placed at any available sites based on the students' overall Grade Point Average (GPA), from highest to lowest earned GPA.
- Any student, for whom a clinical site is not available, will be given priority of placement in the next semester the clinical courses are conducted.

5C. Attendance/Tardiness Policy on Clinical Practicum

The Medical Laboratory Technician program is dedicated to providing the highest quality clinical education to our students. In order to fulfill this commitment, daily attendance during scheduled hours at the assigned clinical rotation is **mandatory and required** by students. During assigned clinical hours, students are required to physically remain in the assigned area and make your location known to the clinical faculty to whom they are assigned.

The following definitions are applied while on the entire scheduled MLT clinical practicum (MLT-220, MLT-221 and MLT-222):

- **Tardiness**

- Arriving at the clinical site up to **15 minutes after** the assigned start time.

- **Absence**
 - Nonattendance at 50% or more of a scheduled clinical practicum day for any reason.
 - Includes proper notification to clinical site and Program Director.
- **Attendance Occurrence**
 - Absence on one or more consecutive days for the same illness or issue.
 - Three (3) tardy arrivals are equal to one (1) **Attendance Occurrence**.
- **Failure to provide Notice**
 - Absence on scheduled clinical day without proper notification.

* If a student is required by college officials or guidelines to leave campus or be absent from class, their clinical site, and other Program students because of the nature of their illness, their absence will not be considered in the attendance policy.

Proper Notification of Pending Absence or Tardy

If a student will be absent or tardy to the clinical site, the student must:

1. **Call the clinical supervisor** at the affiliation site **at least 30 minutes** prior to the scheduled time of arrival. Whenever possible, notification should occur 24 hours in advance. **Do not leave messages at the hospital switchboard.**
2. **Notify Professor Schneider** via phone (413-755-4846) or e-mail (SA_Schneider@STCC.edu) prior to the scheduled time of arrival at the affiliation site.

If a student must leave their clinical assignment prior to the completion of the assigned clinical hours, the student must:

1. **Notify the clinical supervisor** at the affiliation site in person. Whenever possible, notification should occur 24 hours in advance.
2. **Notify Professor Schneider** via phone (413-755-4846) or e-mail (SA_Schneider@STCC.edu) prior to leaving the clinical site.

Remediation of Missed Clinical Time

Time at the clinical site is critical.

- If a student is absent or tardy for a clinical day:
 - The student may be required to perform an additional clinical affiliation day to compensate for the missed day.
 - The student must arrange to make up clinical experiences missed due to the absence.
 - Scheduling of the time is at the discretion and convenience of the clinical site.
- If a student is absent for illness/injury for two (2) or more days, they must:
 - Obtain a letter from their physician stating that the student is able to return to the Program and is no danger to his/her own health, the health of other students or patients.
 - Upon the receipt of the Physician letter, the absent days are counted as one attendance occurrence and the student may be required to perform additional clinical affiliation days to compensate for the missed days. This will be decided on a case by case basis by the Program Director and clinical faculty and will be scheduled at the convenience and availability of the clinical site.

Unacceptable Attendance Parameters

Attendance Occurrences:

- Upon the **second (2)** Attendance Occurrence, the student will receive a **verbal warning** and begin the Progressive Disciplinary Process.
- Upon the **third (3)** Attendance Occurrence, the student will receive a **written warning** in keeping with the Progressive Disciplinary Process.

- Upon the fourth(4) absence occurrences, the student has had an unacceptable amount of attendance occurrences and will be **involuntarily withdrawn** from all MLT courses and the MLT program. If the college withdrawal period has past, as per the STCC Academic Calendar, the student will receive the grade of “F” for all MLT courses.

Failure to Provide Notice:

- Upon the **first (1)** Failure to Provide Notice, the Clinical supervisor and the Program director in the event of absence, tardiness or leaving the clinical site prior to completion of assigned clinical hours, the student will receive **a verbal warning** and begin the Progressive Disciplinary Process.
- Upon the **second (2)** Failure to Provide Notice, the student will receive **a written warning** in keeping with the Progressive Disciplinary Process.
- Upon the **third (3)** Failure to Provide Notice, the student has had an unacceptable amount of Failures to Provide Notice and will be involuntarily withdrawn from the clinical course and the program. If the college withdrawal period has past, as per the STCC Academic Calendar, the student will receive the grade of “F” for all MLT courses.

5D. Inclement Weather Policy on Clinical Practicum

- If a cancellation or delay should occur, it will be announcement specifically for Springfield Technical Community College on local radio and television stations as well as posted on the STCC website <http://stcc.edu>.
- Campus wide announcements are disseminated over the STCC Rave Alert System as well as on the college’s website at STCC.edu.
- School policy precludes students from attending clinical affiliation when the college is closed.
- In the event of a cancellation or delay, students should contact their assigned clinical instructor by the start of the clinical day to inform them they will not be attending.

5E. Safety Policy

While on clinical affiliation students are subject to and required to follow all Federal, State, Local and Hospital policies regarding safety.

If an accident should occur while at an affiliate site, report it to your direct supervisor and seek immediate medical attention. Incidents should also be reported to the CLS Program Director (Professor Schneider and the Director of Health Services at STCC within 24 hours of the event.

The program director may dismiss a student from the program at any time if unsafe behavior is observed.

Note: *The student is responsible for any and all treatment expenses, baseline testing, and damage or loss associated with such injury that is not covered under the college’s accident policy.*

5F. Student Responsibilities while on Clinical Practicum

- Be knowledgeable of and abide by all STCC and the Clinical Laboratory Science Department policies and procedures.
- Demonstrate courteous, professional conduct and communicate in a professional manner with fellow students, instructors, professors, patients, laboratory personnel and other health care providers as outlined in the affective behaviors.
- Demonstrate and fully interpret the principles and theory to all tests performed in a specific area.
- Become proficient in performing, interpret and evaluating normal and abnormal results of all tests in each laboratory area.

- During assigned clinical hours, the student must remain in their assigned area and their location must be known to the assigned clinical faculty.
- Define the importance of safety, quality testing and control and how it applies in specific areas.
- In areas of the laboratory where automation and instrumentation are involved, demonstrate the mechanics and principles of the automation and its advantages.
- Complete all assignments associated with the clinical rotations.
- Examine, discuss and sign the psychomotor check-sheet and clinical practicum evaluation with the educational coordinator and/or the immediate supervisor at the affiliating institution.
- Check personal STCC student e-mail accounts on Mondays and Thursdays during the clinical practicum period for any updates or information.
- Obtain a minimum grade of C (73) in each clinical rotation to continue in the practicum.

5G. Clinical Faculty Responsibilities

- Provide a safe working environment and instruct students in safety and clinical policies regarding universal precautions, handling practice of blood borne pathogens and biohazardous materials.
- Provide learning experiences and opportunities thorough demonstrations and supervised practice of all phlebotomy procedures.
- Serve as a positive role model for students in the workplace by modeling the affective behaviors essential in laboratory professionals.
- Address student inquiries/questions.
- Provide meaningful feedback regarding classroom and clinical assignments and procedural tasks.
- Communicate any infractions or deviations from policy by the student to the Program Director **within 24 hours of occurrence** via phone or email to include affective behaviors or safety violations (attendance, cell phone in lab, etc.).
- Evaluate student knowledge or skill attainment of cognitive (written or oral), psychomotor (direct observation) and affective behavior (direct observation) skills.
- Discuss the student evaluation with the student answering any questions and clarifying comments.

5H. Clinical Faculty Supervision & Observation

The Clinical Education Coordinator is the individual who is responsible for schedule design, practicum coordination and serves as the liaison for the clinical site to STCC.

During each individual clinical practicum rotation, students will be assigned to a clinical instructor within the department who will instruct, supervise and observe the student during their time in the department. If, at any time, deficiencies or weaknesses are observed, the student will be notified and instructed to the means of correcting or improving performance. If unsatisfactory performance occurs that is deemed serious, the Program Director and the department Supervisor will meet to determine appropriate action needed. In addition to the continuous observation and evaluation, the student will also receive formal evaluations as defined in the Formal Evaluation and Grading section.

Periodically, students will meet with the Program Director, Professor Schneider, at the clinical affiliate. The meeting will be used to review your affiliation progress and to discuss any problem that may have occurred. Students are required to check their **STCC e-mail** accounts on Mondays and Thursdays during the clinical practicum period for any updates or information. If, at any time, there is a problem, students must call and leave a message on Professor Schneider's phone mail (413-755-4846), and your call will be returned as soon as possible.

5I. Professional Attire and Hygiene Policy

While attending Clinical Affiliation Practicum, students will be subject to both the MLT Professional Dress Code as well as the dress code of the institution they are attending. Institutional dress code policies will be provided at student orientation at the clinical site.

Hair:

- A short hairdo is preferred, if you have long hair, it must be tied back.
- Clean, and well groomed.

Cosmetics:

- Face - use with moderation
- Nails – fingertip length, clean, clear nail polish only, no acrylics.

Jewelry:

- Rings – wedding band and engagement ring may be worn at wearer’s risk. No other type of rings worn. Rings with stones have the potential to make microscopic holes in gloves.
- Earrings – small studs– nothing below the ear lobe.
- No other jewelry is to be worn with the uniform
- No body piercing jewelry, such as studs, rings or barbells are allowed.
- Tattoos are NOT recommended. However, if present, tattoo design must be covered by clothing in the clinical setting.

Hygiene:

- Freshly showered/bathed
- Use deodorant/antiperspirant
- Perfumes and colognes should not be used in the clinical area – the scents may be overpowering for coworkers or patients.
- Students need to be clean and clothes need to be cleaned and ironed.

Uniforms:

- All students in the clinical area must wear uniform and name badges for affiliation.
- Uniform requirements include:
 - Scrub top: Solid white, sized to fit, neat and in good repair. A long or short sleeve solid white t-shirt or turtleneck may be worn under the scrub top.
 - Scrub pants: Solid burgundy colored, sized to fit, neat and in good repair. The distance of 1” from the floor to the hem of pants is required.
 - Closed toe shoes: Solid color, made of impermeable material, rubber sole, orthopedically sound, no sandals or strapless clogs, clean and in good repair. New shoes should be broken in. Sneakers may be worn but must be in compliance with affiliate policy.
 - Name badge: Provided by the clinical site, easily visible.
 - Lab Coat: Provided by the clinical site.

***Students will be evaluated on their adherence to this dress code/hygiene policy (see affective behavior evaluation). Students will be asked to leave the clinical facility.**

5J. Clinical Evaluation Policies and Grading

Students will receive one grade for each of the following clinical courses:

- MLT-220 (Phlebotomy)
- MLT-221 (Chemistry, Microbiology and Immunology)
- MLT-222 (Hematology, Immunohematology, and Urinalysis)

Grades will be determined after completion of all clinical rotations within each individual course, MLT-220, MLT-221, and MLT-222. The overall final course grade is the average of the earned grade in each clinical rotation within the course.

Good laboratory practice requires psychomotor, affective and cognitive skills. Evaluation of student perform is in three areas, psychomotor, cognitive and affective behaviors. Because these courses are primarily practical in nature, the psychomotor skills are weighted the heaviest in determining the final grade.

Grade for the clinical practicum courses will be determined as follows:

Psychomotor Objective	65%
Affective Behavior Objectives	10%
Cognitive Objectives	25%

- Student performance assessment is based on the student’s attainment of each objective compared to the levels outlined in the Cognitive and Psychomotor Levels of Attainment table.
- Input for the assessment is obtained from the department supervisor and technologists/technicians who supervised the student during the department practicum.

All evaluation grades, cognitive, psychomotor and affective grades, are calculated using the clinical evaluation forms and a grade will be awarded based of the following distribution:

Numeric Range	Letter Grade
93 - 100%	A
90 - 92%	A-
87- 89%	B+
83- 86%	B
80- 82%	B-
77- 79%	C+
73- 76%	C

- After the grades are calculated, the evaluation is to be reviewed and signed by the department supervisor, the student, and the Program Director.
- The completed evaluation is kept in the student’s file at STCC.

Note: *The student has the right to appeal the practical evaluation findings within 10 working days from the date the student reviewed the evaluation with the Program Director.*

5K. Clinical Course Matriculation Policy

Students must satisfactorily complete all course assignments and objectives to continue in the CLLS.AS program. In each clinical practicum area, students must demonstrate competency in the cognitive, psychomotor and affective behavior areas and earn a grade of 73 (C) or higher to progress in the program.

Students must complete all clinical rotations prior to graduation and students must earn a grade of 73 or higher in all clinical practicums and clinical courses.

5L. Clinical Remediation Policy

As students must demonstrate competency in all aspects of each clinical practicum area, any written cognitive or psychomotor practical final exams within individual clinical practicum rotations in which the student earns a grade below 73 (C), must be remediated. The type of and schedule for the remediation will be at the discretion of Program Director and Clinical Instructor.

Students are allowed only one remediation period for each clinical practicum rotation.

- Upon successful completion of remediation, the student will be awarded a grade of 73 (C) for the clinical practicum.
- If the student does not successfully earn a grade of 73(C) during the remediation of the clinical practicum rotation, the student are awarded their earned grade and be involuntarily removed from the CLLS.AS program.

The student must complete all remediation by the last day of the clinical course MLT-222.

- If a student does not complete the performance objectives within the time limit as stated in a given rotation by the clinical site, the student may petition the Program Director for make-up time.
 - Awarding of make-up time is not allowed unless there are extenuating circumstances and is at the discretion of the Program Director and Clinical faculty.
 - If make-up time is granted to a student, it will be conducted after the completion of MLT-222 and in the structure of a self-study course that will be registered through SCE at a fee that will be the student's expense.
- If the student does not complete all remediation by the last day of the clinical course MLT-222 and has not petitioned the Program Director for additional time or has had the request denied, the student will be **involuntarily withdrawn** from the MLT courses and the MLT program. If the college withdrawal period has past, as per the STCC Academic Calendar, the student will receive the grade of "F" for all MLT courses.

5M. Clinical Course Dismissal Policy

A student will be dismissed from the CLLS.AS program if any STCC and/or Clinical Laboratory Science policy is violated and/or if the student's grades are not in accordance with the Clinical Laboratory Sciences Matriculation Policy. Students will be involuntarily withdrawn from the CLLS. AS or denied a certificate of graduation if they do not complete the MLT clinical practicum according to all Springfield Technical Community College and CLS departmental policies.

Offenses that may result in immediate dismissal include, but are not limited to: **Cheating, Plagiarism, Violation of patient confidentiality, Excessive absenteeism, Constant tardiness and Violation of hospital policies and/or safety policies.**

5N. Service Work Policy

While on clinical practicum, Medical Laboratory Technician students may not be scheduled and/or work for pay during regularly scheduled school/practicum hours. Students may be offered employment for compensation only in those clinical areas that they have successfully completed clinical practicum to include completion of all stated objectives and demonstration of proficiency of all skills. However, students cannot be substituted for regular staff during their clinical practicum under any circumstances.

Students of the MLT Program should be aware that any service work performed at any of our clinical sites:

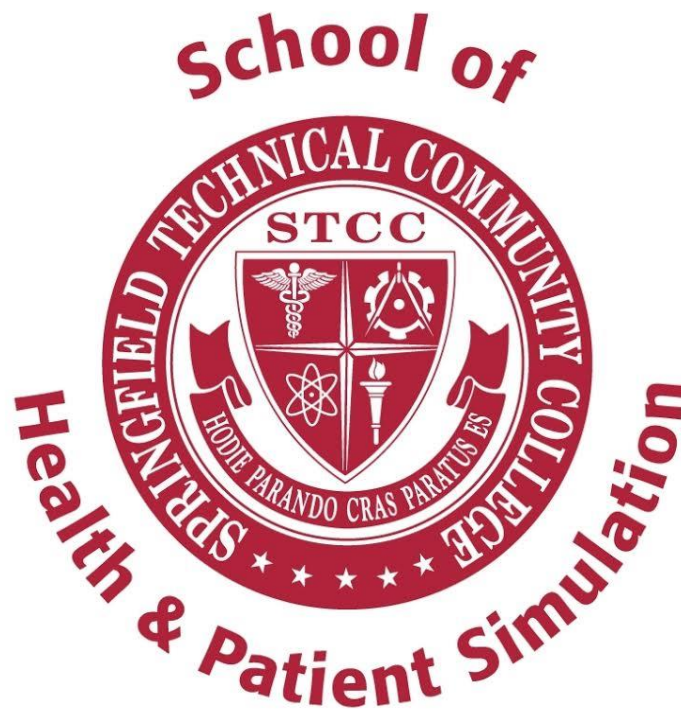
- is **Not required** (it is your decision to do so)/**non-compulsory**.
- Cannot occur during the training hours.
- Should not interfere with your progression through the MLT program.
- Cannot be counted towards your clinical hour's requirement.

Examples of service work include:

- Working as a phlebotomist, specimen processor, laboratory assistant or uncertified MLT while completing the clinical practicum or core courses.
- Working pm shifts or weekends at clinical site during your progression through the MLT program.

Job performance as an employee of the affiliating laboratory should not affect the content or duration of the student's clinical practicum rotation, nor should it influence the evaluation of the student's performance during the clinical experience rotation.

Medical Laboratory Technician Program



Section #6 Appendices

Springfield Technical Community College
Medical Laboratory Technician Program
6A. Technical Standards/Essential Functions

Visual and Observation Skills: A student in the MLT program must possess sufficient visual skills and skills of observation to:

- Observe laboratory demonstrations in which lab procedures are performed on patient samples (i.e. body fluids, culture materials, tissue sections, and cellular specimens).
- Determine the color, consistency, and clarity of biological samples or reagents.
- Use a clinical grade binocular microscope to discriminate among fine differences in structure and color (i.e. hue, shading, and intensity) in microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.
- Detect differences in light intensity in laboratory equipment (microscopes, alarms).

Motor and Mobility Skills: A student in the MLT program must possess adequate motor and mobility skills including the ability to:

- Perform moderately taxing continuous physical work. This work may require prolonged sitting and/or standing, over several hours and some may take place in cramped positions.
- Reach laboratory bench tops and shelves, the interiors of large instruments, patients lying in hospital beds or patients seated in specimen collection furniture.
- Lift and move objects that weigh up to 20 pounds.
- Perform fine motor tasks such as pipetting and precise sample procedures, inoculating media, handling blood collection equipment and withdrawing a blood sample from a patient, recapping samples, handling small tools and/or parts to repair and correct equipment malfunctions, and grasp, hold, transport, and utilize specimens, reagents, hazardous chemicals, and equipment in a safe manner as needed to perform laboratory testing.
- Palpate veins for venipuncture.
- Use a computer keyboard to operate laboratory instruments and to record, evaluate, and transmit laboratory information.

Auditory Skills: Student in the MLT program must possess adequate skills to:

- Communicate with others, including the use of telephone and monitoring of equipment (or use prosthetics that will enable the senses to function adequately).
- Convey and receive verbal information, questions and request from faculty members, fellow students, staff, patients, and other health care professionals.
- Comprehend and respond in English, verbally and in recorded format (writing, typing, graphics, or telecommunication).
- Monitor and assess patient needs, to detect and respond to auditory alarms, emergency signs and calls for help.

Cognitive Skills: MLT students must possess adequate cognitive skills to:

- Measure, calculate, analyze, interpret, synthesize, evaluate, record, and transmit laboratory information.

Behavioral Skills: A student in the MLT program must possess behavioral skills to:

- Manage the use of time, organize and prioritize actions in order to complete professional and technical tasks within realistic constraints.

- Possess the emotional health necessary to effectively apply knowledge, exercise appropriate, independent judgment and to think logically in the performance of duties.
- Perform laboratory procedures accurately and quickly even under stressful conditions, emergent demands (i.e. “stat” test orders), and distracting environment (i.e., high noise levels, crowding, complex visual stimuli.) and when handling potentially infectious specimens.
- Maintain composure while managing multiple tasks simultaneously.
- Maintain alertness and concentration during a normal work period (8 hours).
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- Exhibit social skills necessary to interact effectively and respectfully with patients, families, supervisors and co-workers of the same and different cultures.
- Support and promote the activities of fellow students and of health care professionals and work well in a team.
- Be honest, compassionate, ethical, and responsible by assume responsibilities for one’s work, being forthright about errors or uncertainty, critically evaluate her or his own performance, accepting constructive criticism, and look for ways to improve (i.e. participate in enriched educational activities).
- Exhibit professional behavior by conforming to appropriate standards of dress, appearance, language and public behavior. (For example, body piercing other than ears and visible tattoos are **not** considered professional appearance. This includes tongue piercing.)

Note: The National Accrediting Agency for Clinical Laboratory Science requires programs to define, publish and provide to prospective students specific essential functions required for admission to the program and a procedure to determine that the applicants’ or students’ health will permit them to meet these Programmatic Technical Standards / Essential Functions. Technical Standards reflect performance abilities and essential skills that a student must demonstrate in order to successfully complete the requirements of a specified program. These Standards must be satisfied by all students in all aspects of the program, with or without reasonable accommodations, as defined by the Americans with Disabilities Act (ADA), including in the classroom, laboratories, and externship. Please note that Program Technical Standard forms found in your admission acceptance packet must be submitted to the Health and Wellness Center by July 1.

***Certain disabilities may limit employment opportunities. Moreover, immunocompromised individuals may put themselves at personal risk due to exposure to infectious agents that occurs in all aspects of the laboratory.**

**Springfield Technical Community College
Medical Laboratory Technician Program**

6B. Affective Behavior Objectives

1. Safety

- a. Comply with all established laboratory safety regulations including:
 - i. Standard precautions including PPE use and handwashing.
 - ii. Practice proper handling and disposal of biohazardous materials.
 - iii. Proper handling and disposal of sharps.
 - iv. Exercise proper safety practices when using all laboratory equipment, reagents and chemicals.
- b. Comply with established departmental dress code.

2. Work Practices and Organization

- a. Adhere to department attendance policies by arrive to lecture/ laboratory at the expected time, as denoted in the course syllabus.
- b. Follow all written instructions.
- c. Actively listen to verbal instructions.
- d. Ask quality questions (clarifying, analytical and related to task).
- e. Submit neat, legible, organized and complete assignments.
- f. Demonstrate effective time management and complete all tasks within the assignment time frame.
- g. Keep all laboratory work areas neat, clean and in order.
- h. Properly care for and use all laboratory equipment.
- i. Demonstrate independence in performance of all demonstrated lab skills.

3. Cooperation and Teamwork

- a. Actively participate in class activities and discussions by:
 - i. Showing respect and consideration for other students and instructors.
 - ii. Willing to share ideas and equally contribute to assigned tasks.
- b. In laboratory sessions:
 - i. Share resources and equipment.
 - ii. Work cooperatively by adjusting work style and speed.
 - iii. Discuss equitable task allocation and organization prior to performing.

4. Ethics and Professionalism

- a. Respond maturely to constructive criticism and instruction and make appropriate modifications.
- b. Seek advice when necessary, admitting limitations when appropriate.
- c. Recognize and admit errors.
- d. Maintain patient confidentiality according to HIPAA regulations.
- e. Communicate using appropriate terminology and professional procedures.
- f. Display calm demeanor in all circumstances.
- g. Maintain work quality under stress.

6C. ASCLS CODE OF ETHICS AND PLEDGE

PREAMBLE

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

I. DUTY TO THE PATIENT

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

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

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

II. DUTY TO COLLEAGUES AND THE PROFESSION

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

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

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

III. DUTY TO SOCIETY

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

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

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.

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

**Springfield Technical Community College
Clinical Laboratory Science Department**

6D. Bloodborne Pathogen Exposure Incident Protocol

In the event that a student is exposed to blood or body fluids while participating in student on campus labs the policy outlined below will be followed.

Needlestick/Sharps Exposure

Assess the exposure. If necessary, call for help **(911)** for both personal medical assessment as well as assessment of physical space.

1. Remove your gloves if they have become compromised or if the injury is on your hand.
2. Purge the puncture site with slight pressure.
3. Wash the puncture site with disinfectant soap and water; temporarily bandage if necessary.
4. Immediately report to the lab instructor who is in charge.
5. Report to the infection control officer or person designated as “responsible,” who would be Jonathan Miller, PA (located in Building 19, Room 177), and fill out an Incident Report form.
6. Have baseline blood analysis for HIV, hepatitis C and hepatitis B carried out by your physician. Request that similar blood work be performed on the source client.
7. Seek prophylaxis immediately, either from your personal physician if he/she treats HIV clients or the nearest hospital emergency room.
8. Follow the recommended testing, evaluation, and counseling schedule, as suggested by OSHA (6 weeks, 12 weeks, and 6 months) and any other guidelines described in your facility’s exposure plan.

Mucus Membrane Exposure (Eyes, nose or mouth)

Biohazardous Exposures

1. Assess the exposure. If necessary, call for help **(911)** for both yourself and for clean up.
2. Flush site extensively with water for 5-10 minutes.
3. Immediately report to the lab instructor who is in charge.
4. Follow steps 7-9 on the Needlestick/Sharps Exposure protocol listed above.

Chemical Exposure

1. Seek proper follow-up treatment as outlined in MSDS file. Follow defined first aid measure as outlined in MSDS file
2. Immediately report to the lab instructor who is in charge.
3. Report to the infection control officer or person designated as “responsible,” who would be Jonathan Miller, PA (located in Building 19, Room 177, extension 4385), and fill out an Incident Report form.

Note: All accidents must be reported and documented and copies keep in student files.

**STCC School of Health & Patient Simulation
Medical Laboratory Technician Program**

6E. PHLEBOTOMY CONSENT FORM

As a student in the Medical Laboratory Technician Program, I understand that the expectation is for me to participate in the phlebotomy activities listed below on multiple occasions. These activities will be required only after the students has successfully completed the basic technique checklist and under supervision of an instructor:

1. Performing phlebotomy on other students using appropriate technique
2. Performing capillary sticks on other students using appropriate technique
3. Allowing other students to perform phlebotomy on me using appropriate technique.
4. Allowing other students to perform capillary sticks on me using appropriate technique.

I understand that, when performing these types of invasive procedures, there are rare but real risks associated with venipuncture or dermal puncture, including, but not limited to, bruising, infection and potential damage to surrounding tissue. I am aware of the risks and agree to participate in all aspect of each phlebotomy course and to perform the skills safely and professionally.

I also understand that if I have any condition, such very small veins or scarred veins, are determined to be a risk for me by a faculty member, I may be exempt from phlebotomy procedures being performed on me. Documentation of medical conditions (chronic diseases, etc.) that put me at risk will be required for exemption of participation in student phlebotomy procedure on me.

I have read and understand the above policies.

Print Name

Signature

Date

**STCC School of Health & Patient Simulation
Medical Laboratory Technician Program**

6F. STUDENT POLICIES & PROCEDURES AGREEMENT

Please indicate your agreement with each of the following statements by **printing your initials** on the line next to each statement below and **signing your name** on the designated lines and submitting the agreement prior to the start of classes.

- _____ I have read and understand the information provided in this handbook.
- _____ I have had an opportunity to ask questions about this material and have had those questions answered to my satisfaction.
- _____ I understand that failure to follow any and all MLT policies may result in dismissal from the Medical Laboratory Technician program.
- _____ I am able to comply with the listed Technical Standards/Essential Functions for the MLT program.
- _____ I agree that while enrolled in a Medical Laboratory Technician program, I will treat my studies, labs, and clinical Practicum as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn not only the technical skills required of a Clinical Laboratory Professional, but also strive to develop professional behaviors and attitudes.

Student (Print)

Date

Student (Signature)

