Spoon River College

Medical Laboratory Technician

Student Handbook

2021-2022



March 2021

Table of Contents

|  |  |
| --- | --- |
| Section Title | Page |
| Welcome and Purpose of the MLT Policy & Procedure Handbook | 3 |
| Program Staff | 3 |
| Description of the Medical Laboratory Technician (MLT) Profession | 3-4 |
| MLT Program Mission, Goals, and Outcomes | 4-5 |
| Essential Functions | 5-6 |
| Entry Level Competencies | 6-7 |
| Technical Competencies | 7 |
| Affective Objectives | 8-9 |
| MLT Curriculum Sequence | 10-11 |
| MLT Course Descriptions | 11-12 |
| Instructional Areas | 13 |
| Program Cost | 13-14 |
| Clinical Affiliate List | 14 |
| Academic Advising | 15 |
| Computer Competency | 15 |
| Health Services & Policies | 15-17 |
| American Disability Act | 17-18 |
| FERPA | 18 |
| Discrimination & Harassment | 18 |
| Campus Safety & Security | 18-19 |
| Grading Policy | 19 |
| Program Retention, Progression, Probation, Withdrawal, Re-entry | 19-21 |
| Student Conduct | 22-23 |
| Laboratory Safety Rules | 23-25 |
| Graduation Requirements | 25 |
| Certification | 25 |
| Student Resources | 25-26 |
| Handbook Acknowledgement | 27 |

**WELCOME & PURPOSE OF THE MLT POLICY & PROCEDURE HANDBOOK**

Welcome to the Associate Degree Medical Laboratory Technician Program offered at Spoon River College (SRC).Program approval is currently in progress by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018, phone (713) 714-8880, fax (713) 714-8886, website: www.naacls.org.

This handbook is intended for use as a resource of information for students in the Medical Technology Program at SRC.  The information and policies included have been presented as they are specifically adapted to the MLT program and will serve to direct students toward successful completion of the program. Students are also advised to review rules and regulations in the current College Catalog and the Student Handbook of SRC and are subject to those as well. These documents are available in the Student Services Center or on the SRC website.

The Allied Health coordinator and MLT program director reserve the right to modify, change or delete any or all of these policies or procedures, in whole or in part, and to make changes in the curriculum and calendar with or without notice, as deemed necessary.

Each student is held responsible to know and understand the contents of these policies and to review them regularly. Failure to read or comply will not excuse the student from accountability. Students accepted into the MLT program are required to read the handbook and must sign and date the Student Informed Consent on the last page of the book, tear out the white copy, and turn it in to the Program Director before they can participate in any of the program courses.

**Program Staff**

|  |  |  |
| --- | --- | --- |
| **Team Member** | **Title** | **Email** |
| Melissa Miller | Allied Health Coordinator | melissa.miller@src.edu |
| Glenda Forneris, MHS, MT(ASCP)SBB | Program Director | glenda.forneris@src.edu |
| **Anna Weisbruch,** MPH, MLS(ASCP) | Adjunct Faculty | anna.weisbruch@src.edu |
| **Mercedes Seats, MLT(ASCP)** | Adjunct Faculty | mercedes.seats@src.edu |
| **Kaitlyn Carpentier, MLS(ASCP)** | Adjunct Faculty | Kaitlyn.carpentier@src.edu |

 **Description of the Medical Laboratory Technician Profession**

The medical laboratory technician is qualified by academic and applied science education to provide service in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical laboratory technicians perform, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The medical laboratory technician has diverse and multi‐level functions in the areas of collecting, processing, and analyzing biological specimens and other substances, principles and methodologies, performance of assays, problem solving, troubleshooting techniques, significance of clinical procedures and results, principles and practices of quality assessment, for all major areas practiced in the contemporary clinical laboratory. Medical laboratory technicians practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public. The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Laboratory professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.
Adapted from NAACLS 2012 Standards, Edited10-2019

**MISSION, GOALS, OUTCOMES, ESSENTIAL FUNCTIONS & COMPETENCIES**

**Spoon River College MLT Program Mission Statement**

The mission of the Spoon River College Medical Laboratory Technician Program is to recruit, educate and prepare competent medical laboratory technicians that will serve their patients, communities and the healthcare industry. Our program will provide students with the knowledge and technical skills needed to perform routine clinical laboratory testing in all major areas of the laboratory. It is our goal, that our students will demonstrate high ethical and moral standards and that we will instill in them the desire for lifelong learning.

**Spoon River College MLT Program Goals and Outcomes**

The goals of the Medical Laboratory Technician Program are:

* To provide students with exceptional academic instruction and professional clinical training in the field of laboratory medicine.
* To provide skilled, well-trained medical laboratory technicians that will meet employment needs of hospitals and medical facilities in our local healthcare industry and surrounding communities.
* To prepare students to become competent, dependable and accurate members of the healthcare team.
* To encourage and develop positive student attitudes in the areas of professionalism, work ethic and commitment to delivering quality care to all patients.
* To assist students in recognizing their role in the delivery of healthcare services.
* To prepare students who are qualified, knowledgeable and well-trained in all sections of the clinical laboratory and can perform lab procedures competently.
* To conduct the education of each student in a manner that will encourage continuing education and provide a stimulating atmosphere which will enable and inspire them to participate in campus and community service and develop leadership qualities in the field of healthcare.
* To develop flexibility in adapting to the changing needs, new procedures and new topics in laboratory medicine and in the healthcare industry overall.
* To achieve and maintain the standards for accreditation of the MLT program through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
* To produce graduates eligible to take and pass a nationally recognized certification examination upon completion of the program.
* To instill in the student an awareness of themselves as professionals and an awareness of their responsibility to the growth of their profession.

The outcomes of the Medical Laboratory Technician Program are:

1. To demonstrate academic excellence in medical laboratory technician education by meeting or exceeding student achievement measures as demonstrated by the required program outcomes: national certification pass rate, graduation or completion rate, and employment rate.
2. To graduate competent-entry level Medical Laboratory Technicians who demonstrate skills, knowledge, and theory reflecting proficiency in the medical laboratory setting.

These entry-level competencies include those defined by the National Accrediting Agency for Clinical Laboratory Science’s (Entry Level Competencies of the Medical Laboratory Technician from the 2012 NAACLS Standards; edited 10/2019)

 The medical laboratory technician (MLT) will possess entry level competencies
 necessary to:

1. perform routine clinical laboratory tests, from waived to complex testing, in areas such as Clinical Chemistry, Hematology/Hemostasis (Coagulation), Immunology, Immunohematology/Transfusion medicine (Blood Bank), Microbiology, Urine and Body Fluid Analysis, and Laboratory Operations;
2. analyze and troubleshoot areas of pre‐analytical, analytical, post‐analytical processes;
3. assure responsibility for information processing, quality control monitoring, and training;
4. apply basic knowledge and skills in the application of safety and governmental regulations; principles and practices of professional conduct; and the significance of continuing professional development.
5. To graduate students who collaborate effectively as members of an inter-professional healthcare team by communicating and behaving professionally.

**Spoon River College MLT Program Essential Functions**

The following essential functions are intended to identify essential skills/knowledge/attitudes needed in the Medical Laboratory Technology curriculum at Spoon River College.

Essential Observational Requirements:

The MLT student must be able to:

• Observe demonstrations and exercises in which biological fluids are tested.

• Identify and distinguish objects macroscopically and microscopically and discern
 colors.

• Read and comprehend text, numbers, charts, and graphs displayed in print and on a
 video monitor.

Essential Movement Requirements:

The MLT student must be able to:

• Move freely and safely from one location to another in physical settings such as a
 clinical laboratory and patient care areas.

• Reach laboratory bench-tops and shelves, patients lying in hospital beds or patients
 seated in specimen collection furniture. .

• Perform moderately taxing continuous physical work, often requiring prolonged sitting,
 over several hours.

• Possess sufficient eye-motor coordination to allow delicate manipulations of specimens,
 instruments, and tools

• Control laboratory equipment (i.e., pipettes, inoculating loops, test tubes) and adjust
 instruments to perform laboratory procedures.

• Use an electronic keyboard to operate laboratory instruments and to calculate, record,
 evaluate, and transmit laboratory information.

• Work safely with potential chemical, radiologic, and biologic hazards using universal
 precautions.

Essential Communication Requirements:

The MLT student must be able to:

• Communicate effectively in English with patients, family and other healthcare
 professionals in a variety of patient settings.

• Follow verbal and written instructions in order to correctly and independently perform
 laboratory test procedures.

• Clearly instruct patients prior to specimen collection.

• Communicate effectively, confidentially, and sensitively with patients, their families,
 and member so the healthcare team.

• Follow written and verbal directions

Essential Intellectual, Professional and Behavioral Requirements:

The MLT student must be able to:

• Possess these intellectual skills: comprehension, measurement, mathematical
 calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.

• Be able to manage the use of time and be able to systematize actions in order to
 complete professional and technical tasks within realistic constraints.

• Possess the emotional health necessary to effectively employ intellect and exercise
 appropriate judgment.

• Be honest, compassionate, ethical and responsible.

• Be forthright about errors or uncertainty.

• Be able to critically evaluate his or her own performance, accept constructive criticism,
 and look for ways to improve.

• Project an image of professionalism including appearance, dress, and confidence.

**Description of Entry Level Competencies of the Medical Laboratory Technician**

At entry level, the medical laboratory technician will possess the entry level competencies necessary to perform routine clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis, and Laboratory Operations. The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of pre‐analytical, analytical, post‐analytical processes. The medical laboratory technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed. At entry level, the medical laboratory technician will have the following basic knowledge and skills in:
A. Application of safety and governmental regulations compliance;
B. Principles and practices of professional conduct and the significance of continuing
 professional development;
C. Communications sufficient to serve the needs of patients, the public and members of the
 health care team.
Adapted from NAACLS 2012 Standards, Edited10-2019

**Technical Standards/Competencies**

A Medical Laboratory Technician performs laboratory analyses, evaluates and reports laboratory results, recognizes and solves basic laboratory problems and assists in maintenance of the laboratory systems.

|  |
| --- |
| **The Following Minimum Competencies Must Be Met For Success In The MLT Program:** |
| Ability to read, write and perform basic math calculations |
| Ability to communicate both verbally and in writing |
| Ability to understand and follow information from spoken material |
| Ability to follow written directions and procedures |
| Ability to coordinate verbal and manual instructions |
| Ability to manage time effectively |
| Possession of manual dexterity |
| Ability to cooperate and work well with others (diverse group) |
| Ability to begin or follow through (display initiative) |
| Ability to organize |
| Ability to work under stress and make sound judgments |
| Ability to apply step-by-step thinking, solve problems, and think critically |
| Ability to see and discern colors |
| Ability to sit, bend, reach, push, pull, and lift up to 20 pounds |
| Ability to process and enter data into a computer system |
| Ability to maintain records/documentation |
| Possession of ethical standards and professional behaviors |
| Ability to correlate information |
| Ability to prioritize |
| Ability to interact effectively and sensitively with people |
| Ability to adapt to change |
| Ability to be accurate |
| Ability to apply knowledge |
| Ability to seek help and find information |
| Ability to attend required functions |
| Ability to accept responsibility |
| Ability to understand legal responsibilities, limitations, and implications of their actions |
| Awareness of safety practices |

An acceptable demonstration of these technical standards is a requirement for successful completion of

the MLT program. They represent entry level competencies for an MLT. Evaluation or measurement of

these competencies would be by testing, completion of projects, clinical assessment of practical skills,

and knowledge and/or instructor observation.

**Affective Objectives**

 **MLT Students Should:**

|  |
| --- |
| **1. Demonstrate dependability and initiative during technical coursework.** |
| Be punctual for classes and assignments. |
| Arrive eager to learn. |
| Assist others when necessary. |
| Read assigned material prior to learning experience. |
| Complete assignments and comply with deadlines. |
| Contribute to classroom discussions. |
| Follow through on tasks. |
| Volunteer for extra assignments and projects. |
| Readily look for assignments/tasks when work has been completed. |
| Practice techniques/procedures until competency is achieved. |
| Strive to complete all assignments and tasks with competency. |
| Use only accepted laboratory techniques such as pipetting. |
| Investigate the accuracy of the results by double-checking values and calculations of values. |
| 2. **Demonstrate respect for instructors, laboratory staff, and fellow students.** |
| Cooperate with fellow laboratory workers. |
| Share equipment and supplies when necessary. |
| Listen to verbal instructions. |
| Respect the workspace of co-workers. |
| Thank individuals when assistance is given. |
| Help co-workers when assistance is requested. |
| Encourage fellow students. |
| Confer with peers and instructors about questions on the material. |
| Maintain a good working relationship with all members of the lab staff (students,instructors, technologists, and supervisors). |
| Obey the time schedule for clinical assignments, coffee breaks, and lunch breaks. |
| Stay in the clinical assignment until all work has been completed. |
| Accept constructive criticism. |
| **3. Display proper communication skills.** |
| Listen completely to verbal instructions. |
| Ask when assistance is required. |
| Maintain a professional nature of conversation. |
| Exhibit good written communication skills. |
| Document results, comments, quality control, troubleshooting measures, andnotification of results according to the accepted practices of the laboratory. |
| Accept advice for technique improvement. |
| **4. Maintain honesty and integrity.** |
| Report results in an accurate manner. |
| Preserve the patient’s right to confidentiality. |
| Comply with the laboratory rules and regulations. |
| Uphold academic integrity by following policies regarding cheating. |
| Choose to use information encountered in the laboratory setting in an appropriatemanner. |
| Strive to be accountable for individual work. |
| Respect the knowledge of the trainers. |
| **5. Develop organizational skills which improve efficiency.** |
| Study the bench instructor for ways to organize the workload. |
| Adopt a strategy for organization of the workload. |
| Revise the organizational strategy as needed to improve turnaround time of the test. |
| Demonstrate flexibility by adjusting to changes in the workflow/workload. |
| Evaluate the ability to complete assignments in an organized manner. |
| Learn to coordinate your work and activities to allow for the performance of multipletasks. |
| **6. Strive to display principles and practices of professional conduct.** |
| Follow the guidelines for proper dress and appearance. |
| Promote the laboratory professional as a crucial member of the healthcare team. |
| Advocate adherence to accepted laboratory practices. |
| Present a positive professional attitude when on duty. |
| Display self-confidence. |
| **7. Work as a member of the interdisciplinary healthcare team.** |
| Communicate effectively with other health professionals. |
| Confer with other health professionals on patient status and results. |
| Respect the knowledge of other health professionals. |
| Promote the role of the clinical laboratory in healthcare. |
| Tolerate the lack of understanding about laboratory procedures/ protocols bynon-laboratory personnel. |

**MLT CURRICULUM**

**Medical Laboratory Technician Curriculum, Associate in Applied Science Degree**

|  |  |  |
| --- | --- | --- |
| ​**Course Code** | ​**Fall Semester** | **​Credit Hours** |
| MAT 125​ | ​College Algebra | ​3 |
| ​CHE 170 | ​College Chemistry I | ​5 |
| ​MLT 130 | ​Urinalysis & Immunology (hybrid) | ​4 |
| ​MLT 120 | ​Medical Laboratory Skills | ​4 |
| ​ | ​ | ​Total - 16 |
| ​ | **Spring Semester**​ | ​ |
| ​CHE 180 | ​College Chemistry II | 5​ |
| ​BIO 105 | ​Principles of Biology | ​4 |
| ​MLT 150 | ​Blood Bank (hybrid) | ​4 |
| MLT 140​ | Hematology & ​Coagulation (hybrid) | ​4 |
| ​ | ​ | ​Total - 17 |
| ​ | ​**Summer Semester** | ​ |
| ​BIO 206 | ​Principles of Microbiology | ​4 |
| ​ | ​ | ​Total - 4 |
| ​ | ​**Fall Semester** | ​ |
| ​ENG 101 | ​Composition I | ​3 |
| ​MLT 220 | ​Clinical Microbiology (hybrid) | ​4 |
| ​MLT 230 | ​Clinical Chemistry (hybrid) | ​4 |
| ​MLT 240 | ​MLT Clinical Internship I | ​4 |
| ​ | ​ | ​Total - 15 |
| ​ | ​**Spring Semester** | ​ |
| ​PSY 130 | ​General Psychology | ​3 |
| ​COM 103 | ​Speech Communication | ​3 |
| ​MLT 250 | ​MLT Clinical Internship II | ​4 |
| ​MLT 280 | ​MLT Review and Assessment (Online) | ​2 |
| ​ | ​ | Total - 12​ |

**Credit Hours – 64 Total**

**MLT Course Descriptions**

**MLT 120**– **Medical Laboratory Skills (4 credits; 3 hour lecture; 2 hours lab)**

#### Catalog Course Description:

This course provides students with understanding and knowledge of the health care delivery systems, medical terminology, infection control, safety, quality control, blood collection, central processing, and work skills in communication, mathematics, professionalism, and using a computer. Basic knowledge and laboratory skills in the major disciplines of clinical laboratory sciences—urinalysis, hematology, chemistry, microbiology, and immunology—will also be covered. Students will be trained to perform blood collections and simple or waived tests (CLIA Regulations).

 **MLT 130** – **Urinalysis and Immunology (4 credits; 3 hours lecture; 3 hours lab)**

#### Catalog Course Description:

This course and all MLT courses are designed to prepare the student for MLT 240 and MLT 250. Topics covered in this course are an in-depth coverage of the biochemistry and analysis involved in the production of urine and body fluids as they relate to health and disease; and an introduction to basic genetics and the nature of the immune system, with emphasis on constituents that comprise serum-mediated immunity. Knowledge of basic laboratory principles and procedures are studied.

**MLT 140** – **Hematology and Coagulation** **(4 credits; 3 hours lecture; 3 hours lab)**

#### Catalog Course Description:

This course is designed to prepare the student for MLT Clinical Internship I and II. Included are introductions to the following topics: lab safety, lab instrumentation, and laboratory mathematics. Theoretical and practical laboratory applications of principles and techniques in phlebotomy, normal and abnormal hematology, and coagulation are covered in depth, in this course.

**MLT 150** – **Blood Bank (4 credits; 3 hours lecture; 3 hours lab)**

#### Catalog Course Description:

This course provides an introduction to basic genetics and the nature of the immune system as it relates to immunohematology. The student will gain knowledge in blood-related antigens and antibodies encountered in the clinical lab along with their relation to safe transfusion of blood and its components. The laboratory exercises done in this course will include all the commonly performed immunohematology procedures.

**MLT 220** – **Clinical Microbiology (4 credits; 3 hours lecture; 3 hours lab)**

#### Catalog Course Description:

This course is an in-depth presentation of clinical bacteriology. Topics to be covered include specimen collection and transport, normal human flora and the sties associated with it, medias used for culturing and identification of bacteria from human sources, pathogen susceptibility testing and pathology and treatment of human bacterial infections. The student will also gain knowledge in the study of human pathological mycology, the epidemiology and pathology of fungal infection, the culturing and identification of pathogenic and normal flora fungi and the treatment of fungal diseases. In addition, human parasitology including the epidemiology, pathology, identification from human sources, and treatment of parasitic infestations will be covered. The student performs laboratory exercises that stimulate hospital procedures in clinical bacteriology, mycology, and parasitology.

**MLT 230** – **Clinical Chemistry (4 credits; 3 hours lecture; 2 hours lab)**

#### Catalog Course Description:

This course encompasses an in-depth study and understanding of the physiologic and biochemical processes operant in both health and illness. The student will perform analyses on various body fluids, grouped according to function of organ system and will be able to apply and explain the chemical principles, physiologic and chemical changes, and the clinical interpretation of their results. Understanding the theory and application of laboratory instruments (including computers or laboratory information systems), laboratory math, quality control, and laboratory safety is emphasized.

**MLT 240** – **MLT Clinical Internship I (4 credits; 0 hours lecture; 30 hours/week clinical lab)**

**Catalog Course Description:**

This course is completed the second to last semester of the students MLT degree curriculum, it that consists of supervised clinical training at a local hospital laboratory. During this course, the student will report to the internship site and must complete a minimum of 240 hours of unpaid work at a clinical laboratory.

#### MLT 250 – MLT Clinical Internship II (4 credits; 0 hours lecture; 30 hours/week clinical lab)

#### Catalog Course Description:

This course is completed the final semester of the MLT degree curriculum, it consists of supervised clinical training at a local hospital laboratory. During this course, the student will report to the internship site and must complete a minimum of 240 hours of unpaid work at a clinical laboratory.

**MLT 280** – **MLT Review and Assessment (2 credits; 2 hours lecture; 0 hours lab)
Catalog Course Description:**

This course is the culmination of the Medical Laboratory Technology program. It provides the student the means to do a comprehensive review in preparation to take the American Society for Clinical Pathology Board of Certification exam. The course also helps prepare students to be workforce ready by giving them the opportunity to perform and teach others important skills used by medical personnel. Lastly, students will compile a working resume and interview skills that can be used when applying for positions in the medical laboratory.

**Instructional Areas**

The MLT curriculum addresses principles of:

* Methodologies for all major areas currently applied by a modern clinical laboratory, including
 problem solving and troubleshooting techniques;
* Collecting, processing, and analyzing biological specimens and other substances;
* Laboratory result use in diagnosis and treatment;
* Communication skills (sufficient to serve the needs of patients and the public);
* Educational methodology (and technical training sufficient to orient new employees);
* Quality assessment in the laboratory;
* Laboratory safety and regulatory compliance;
* Information processing in the clinical laboratory;
* Ethical and professional conduct;
* Significance of continued professional development.

Behavioral objectives in the cognitive, psychomotor, and affective domains are provided for didactic and applied (clinical practice) aspects of the program, and include clinical significance and correlation.  Course objectives show progression to the level consistent with entry into the profession.

The learning experiences are sequenced to develop and support entry-level competencies and include instructional materials, classroom and/or online presentations, classroom and/or online discussion, demonstrations, on-campus or cooperating laboratory sessions, and supervised practice and experience.

The course syllabi include individual course goals and objectives.

**PROGRAM COST**

**Spoon River College Medical Laboratory Technician Program**

Estimated Program Costs 2021-2022

 In-District Out-of-District

**Freshman Year (Fall)-16 hours**

Tuition $2784 $5776

Program Fees $ 580 $ 580

Additional Student Costs $ 620 $ 620

Estimated Total $3984 $6976

**Freshman Year (Spring)-17 hours**

Tuition $2958 $6137

Program Fees $ 690 $ 690

Additional Student Costs $ 620 $ 620

Estimated Total $4268 $7447

**Freshman Year (Summer)-4 hours**

Tuition $ 696 $1444

Program Fees $ 200 $ 200

Additional Student Costs $ 175 $ 175

Estimated Total $1071 $1819

**Sophomore Year (Fall)-15 hours**

Tuition $2610 $5415

Program Fees $ 450 $ 450

Additional Student Costs $ 465 $ 465

Estimated Total $3525 $6330

**Sophomore Year (Spring)-12 hours**

Tuition $2088 $5776

Program Fees $ 360 $ 360

Additional Student Costs $ 765 $ 765

Estimated Total $3213 $5457

Total Estimated Program Cost $16,061 $28,029

-Program Fees include Instructional Course fees for Career and Technical and Science courses.

-Additional Student Costs are estimated student costs for textbooks and supplies.

-Total Program costs does not include any pre-requisite tuition

These are only estimate costs and are subject to change without notice, but should still serve as a helpful guide.

**SRC MLT CLINICAL AFFILIATE LIST**

Graham Hospital

210 W. Walnut St.

Canton, IL 61520

McDonough District Hospital

252 E Grant St

Macomb, IL 61455

Mason District Hospital

615 North Promenade Street

Box 530

Havana, IL 62644

**OSF St. Mary Medical Center**
3333 N. Seminary Street
Galesburg, Illinois 61401

**GENERAL INFORMATION**

## **Academic Advising**

Once admitted into the College, each student has access to an advisor. Students are encouraged to meet with an advisor to develop an educational plan that meets the goals and requirements of their chosen curriculum and program. Students are responsible for planning a tentative schedule and arranging appointments with their advisors each semester.  Advisors can meet with students as often as needed throughout the year.

**Computer Competency/Technology**

The MLT program courses are all hybrid on-line. Students are expected to have a basic knowledge and ability of general computer usage (i.e., Internet research, emailing, and word processing). Students will be using a computerized system for classes, communication with peers and faculty, testing, assignments, and for the clinical site. If one is not comfortable with using the computer, as previously listed, it is the incoming student’s responsibility to become computer literate with these topics. Computer usage is necessary to meet the objectives of each of the MLT courses. The MLT student is responsible to check all of their SRC on-line courses and email every class day.

**Health Services and Policies**

SRC and clinical agencies do not provide and are not responsible for payment of any health services required by a student. Students are responsible for all costs incurred as a result of an accident, injury, or illness. In case of an emergency, students may consult with medical doctors for treatment at the clinics or hospitals located nearest their center of attendance. Individuals wishing to do so may obtain their own annual health insurance.

The following policies have been established for the promotion, protection and maintenance of the health of students enrolled in the SRC MLT program and for the protection of patients and personnel with whom they are in contact. There are policies affecting students upon entrance to SRC and upon initiation of clinical experiences for each academic year.

It is the student’s responsibility to provide current records of physical, Immunization Record, TB, Hep B, and a Criminal Background Check. Failure to provide the current and valid documentation will result in the inability to attend scheduled clinical and will jeopardize the student’s capability of successfully completing the course/program.

If a student refuses to obtain immunizations this may impend their ability to attend clinical. It is not the responsibility of the MLT program to find alternate clinical sites for the student due to availability of instructors.

**Health/Physical Requirements for the MLT Program**

**Physical examinations, including results of either a current Tuberculin Test or an initial 2-step TB test, and immunization information are required of all students for entry into the clinical rotation which starts in the third semester of the MLT program.** Students must provide documentation of immunization for diphtheria, tetanus, poliomyelitis, mumps, measles (rubella), rubella, and chicken pox. Mumps immunization must have been received after 1979 or immunity from disease confirmed by a physician. Chicken pox immunization must have been provided or immunity from disease confirmed by a physician. There must also be documentation of polio and tetanus boosters, if immunizations were not within the last ten years. The Hepatitis B vaccination or completion of a SRC waiver form is also required. Please consult with your physician in regards to all of these tests.

**A drug screen must be completed before the start of the program**. The Program Director will notify students of the method and frequency requirement of drug panels. Students are responsible for payment of any fees and timely completion of the required drug panel. Failure to complete the requirement will result in being dropped from the clinical course which in turn may have implications on a student’s continued participation in the professional program and on a student’s ability to obtain a degree from the SRC MLT program.

A positive drug screen includes, but is not limited to, amphetamines, methamphetamines, cocaine, cannabinoids, opiates, heroin, methadone, and PCP. Alcohol testing may also be performed. Failure to comply with these guidelines, inability to produce a prescription for a legal substance, tampering with specimens, and/or attempting to submit a sample from another person will be considered positive results. NOTE: Cannabinoid use is considered illegal under federal law and a positive screen is unacceptable. There is no guarantee the use of CBD oil will not produce a positive drug screen.

If a student is arrested for violating any federal or state law pertaining to the possession, sale, or use of any drug or alcohol or the misuse of over-the-counter medications must report the arrest to the program director within 5 days of arrest. Drug screening will be performed at the approved vendor and a negative result is required to continue in the program. Arrest/conviction during the program may prevent the student from attending clinical.

**Release to Return to Clinical and Classroom**

Any illness, injury, or condition, which limits a student’s ability to function in the clinical area, must be reported to the clinical faculty member. It is the student’s responsibility to convey information to the Program Director and course/clinical instructors any newly diagnosed health problems, injuries or condition. Clearance by the student’s physician is requested prior to the student returning to the clinical area. If the student does not inform the Program Director or course/clinical instructors of condition any liability of injury is released by the student to the college.

Students unable to attend class or clinical due to illness or injury must notify the Program Director and appropriate faculty. Students who are absent more than three days or who are hospitalized for any length of time must submit a letter of release from their physician to the Program Director prior to returning to class or clinical. Any student evaluated or being treated by a medical professional must submit a letter of release from their provider to the Program Director prior to returning to class or clinical. Releases must include any restrictions or limitations on scholastic or clinical assignments. Failure to comply with this policy will result in the inability to return to the classroom or clinical setting.

**Criminal Background Check**

**A criminal background check is required before the start of the program**. Agencies accepting students for clinical experiences require students to complete a criminal background check prior to placement for clinical experiences. The requirement to undergo criminal background checks is required by clinical accrediting organizations and/or state laws. Therefore, for the SRC MLT program, to comply with these requirements and to ensure all students have access to the best of clinical agencies in the region, all students in the program are required to provide criminal background check(s).

The Program Director will notify students of the method and frequency requirement of criminal background checks. Students are responsible for payment of any fees and timely completion of the required background checks prior to participation in their clinical experience for that course. Failure to complete the requirement will result in being dropped from the clinical course which in turn may have implications on a student’s continued participation in the professional program and on a student’s ability to obtain a degree from the SRC MLT program.

Students must be aware that criminal background checks may be required more than once during the program of study. Students are responsible for expenses of testing, not only initial testing, but also confirmation of criminal status. When changes in requirements for criminal background checks are made, students will be notified at the earliest convenience so that compliance with background check requirements is possible.

The following policies will be followed:

1. A student whose check results in a status of “no” for “no record” may be placed in a clinical site.
2. A student whose check results in a status of “yes”, indicating a criminal record, either misdemeanors or felonies, may not be placed in a clinical site until after one of the following events occurs:
	1. Result of “no record” is provided to the Program Director.
	2. A student whose name results in confirmation of having been convicted of any offenses located in the Health Care Worker Background Check Code, section: DISQUALIFYING OFFENSES (Department of Public Health) will not be permitted by the clinical sites used in the SRC MLT program. A student whose name check results in lesser charges or those not listed above will have such record reviewed for clinical placement by the assigned clinical site (without name disclosed) and may be counseled by the SRC MLT program.
3. A student who has completed a criminal background check for an employer may need to submit to a second testing with an additional company if the type of the check is not the same as the SRC MLT program requirement and that of its clinical agencies.
4. Students need to understand this is a mandate that must be followed. Therefore, changes in faculty or clinical sites mid-year may even require additional criminal background testing for selected students during the year.

All students should understand from the onset of their participation in the MLT program that if a criminal background check results in confirmation of a criminal history that this may prohibit them placement in a clinical setting. The SRC MLT program assumes no obligation to identify alternative clinical settings for such students and may not be able to make a student placement. In such cases, a student will not be able to complete the requirements of the MLT program and will not be able to obtain a MLT AAS degree from SRC.

**American with Disabilities Act**

Students with disabilities who believe that they may need accommodations in any classes are encouraged to contact the Disability Support Services Office at 649-6305 as soon as possible to better ensure that such accommodations are implemented in a timely fashion.

The MLT program is a discipline with cognitive, sensory, affective and psychomotor requirements.  In order to comply with the 1990 American with Disabilities Act, the MLT program defines a “qualified individual with a disability” as one whom, with or without reasonable accommodation or modification meets the essential eligibility requirements for participation in the MLT program.  MLT students will be required to meet the performance criteria for the essential function for the position of a medical laboratory technician unaided or with the assistance of a reasonable accommodation**.** If accommodations are needed, it is the student’s responsibility to inform the Program Director, in writing, of any disability before entering the lab/clinical and/or testing/classroom components of the MLT program.

Qualified students with a disability should follow the steps of the procedure below:

1. The student will contact the Disability Services Advisor 649-6305 regarding accommodations.
2. The Disability Services Advisor will ask the student to submit the required documentation of a disability and determine if a reasonable accommodation can be provided to the student.
3. The Disability Services Advisor will notify the MLT program director/faculty member of the identified accommodations to meet the student’s needs.  It is also the student’s responsibility to coordinate with the MLT faculty the accommodations he/she feels is needed.
4. If the MLT faculty is not clear about the accommodation or thinks the accommodation cannot be met, a team meeting of program faculty, administration, and the Disability Services Advisor will be held to specifically clarify the accommodation.
5. A follow-up memo will be sent to the involved faculty, Disability Services Advisor, and MLT program director to define the specific accommodation for the identified disability.
6. The accommodation is not automatically continued from one semester to the next.  The student is required to request a reasonable accommodation each semester by repeating the above process. This process should be completed in a timely manner prior to the first day of class.

## **Data Privacy Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. Spoon River College upholds the federal law giving students the right to inspect, review, and amend their educational records. SRC students will be permitted to inspect their own educational records. In addition, the College will not release or disclose information or allow inspection of records without prior written permission from the student, unless, by law, prior consent is not required under certain circumstances. Students also have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Consult the SRC Student Handbook for further details.

**Discrimination and Harassment**

Spoon River College does not discriminate, and will not tolerate discrimination or harassment, on the basis of sex, pregnancy, gender identity or expression, race, color, creed, national or ethnic origin, religion or religious affiliation, sexual orientation or preference, age, marital or family status, disability, veteran status, or other status protected by applicable federal, state, or local law in admission, financial aid, employment, athletics, or any other aspect of its educational programs or activities. Reasonable accommodation will be provided to persons with disabilities, consistent with state and federal law. (Refer to SRC Policy and Procedure Manual, Discrimination & Harassment Policy, 3.1.1).

**Campus Safety and Security**

The goal of Spoon River College is to provide a safe and secure learning and work environment for our students, staff and visitors by adhering to the Core Values of the College. The primary function of any security effort is to protect life and property in all situations and preserve peace within the established limits of the College community. Spoon River College provides uniformed security officers at the Canton and Macomb campuses in the evenings to handle the security of campus buildings and grounds. During normal daytime working hours, security is provided by various college officials on an as needed basis. The effectiveness of campus safety and security depends on the assistance and cooperation of each member of the College community. Full details about the college’s safety policies can be found in the SRC Student Handbook.

**ACADEMIC POLICIES**

**Course Syllabi**

Each MLT course has a course syllabus that outlines the objectives to be accomplished by the completion of the course. It also lists the prerequisites, textbooks and requirements for the course.

**Grading Policy**

Grading Scale

The grade point system utilized in all MLT courses, unless otherwise specified in the course syllabus, is as follows: **A = 100 – 90; B = 89 – 80; C = 79 – 70; FAIL D = 69 – 60; FAIL F = Below 60.** Any student who achieves a failing clinical grade will achieve an “F” as their final course grade.

The MLT curriculum builds on the knowledge from previously required courses. Therefore, the MLT student should be prepared for comprehensive examinations and quizzes to assess knowledge already acquired.

**Student Retention**

The MLT program is rigorous and fast-paced. Therefore, the program director and faculty make every effort to help all students maintain satisfactory status in the program. The MLT program encourages students to use the various resources offered by the College to help them meet the demands and challenges of the program. Specific information can be obtained from the Student Services Department Students are encouraged to speak to the course faculty if these resources are not meeting their needs.

**Program Progression/Probation/Withdrawal/Re-Entry**

**Academic Progression Requirements**

A grade of "C" or better is required in each MLT course in order to progress to the next course in the

sequence. Also, a grade of "C" or better is required for all general education courses.

**Counseling and Probation**

Instructors shall make every effort to identify early and assist students who are not performing satisfactorily.  The instructor is encouraged to involve the program director and/or advisor as soon as the problem is recognized.

Being a hybrid online program, students are continuously counseled electronically through the college's learning management system.  Since communication is one of the most important factors in online education, constant discussion, advising, and counseling takes place online.  Students are aware of their performance in the individual courses since course grades are accessible at all times.  The MLT faculty will counsel students in situations where unacceptable technical or lab performance, unacceptable assignment or exam performance, or unacceptable behavior has occurred.  Every effort to assist students who are in danger of failing will be made.

 If a student has demonstrated unsatisfactory academic, professional or ethical performance in an MLT course or clinical rotation, the student may be placed on a probationary status or dismissed from the program, relating to the nature of the offense. Dismissal is the discontinuance of the student from the SRC MLT program. If a student is dismissed or withdrawn from the program, the student may be eligible to reapply at a later time. The Program Director and academic advisors may establish contingencies for reapplication at the time of dismissal or withdrawal. A student may be dismissed from the professional year of the MLT Program including, but not limited to the following reasons:
a. Failure to maintain academic standards
b. Breach of attendance policies
c. Unethical conduct based on any behavior which shows poor judgment, endangers or discredits
 individuals, the profession, or the department; and/or academic dishonesty
d. Failure to maintain physical or mental health in accordance with the essential functions of a
 medical laboratory technician.

Procedure:
The Program Director may develop a probationary contract in cases where a student is in violation of academic, professional and ethical standards. Consequences related to breach of contract are specified in the individualized student probationary contract in order to promote awareness and transparency. If a student has demonstrated unsatisfactory academic performance the student will make conference appointments with the appropriate instructor until such time that the student is progressing at a satisfactory level and is no longer in jeopardy of failing. Following the conference, a progress report will be provided to the student and the MLT Program Director as written documentation of areas of progress and areas of deficiency. If performance falls below acceptable levels and the student does not make satisfactory improvement, the student faces dismissal. A student receiving a grade less than “C” in an MLT course, may re-apply if readmission is approved and repeat the course one time. Students who receive a grade of less than “C” in two MLT courses or in the same MLT course two times will be dismissed from the program without consideration for readmission.

**Withdrawals:**

**Withdrawal from Class and College**Students are referred to the SRC catalog for all policies on Drop and/or Withdrawal from courses or the college.

**Withdrawal from Course**

## When necessary to withdraw from a course or courses, the student may do so according to the following from the SRC catalog.

## **Refunds**

Students dropping a credit course(s), either online or in person, after completing the appropriate paperwork, will be eligible for refund of tuition and fees according to the following schedule. The refund period is the number of business days beginning with the first day of the semester.

| Length of Class Session | Refund Period | % Refund |
| --- | --- | --- |
| All Credit Courses | Up to the first class session | 100% |
| 9 to 16 Weeks Semester | First day of the semester through the 5th business day | 100% |
| 5 to 8 Weeks Semester | First day of the semester through the 5th business day | 100% |
| 2 to 4 Weeks Semester | First day of the semester throughthe 2nd business day | 100% |
| Less than 2 Weeks Semester | First day of the semester throughthe 2nd business day | 100% |
| Community Education and Non-Credit | The day before the first class meeting | 100% |
| CDT program | First day of the semester through the 2nd business day | 100% |

* 100% refund of tuition and fees is granted if a scheduled course is cancelled by the College.
* Students who are asked to leave the College or a course(s) for misconduct are NOT eligible to receive a refund of tuition and fees.
* Students may request a refund based upon a medical withdrawal by completing a Student Petition Form, located in Student Services.

### **Withdrawal for Non-Attendance Reason**

If, in the opinion of the course instructor, excessive absences in classroom or clinical contributes to unsatisfactory progress in the course, the educator may choose not to initiate the withdrawal and award a grade of "F" at the end of the grading period.
 **Withdrawal from the MLT Program**If a student is considering withdrawal from the MLT program, a meeting with the Program Director and course faculty member is required prior to withdrawing so opportunities for success and options for readmission can be discussed. It is the responsibility of the student who wishes to withdraw from the program to withdraw from enrolled courses and notify their advisor.

**Re-entry to the MLT Program**

* Re-entry will not be guaranteed**,** but is contingent upon factors such as seat and faculty availability, remediation efforts by the students, and time frame for program completion.
* Re-entry students must **meet current admission requirements** and follow the current year MLT student policy and procedure handbook.
* Students seeking re-entry will be required to demonstrate retention of previously learned material and competencies of previously learned skills.

**A student will be allowed a maximum of one program re-entry. The most qualified applicants will be admitted first.**

## Procedure for Re-entry

## The student must initiate re-entry with a written/email request sent to the MLT Program Director at least 30 days before the start of the academic year. This request should include: 1. when the student wishes to re-enter and 2. what the student has done to improve his/her chance of successful completion.

* This request will be presented to the program director and faculty for their evaluation.
* The Program Director will notify the student in writing of the status of their request and the criteria which must be met prior to re-entry.
* The criteria entails demonstration of retention of course theory by successful completion (>70%) of a proficiency exam for each successfully completed MLT courses. Previously learned skill competencies will be evaluated with the use of lab exams or competency checklists. If retention is not demonstrated, the student will need to repeat the MLT course(s).

**Student Conduct**

* SRC assumes that all students admitted to the MLT program will demonstrate social and moral ethics.
* SRC expects all students to conduct themselves in a manner that reflects positively on the college and community.
* Conduct that endangers the health, safety, or welfare of any client will result in probation and/or dismissal from the program.

### **Student Code of Conduct**

Students are responsible for becoming familiar with the Student Code of Conduct General Policy. These can be found in the college catalog on the website and/or the SRC Student Handbook and by request from the Student Services Department.

SRC has established a student code of conduct. Generally, College disciplinary action shall be for conduct that adversely affects the College’s pursuit of its educational objectives. The reference to “College” includes any event or site off campus where students, faculty and staff represent the College. “Academic/Non-Academic misconduct" generally refers to behavior in which an individual cheats, plagiarizes, or otherwise falsely represents someone else’s work as his or her own. Forms of academic misconduct include, but are by not limited to:

Academic Misconduct includes, but not limited to:

* Cheating
* Plagiarism
* Falsification and Fabrication
* Abuse of Academic Materials
* Complicity in Academic Dishonesty
* Falsification of Records and Official Documents
* Personal Misrepresentation and Proxy
* Bribes, Favors, Threats

Non-Academic Misconduct includes, but not limited to:

* Behavioral offenses
* Bias related offenses
* Property offenses
* College policy offenses
* Alcohol, tobacco and drug related offenses
* Technology offenses
* Off-campus offenses

SRC Faculty members have the authority to decide if students have committed academic/non-academic misconduct. If a faculty member suspects academic/non-academic misconduct, the faculty member will proceed with the academic conduct judicial process. The process would include up to four phases of review. Please review the SRC Student Code of Conduct for further clarification of the policy.

### A copy of the "Academic/Non-Academic Misconduct Incident Report" must also be submitted to the program director. **Substance Abuse Policy**

It is the policy of SRC that the college is alcohol and drug free in accordance with Public Law 100-690, the Anti-Drug Act of 1988. Any student determined to have violated this policy may be subject to disciplinary action up to and including suspension or dismissal. Students should also be aware that such violations may result in the revoking of any financial aid they are eligible to receive.

A student who is suspected of being under the influence of any substance while at the clinical site will be immediately dismissed for the day. A meeting with the student, clinical educator, and Program Director will be scheduled. The student may be subject to dismissal from the program.

**Refer to SRC Catalog and SRC Student Handbook for further clarification of policies.**

 **Laboratory Safety Rules and Regulations**

The MLT Program includes responsibility toward the work environment as well as the environment outside of the lab as a critical part of the curriculum. The curriculum in all settings of students' clinical lab practice emphasizes laboratory safety and appropriate protocols for disposal of biohazards in all of the disciplines of clinical laboratory science. Appropriate disposal of waste, maintenance of the work area, and safety precautions reduce contamination of the work environment and the outside environment by potentially hazardous materials. The clinical affiliate labs and the student labs are both regulated by environmental agencies. The responsibility of students to maintain the safety of the work environment and the environment outside of the lab receives attention in the students' orientation at the beginning of every student lab. On campus the staff reiterate safety in the laboratory exercises that students perform throughout their two years of education in the MLT program. Although all risks cannot be eliminated, laboratory personnel (including students) can effectively minimize safety risks by strict adherence to basic rules of safety. Students will sign a Safety Precautions form with the following information:

1. Universal Precautions are observed at all times when there is a potential for contact with blood, blood product, body fluids or tissue. (Assumption that all are potentially infective.)
2. Do not eat food or drink beverages in the laboratory.
3. Dress properly during a laboratory activity: Long hair must be tied back; shoes must completely cover the foot (no sandals), no dangling jewelry or loose, baggy clothing.
4. A lab coat must be worn during laboratory procedures and gloves worn when handling biologically hazardous materials.
5. Always wash hands after removing gloves and before leaving the lab.
6. Keep hands away from face, eyes, mouth, and body while using chemicals, reagents, biologically hazardous samples, or lab equipment.
7. Dispose of all waste properly. Check with your instructor for disposal of chemicals, reagent solutions and biologically hazardous materials.
8. Report chip, cracked, or dirty glassware to the instructor. Never handle broken glassware with your hands. Use a brush and dustpan to clean up broken glass and place in a sharps container.
9. Know the evacuation plan, fire exits and what to do if there are weather or fire warnings.
10. Know the locations and operating procedures of all safety equipment: first aid, eye wash, fire blanket and fire extinguisher.
11. Conduct yourself in a responsible manner at all times in the laboratory. Never work alone in the lab.
12. Following a chemical or body fluid splash to your eyes or face immediately flush the eyes using the eye wash for 15 minutes.
13. Inform your instructor of any medical conditions (e.g. pregnancy, allergies, color blindness, etc.) that might require special considerations.
14. Report any accidents or unsafe working conditions to the instructor. First aid will be administered immediately in the event of an accident.
15. Observe good housekeeping practices. Clean benches with 10% bleach solution after testing is completed.
16. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering.
17. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure **ask your instructor** before proceeding with the activity.
18. Do not touch any equipment, chemicals, or other materials in the laboratory **until you are instructed to do so**. Equipment must be used according to standard operating procedures as directed by your instructor.
19. In the event of an accidental needle-stick or mucous membrane exposure use the following process.

**Needle-stick/Mucous Membrane Exposure**

If a student has a percutaneous (needle-stick or cut) or mucous membrane (splash to eye, nasal mucosa or mouth) exposure to blood/body fluids, or has a cutaneous exposure to blood/body fluids when the student's skin is chapped, abraded, or otherwise non-intact, the following protocol will be followed:

* + The student **should treat the wound or splash and** immediately report the exposure to the instructor, or if in a clinical setting, to the clinical supervisor of the health care facility.
	+ Follow-up instructions, as determined by the occurrence or injury, will be provided to the student by the instructor.
	+ An incident report form must be completed as soon as possible. If the occurrence is in a student lab, the SRC incident report form must be completed. If in a clinical setting, the health care facility’s form must be completed. A copy of this report should be given to program officials.
	+ If the exposure is in a clinical setting, the guidelines of the health care facility must be followed. SRC’s clinical instructor will seek the assistance of appropriate facility personnel to learn the status of the patient relative to possible infection and will advise treatment accordingly. NOTE: If the student refuses treatment, the clinical instructor must make note of the fact.
	+ Students are encouraged to seek professional medical assistance if they have been injured in the lab.

Additional safety precautions:

1. Precautions to be taken during patient contact and specimen collection:

 A. Treat all biological material as potentially infectious.

 B. Wear gloves when handling or processing any blood or body fluid specimens, or performing venipuncture. Change gloves after each patient contact.

 C. Dispose of used needles and lancets in a labeled puncture-resistant container. Do not attempt to recap, bend or break needles.

 D. Wash hands frequently and effectively, especially after removing gloves. Wash hands immediately if they become contaminated with blood or body fluids. Always wash hands after removing lab coat, before leaving the lab, and prior to eating.

1. Precautions to be taken in the laboratory:

 A. Centrifuge all blood samples with stoppers on.

 B. Treat all sera and blood products as infectious materials. Never pipette infectious samples by mouth. Use automatic pipettes or aspiration bulbs.

 C. Place reusable pipettes in appropriate cleaning basin.

 D. Immediately disconnect the centrifuge when spillage or breakage occurs during centrifugation. Decontaminate and allow to dry before reuse.

 E. Cover all spills with a disinfectant and paper toweling.

 F. Use safety mitts when handling hot glassware. Never carry more glassware than can be easily handled.

 G. Wear safety goggles in appropriate situations.

 H. Use a biological hood for any procedure likely to produce aerosols: vigorous mixing, blending, mincing.

**Graduation Requirements**

The student must fulfill the graduation requirements of the college to receive the MLT AAS Degree. The student is responsible for knowing the current requirements as defined in the SRC Catalog. The student is also responsible for applying for graduation at the date specified by the college and should verify with his/her academic advisor that all graduation requirements.

Whether or not a student participates in the college graduation, an application for graduation must be filed with the Registrar's office within the specified time frame. Other requirements for graduation from this program are those listed in the Financial Information section of the SRC Catalog.

**Certification**

Upon successful completion of the Medical Laboratory Technician Program each student will be awarded an Associate Degree in Applied Sciences (AAS), and will become eligible to take the American Society of Clinical Pathologist (ASCP) National Board of Certification Examination or certification from other certifying agencies.  Upon successfully passing this BOC exam, the graduates become certified.  Granting of the AAS degree is not contingent upon the student's passing any type of external certification examination.

The student is responsible for completing the ASCP Board of Certification exam application form online indicating eligibility for the MLT BOC Examination. [http://www.ascp.org](http://www.ascp.org/)

*To remain certified, the MLTs must renew their certification every three years. To be eligible for*

*certification renewal, the MLTs must provide proof of continuing education of at least 36 hours. More information can be found at* [*https://www.ascp.org/content/board-of-certification/stay-credentialed*](https://www.ascp.org/content/board-of-certification/stay-credentialed)*.*

**RESOURCES**

To assist the student in their MLT program education and mastery of skills, the following resources are available. These resources allowing MLT students to be more confident with their studies and with themselves.

 The **Learning Resource Center (LRC):** Instructional media of various types are available in the LRCs. Hours of operation are posted on the door of the LRC. The LRC provides professional journals, books, and audiovisual programs, computer workstations with Internet access, and copiers and printers to assist students in their education. The LRC staff members are available and eager to assist those students not familiar with the equipment.

**Tutoring**:Students who are experiencing difficulty keeping up with the coursework in their classes may be eligible for help provided by a tutor, personal or academic counseling, or support material. The ASC assistance is provided to help students “catch up” and improve their study skills so that they can complete their course successfully. On both campuses, the ASC is located in the LRC. Both are open during the same hours as the LRC.

**Online Tutoring**:Students who cannot access tutoring at one of the Academic Success Centers due to distance, time or availability of tutors can access online tutoring. Students may contact either the Writing Tutor or Math and Science Tutor via the online tutoring links in My SRC.

 **Technology Availability:** The MLT program courses are hybrid online. Students use computerized systems for classes, communication with peers and faculty, testing, assignments, and for the clinical sites. Students have access to computers in the Library, LRCs, ASCs, Cyber-Cafes, and certain classrooms. The Canton and Macomb Campuses have wireless internet available in many areas throughout the buildings.

 **MLT Skills Lab:** An adequately equipped MLT lab is located in E117 of the Canton Campus to provide several options for students to learn, practice, and demonstrate technical procedures utilized in clinical practice. Specified hours will be made available for students (when offered) in addition to their regularly scheduled class and lab hours.

**Clinical Opportunities:** The MLT program provides students with multiple learning experiences through a variety of clinical opportunities such as hospitals and clinics.

**Scholarships, Grants and Awards:** Please refer to the college website for the most current listing.

**SPOON RIVER COLLEGE MLT PROGRAM STATEMENT OF ACKNOWLEDGEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print your full name) have read and understand the information provided in the SRC Medical Laboratory Technician Student Handbook, including:

 MLT Mission, Goals, and Outcomes;

 Essential Functions of a MLT;

 MLT Grading Policy;

 Student Conduct

I acknowledge that I understand the risks involved in the field of laboratory science, and I understand the safety policies in place and agree to follow the safety related instructions of my program faculty and supervisors. If I have any questions I agree to consult with my advisor or the MLT program director.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
Student Signature Date

Please return this form to the MLT Program Director/Faculty by the end of the first week of classes of your first semester.