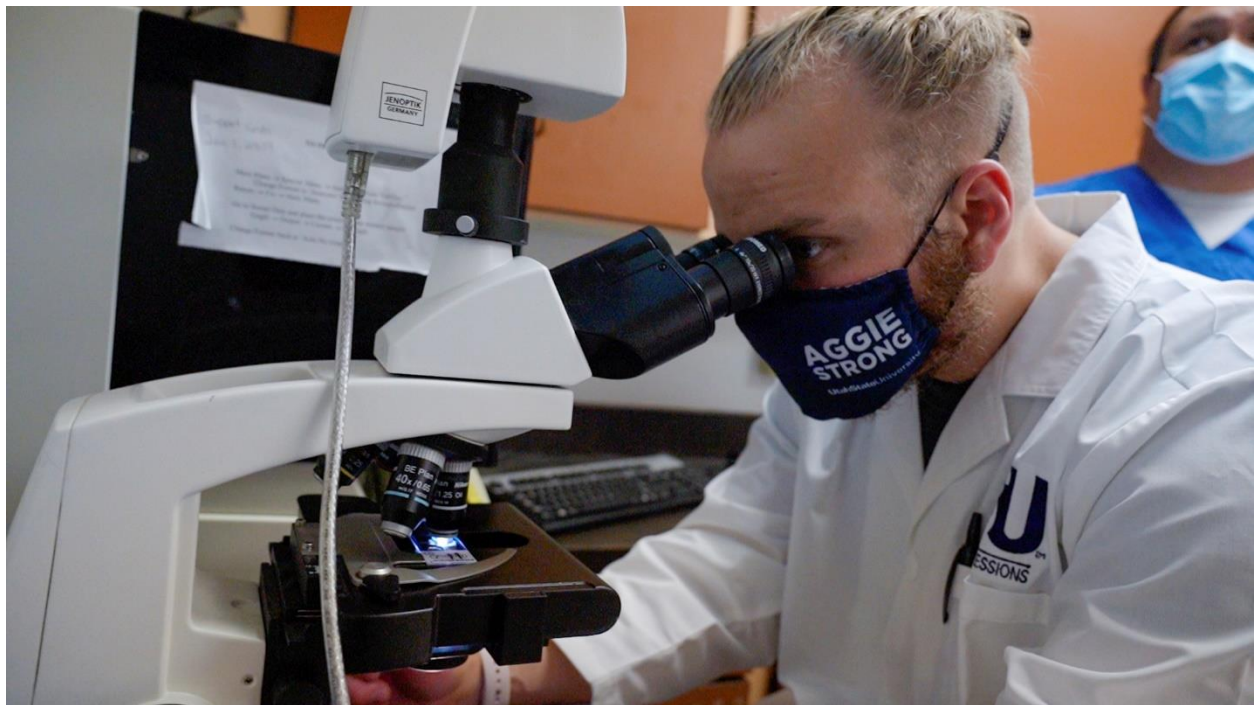


Medical Lab Technician Program



STUDENT HANDBOOK

UtahStateUniversity®
HEALTH PROFESSIONS

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Accreditation

Utah State University Eastern, Utah State University Moab and Utah State University Blanding Medical Laboratory Technician programs are programmatically accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). NAACLS is committed to being the premier agency for international accreditation of educational programs in the clinical laboratory sciences and related health care disciplines. Qualified USU MLT graduates are now eligible to sit for the National Certification exam through the American Society of Clinical Pathology (ASCP) or the American Medical Technologists (AMT).



**National Accrediting Agency for Clinical Laboratory Sciences
(NAACLS)**
5600 N River RD, STE 720
Rosemont, IL 60018-5119 info@naacls.org

Welcome

Utah State University would like to welcome you into the Medical Laboratory Technician (MLT) program.

The MLT program is designed to prepare you for employment in various positions within the medical and diagnostic industry. This handbook is designed to provide general information that is appropriate to the MLT program. It is the responsibility of each MLT student to review the handbook independently and to refer to it as needed during his/her enrollment.

This MLT handbook is meant to supplement the policies and procedures adopted by the USU Board of Trustees. In the event of any conflict between a Board of Trustees' policy and any policy or provision of this Handbook, the Board of Trustees' policies shall be construed as setting forth the minimum expectations, rules or procedures applicable. In other words, some components of the policies set forth in this Handbook may impose greater obligations, expectations or responsibilities on students in the MLT Program than are generally applicable to other students. If there are questions concerning information in this handbook, the Program Director should be consulted.

All statements in the student Handbook are announcements of the present MLT program's policies and are subject to change at any time. While every effort will be made to give advance notice of any change in the MLT program's policies, such notice is not guaranteed nor required. Any changes in policy will be reflected as an updated Student Handbook and notice will be sent to all students through LMS and new Student Handbook dispersed.

I wish you a very gratifying and rewarding experience as you master new skills and acquire the knowledge required for you to enter the field of medical laboratory technicians.

Sincerely,

Henock Haile, PhD, MLS (ASCP)ⁱCM
Medical Lab Technician Program Director

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The USU MLT Program utilizes the following Clinical Affiliates:

- Blue Mountain Hospital – Blanding, UT
- Castleview Hospital – Price, UT
- Intermountain Health System – Provo, UT
- Moab Regional Hospital – Moab, UT
- San Juan Hospital – Monticello, UT
- Southwest Memorial Hospital – Cortez, CO

UtahStateUniversity®

HEALTH PROFESSIONS

MISSION STATEMENT

“With efficiency, innovation, diversity and excellence, Utah State University Health Professions prepare competent and compassionate health professionals which will sustain not only our region, but the State of Utah and the global community.”

MEDICAL LABORATORY TECHNICIAN PROGRAM GOALS AND OUTCOMES

Program Goals

Upon completion of the MLT Program, the student will meet the requirements for an Associate of Applied Science Degree in MLT and shall, at the entry-level, be able to:

- USU has a quality and sustainable program that is career focused and will fill the needs of the community with regards to medical lab technician jobs.
- USU Medical Lab Technician program will lead to employment of our graduates as entry-level medical laboratory technicians upon completion of the program.
- The program will enhance the reputation of the University for learning, discovery and engagement.
- The program will strengthen the recruitment, retention, graduation and placement of students, and as part of that goal, decrease the faculty to student ratio.
- To foster new partnerships both internally and externally.

Program Measurable Outcomes

Utah State University follows the NAACLS required benchmarks for measurable outcomes for the MLT Program. The following outcome benchmarks help us to determine the effectiveness of the program:

- 70% of those entering the MLT program will graduate from the program.
- 70% of graduates will find positive placement in employment as a Medical Lab Technician or in a related field.
- 70% of all graduates will sit for the ASCP or AMT Certification Examination.
- 70% of all graduates will become credentialed as an Medical Laboratory Technician.
- 70% of graduate survey responders will satisfactorily rate the overall quality of the program and faculty based on a Likert Scale score of 3 or above.
- 70% of employers, when asked “Overall, is this graduate a well-prepared employee?”, will rate the graduate students satisfactorily based on a Likert Scale score of 3 or above.
- 70% of graduate students, will satisfactorily rate (based on a Likert Scale score of 3 or above) that the program prepared them to qualify for an entry-level surgical technologist position; indicating that they felt prepared.

Application Packet deadline: 1st Friday of August for Fall Cohort

The MLT Application must be submitted by the first Friday of August for the Fall Cohort. Cohorts start annually each Fall semester. Students must have prerequisite courses completed with a minimum overall GPA of 3.0 or higher to be admitted and maintain a 2.67 GPA throughout the program

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>Credit Hours</u>
PREREQUISITES:		
ENGL 1010*	Introduction to Writing	3
CHEM 1010	Introduction to Chemistry	3
CHEM 1015**	Introduction to Chemistry Lab	1
MATH 1050*	College Algebra	4
Total		11

*Courses can be taken in high school for concurrent enrollment

SEMESTER ONE

ENGL 2010	Intermediate Writing	3
BIOL 1010	Biology and the Citizen	3
BIOL 1013**	Biology and the Citizen Lab	1
PSY 1010	General Psychology	3
MLT 1010	Introduction to Medical Laboratory	3
Total		13

SEMESTER TWO

CHEM 1110	General Chemistry I	4
CHEM 1115**	General Chemistry I Lab	1
MLT 2230	Urinalysis and Other Body Fluids	4
MLT 2240	Hematology	6
Total		15

SEMESTER THREE

CMST 2110	Interpersonal Communication	3
MLT 2270	Immunology/Serology	3
MLT 2430	Clinical Chemistry I	3
MLT 2570	Clinical Microbiology I	5
Total		14

SEMESTER FOUR

MLT 2280	Immunoematology	5
MLT 2450	Clinical Chemistry II	4
MLT 2580	Clinical Microbiology II	5
MLT 2550***	Practicum in Medical Technology	3
** Labs not offered at Price or Moab and may be waived		Total
		17

***There are 120 hours of practicum required.

Total minimum credit hours (including pre-reqs.) required for MLT Associate of Applied Science Degree:
70 Semester Hours.

Medical Lab Technician Program Information

Program Delivery Method

The MLT Program is offered as a blended delivery method (distance education and face-to-face). Students may choose to sit in the classroom or receive the same education at their distance site via the distance education technology. However, all students must attend labs on the delivering campus. There are no extra fees or extra tuition required for distance students.

The lists of classroom facilitators for your campus are provided in your course syllabus. Should you have any technical issues or questions regarding the distance education delivery system, you may contact one of the facilitators that are onsite in your distance education building. There is always a facilitator on-site when you are attending a course in distance education.

Computer Compatibility

Students will need to check with the MLT Program to make sure that their personal computers/devices are compatible with the operating system requirements.

Tutoring Services

Student Services offers tutoring for all subjects. For MLT specifically, the students can sign up for appointments with the MLT instructor for one-on-one tutoring.

Clinical Orientation

Prior to initiating any clinical externship or practicum, students are required to attend an orientation with the appropriate sites that they will be attending for their clinical or practicum experience. At times, this may require students completing experience at more than one lab to attend orientations for each lab that they will be working under.

Clinical Experience: Clinicals and Practicums

MLT students will train in various clinical externship departments. After students demonstrate proficiency of assigned skills in those departments, students may begin practicing skills in the lab setting under the direct supervision of an experienced Medical Lab Technician or Medical Lab Scientist. These clinical externships rotations are an important part of the program. Students must commit to attending all rotations for which they have been scheduled. Students are responsible for travel costs and must have a reliable source of transportation to their clinical externship rotations.

Uniforms

Students are required to wear lab coats that will be provided by the Clinical Affiliates.

Liability Insurance

Liability insurance is provided to the MLT student through Utah State University.

Academic Progression

- **Sequence of Courses**

Students may not take MLT courses out of sequence, and must comply with all departmental policies. All students who successfully complete the required courses and surgical cases will be eligible to graduate with an Associates of Applied Sciences degree in Medical Laboratory Technician.

General education courses may be taken prior to enrollment in the MLT courses. In order to progress to the next semester's course, the student must successfully complete:

- (1) Each Medical Laboratory Technician course with a final grade of 74 or better
- (2) Each general education course with a final letter grade of "C" or better.
- (3) All of the psychomotor and affective competencies with a B or better
- (4) Must maintain a minimum cumulative 2.67 GPA.

- **Non-Progressions**

Withdrawal

If a student, for any reason, desires to withdraw from the program, he/she is required to follow the procedure outlined below in order to maintain a complete academic record:

1. Confer with both his/her faculty advisor and course instructor;
2. Write a letter of resignation to the Program Director stating the reason(s) for withdrawal;
3. Complete the necessary withdrawal forms available in Enrollment Management
4. Confer with Director of Financial Aid, if applicable, in his/her case.
5. Any student who exits the MLT program for any reason should complete an exit interview with the MLT Program Director.

Circumstances that may adversely impact completion of the MLT Program

This is a list of circumstances that may adversely impact the student's ability to successfully complete the program or gain employment in the MLT field. Please see below:

- **Dismissal**

The MLT faculty reserves the right to recommend the dismissal of a student from the MLT Program. The MLT Program Director has the right, authority, and responsibility to decide on such a recommendation.

Causes for Dismissal: The following reasons, though not intended to be all-inclusive, constitute due-cause for a student to be dismissed from the MLT Program:

1. Failure to meet the academic standards as set forth in the University Catalog and the MLT Student Handbook.
2. Health problems: A student's physical and emotional health is discussed at faculty-student conferences. It should be noted that health problems, which result in excessive absences or non-completion of practicum competencies, may be grounds for dismissal from the program. It is the philosophy of the Medical Lab Technologist program faculty that a student's personal health has priority over one's educational program. A student should not continue in the program at the expense of endangering one's health.
3. Excessive absences or habitual tardiness as defined in the attendance policy found in this handbook.
4. Student performance behavior in the clinical setting that (1) indicates difficulty in making appropriate judgments in the clinical setting or (2) conflicts with patient safety essential to safe MLT practice leading to unsatisfactory clinical performance and failure. Such behavior is defined as a failure to assess or act appropriately on information that another or a majority of students at the same level would recognize as important to patient health and safety. Any student who requires an

inordinate amount of instructor's time in the practicum setting because of poor judgment, poor decision-making skills, or safety violations will be subject to dismissal from the program.

5. Falsification of information in any form – verbal or written: Any student who submits false, incorrect, and/or incomplete information as part of the MLT Program Admission Process or while enrolled in the program may be dismissed from the program.
6. ***Cheating:** It is expected that all MLT students will be honest in their dealing with fellow students, faculty and staff at USU Blanding, as well as with staff members and patients at all clinical facilities. Students are expected to report any observed instances of dishonesty to the instructor in charge. Failure to do so makes the observer morally as guilty as the one who is cheating. Any instructor who discovers possible cheating or to whom it is reported will investigate the matter fully according to USU policy. If after careful consideration of all evidence the instructor documents that cheating has occurred, the evidence will be presented to the Program Director who will meet with all parties involved.
7. **Plagiarism is the use of someone else's words, writings, thoughts, or ideas without giving proper credit.** Taking a section of a book, Internet, or magazine article and copying it essentially word for word without giving proper credit to the author is one example of plagiarism. The instructor who detects plagiarism will review with the student the circumstances that constitute plagiarism. The student will be required to re-submit the work to receive credit and the student's grade will be adjusted accordingly. A second instance of plagiarism during any period of the MLT program will be considered cheating and treated as such. Refer to the University Catalog on Plagiarism.
8. **Infraction of health agency policies while on affiliation in that agency.** Each student is entitled to review a copy of the Contractual Agreement between USU and the practicum agency as well as the policy regulations of the affiliating practicum agency at the start of the course. It is the student's responsibility to understand and follow the policies.
9. **Violation of the patient's right to confidentiality.** The MLT student is legally (privileged health information and HIPAA regulations) and ethically obligated to maintain confidentiality regarding any information concerning a patient's illness or treatment that is obtained in the normal course of his/her professional duties. No patient information is to be revealed without the patient's permission. It is appropriate to discuss patient condition/surgical care in a learning situation such as instructor/student conference with the understanding that said discussion will not be repeated outside of the conference setting.
10. **Negligent acts resulting in harm to patient.**
11. **Drug/Alcohol Use:**
 - a. The presence, purchase, sale, consumption or use, and/or being under the influence of alcoholic beverage or controlled substances (except when used in strict compliance with the prescription) is strictly forbidden at campus sponsored functions, at clinical laboratory experiences or any time while in the USU Medical Lab Technician Program uniform. Violations of the chemical abuse policy of the Program will render a student subject to disciplinary action including immediate dismissal from the Program with a grade of "E/F" and removal from all Program courses.
 - b. Any student who diverts any controlled substance from a practicum facility will be dismissed from the Medical Lab Technician program.
 - c. Any student whose behavior or appearance provides reasonable suspicion that the student is under the influence of alcohol or non-prescribed controlled substances, any chemical that

alters cognitive functions, and/or is abusing prescribed medications may be required to submit to a breath analysis, saliva test, urinalysis, or blood analysis. MLT faculty may make the determination that reasonable suspicion exists. Refusal to offer the required sample will be grounds for dismissal from the program. A positive test indicating use of controlled substances, mind-altering chemicals, or alcoholic beverages will be grounds for dismissal from the program. The student will be responsible for the cost of testing.

12. Felonies

13. Moving out of service area

***If the Program Director concurs that cheating has occurred, the student will be dismissed from the program and will receive a grade of "F" for the course grade. Refer to the University Catalog on Academic Integrity.**

• The Dismissal Process

Any student who is recommended for dismissal from the USU MLT Program will have a conference with the instructor to discuss the reason(s) for the dismissal. Then the student, the instructor, and the Program Director will discuss the reasons(s) for the dismissal and the appropriate actions will be taken according to the infractions. The student will receive a letter stating the reason(s) for dismissal.

• Appeals Process

The Grade Appeal policy set forth in the USU Catalog shall apply to all students in the MLT program. Students dismissed from the program related to items 1, 2, 3, and 4 shall have the right to appeal his/her grade and dismissal from the program as provided in the Grade Appeal procedure set forth in the USU Policy on Grading, Grade reporting, and Grade Appeal.

The student disciplinary procedure set forth in the USU Catalog shall apply to all students in the MLT program. Students dismissed from the program related to items 5,6,7,8,9,10, and 11 shall have the right to appeal his/her suspension or removal from the program as provided in the disciplinary appeals procedure set forth in the USU Policy on Student Code of Conduct.

Student Activities/Responsibilities

Student Responsibilities

MLT students are subject to the same student responsibilities, regulations, and conduct as stated in the USU catalog.

MLT Students' Professional Behavior: General Guidelines

The following guidelines for professional behavior are required of MLT students. Failure to follow these guidelines may result in an unsatisfactory grade in classroom, lab, and/or clinical evaluation and consequently in dismissal from the MLT program.

Each MLT student must comply with:

- Policies of the clinical facility as stated in current Policies and Procedures Manual;
- Patient's Bill of Rights;
- ASCLS Standards of Practice
- ASCLS Code of Ethics

The Code of Ethics of the Association of Medical Laboratory Technicians shall set forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of MLT.

For further information on the ASCLS Code of Ethics, please visit the following link:

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

Program Professional Behavior Expectations

- Report patient situations accurately, regardless of reflection upon self or others. If situation requires agency occurrence report or the equivalent, student will complete report according to the agency policy
- Ask for supervision and assistance when needed
- Interact professionally, courteously, and respectfully with faculty, peers, health team members, patients, and family members
- Address patients, family members, health team members, instructors and staff by Dr., Mr., Mrs., Ms. and Miss and the surname unless otherwise directed.
- Utilize time efficiently and constructively
- Display initiative and self-motivation
- Perform self-evaluation regarding attainment of course objectives
- Complete all work on time
- Demonstrate punctuality for class, lab, and clinical externship
- Maintain a reliable means of communication, valid telephone and email address via the USU Banner and Canvas account.
- Be responsible for reliable transportation to and from the college, clinical site, and field trip assignments. Externship sites can range from a few blocks to 80 miles away from your home depending on the availability. Requests for specific clinical placement will be taken into consideration; however, there is no guarantee this will be possible.
- Check their USU email account regularly Monday-Friday during each semester enrolled.
- Refrain from using social networking, text messaging or other electronic media for posting insulting, disparaging or inflammatory comments regarding USU, the MLT Program, any member of the USU campus community or affiliated clinical sites and their employees. Criticisms of or concerns regarding these issues should be expressed in a way in which they may be addressed, as opposed to in a manner which could disrupt the program or operations at practicum sites. Students are also prohibited disclosing confidential information through such media or in any other manner.
- Students should be constantly aware that they represent the health professions program and the University to the public when dressed in the USU program uniform/badge and that they will be viewed by the University, by other professionals, and by the public in general as representatives of USU. Therefore, students are charged with portraying a positive image of health science and wellness occupations and the University. The USU health professions program and the University reserve the right to dismiss any student whose on or off campus behavior violates any of USU's rules or policies governing expected conduct of students including those prohibiting any student from engaging in any criminal conduct; any conduct or behavior prohibited by USU policy; or any other conduct or behavior particularly while dressed in uniform or otherwise while representing USU that tends to portray the student, the program or USU in a negative fashion or otherwise tends to cause harm to the reputation of the program or USU.

Classroom/Laboratory/Clinical Behaviors

- Each MLT student will demonstrate appropriate behavior in regard to faculty and fellow students in the classroom/laboratory/clinical setting.
- Students are expected to be on time and appropriately prepared for class/laboratory/clinical setting. Unexcused absenteeism and tardiness may result in removal from the program.
- Any information learned about a patient is considered confidential. There will be no discussion of clinical or classroom experiences in public places (elevators, stairs, hallways, etc.).
- Discussion should occur only in clinical conferences or in private conversations with instructor and/or fellow students. Students are not to make copies of any part of patients' records nor be in possession of copies of any part of patients' records. Violation of this confidentiality policy will result in a grade of unsatisfactory in practicum, consequently an "E/F" in the Surgery Technician course, and dismissal from the Program.
- If a violation of confidentiality becomes evident after completion of a course, the student is subject to dismissal from the Program.
- A student who is responsible for an act of negligence or deviation from expected performance in the clinical area will complete an agency report per agency policy. At the discretion of the faculty member, the student will meet with the Instructor and the Program's Director to discuss this area of concern and the student's retention in the program. The MLT faculty member is to submit a written descriptive memo regarding such an incident to the Program Director, Department Chair, and Division Chair and Vice Chancellor of Academic Affairs.
- When at all possible, a student will not be assigned to the same clinical site where he/she is or has been an employee and/or volunteer; however, this is not guaranteed and the student must attend assigned clinical site.
- Students shall not make or receive any personal phone calls while on duty in a clinical facility unless it is an absolute emergency and the instructor has given permission. Use of cell phones or electronic devices (such as tape recorders, pagers, smartphones, etc.) is not allowed in the classroom during testing or test reviews or at the clinical site during business hours with the exception of lunchtime and/or breaks.
- Students should refrain from wearing perfume or heavily scented products, after shave, cologne, hair spray while in uniform and/or on duty in practicum facility.
- Outside visitors are not to visit with students during scheduled clinical externships.
- Students are not to leave the facility unless the instructor has been notified and consent has been given.
- Students are expected to adhere to the University's Drug-Free and Smoke-Free Environment Policies and Student Code of Conduct. No smoking, use of tobacco, use or purchase of alcohol, drug consumption, or other violations of the University Student Code of Conduct are allowed in University vans, campus buildings, campus parking lots, or in or on the grounds of clinical facilities or any time while in a USU health professions program uniform.
- Students may not buy, sell or consume alcoholic beverages or illicit drugs while in a USU Program uniform (including street clothes while in facilities) or lab coat. Violation of this alcohol/drug policy will result in disciplinary action up to and including a grade of unsatisfactory in clinical, consequently an "E/F" in the course, and immediate dismissal from the Program and all program courses.
- Students may not smoke while in a USU Program uniform (including street clothes while in facilities) or lab coat. The smell of smoke on a student uniform will be considered unprofessional in the clinical setting and a "noxious odor". The student will be removed from the clinical setting until they are able to return without the odor as determined by the clinical instructor. Any

missed time will count under the attendance policy as absent clinical time for the course. Repeated violations of this policy may result in disciplinary action up to and including clinical failure and dismissal from the clinical site, and/or consequently dismissal from the program.

- Clinical days for students will be assigned each semester based on course requirements. Clinical days are Monday through Friday during typical dayshift hours for the facility/site. At no time during clinical rotation is the student allowed to be paid for clinical time, come in “on call” after hours, or be included in staffing productivity numbers.

Personal Appearance/Dress Code

Students are expected to appear neat and professional at all times in class as well as at the clinical sites. Each clinical site could be a future site of employment or a source for a letter of reference. As representatives of the university and MLT program, students are advised to dress accordingly.

- In lab, students are required to wear lab coats and ID badges.
- In the clinical site, the student shall wear lab coats according to the policy of the institution.
- The student must wear the USU ID badge while on the externship site.
- Students should not wear USU ID badge or lab coat outside of the clinical externship site. The student should wear USU ID badge and lab coat to and from clinical externship sites.
- Any scented lotions and strong perfumes should be avoided due to sensitivity and allergies of other patients and staff.
- At the Clinical site, student cell phones and other electronics are not allowed in the lab.
- The University Student Code of Conduct applies to students at all times they are in a USU uniform – whether on or off campus; and whether or not they are actively engaged in a University sponsored event.
- Note: The student’s dress code may vary only with permission of the Program Director.

While at the clinical site the student will:

- Have his/her hair clean and pulled back away from the face and styled in such a manner that will prevent hair from falling forward. Beards, mustaches, and sideburns are to be neatly trimmed and groomed
- Walking shoes shall be worn in the lab. Clogs, sandals, and backless shoes are considered unsafe and should not be worn.
- No nail polish or artificial nails shall be worn.
- No ear gauges are allowed.
- Have clean, short, manicured fingernails; artificial nails are prohibited.
- Wear photo identification badge issued by USU. ID badge must be worn conspicuously with picture facing out so that it may be easily read.
- Refrain from chewing gum.

Student Injury in Clinical Area

Students will be assigned to an on-site preceptor for clinical rotations. Students MUST follow agency protocol for patient care and fire & safety regulations. Should a MLT student sustain personal injury while participating in a clinical assignment, he/she should report immediately to the preceptor and the MLT instructor. An agency incident report with specific details of the injury must be completed. A USU incident report is to be completed and directed to the MLT Program Director to be filed in the student’s record.

Exposure Control Plan

If MLT students find themselves in a situation where there is a suspected infection exposure, they must immediately report to their supervisor/ clinical instructor for implementation of the Exposure Incident Evaluation and Follow-up as noted in the Health Professions Program's Exposure Control Plan for Blood borne Pathogens.

LABORATORY and CLINICAL LAB PRACTICE

Clinical Practice

Students will be expected to care for patients with infectious diseases in the clinical setting. Students who have open lesions or weeping dermatitis MUST refrain from all direct patient contact. Students with any known transmissible infection will not be assigned to immune-compromised patients. Experiential assignments for the immune-compromised students will be made on a case-by-case basis.

Laboratory Practice

Due to the nature of the Medical Laboratory Technician program it will be necessary for students to practice skills before starting their clinical rotation experience.

Medical Lab Technician Laboratory & Clinical Rotations

Our MLT students will train in clinical settings. After students demonstrate proficiency in all areas of clinical aspects through course work and practicums, students will be placed in clinical rotations to get the best experience possible. These clinical rotations are an important part of the program. Students must commit to attending all clinical rotations that they are scheduled to participate in. Every attempt will be made to secure clinical sites for students so that they do not have to wait to complete their clinical rotations, however, should student enrollment exceed clinical affiliate site availability, students will be assigned slots based on the following:

- Students must meet the required GPA of 2.67 to remain in the program. Those students who have the highest GPA based on core curriculum for the MLT Program will be given priority for placement. If there is a tie in core curriculum GPA, then the cumulative GPA will be used.
- Students have completed the competency checklist to faculty satisfaction
- All required documentation is submitted to faculty prior to clinical rotations
- Students who have continuously been enrolled in the program following the course of study without interruption will be given precedence for placement over students who have interrupted their course of study.

Externship Evaluation

A student will be provided with a clinical externship rotation portfolio that contains objectives and checklists for instructors and practicum supervisors. During externships, students must initiate conferences with their supervisors to determine evaluation of procedures done and procedures that are yet to be done. Grades will be determined by a combination of externship supervisors' evaluation, instructors' evaluation, student journal and any other assignments. Students who are performing less than satisfactory (i.e., consistently not meeting objectives, delivering care that is unsafe, showing unprofessional conduct) may be terminated. Students receiving a grade of 80 or less on the externship supervisor's evaluation will need to repeat their practicum.

MEDICAL LABORATORY TECHNICIAN POLICIES:

Attendance Policy

The MLT program is a rigorous program and attendance is mandatory for success. The general attendance policy for Utah State University as stated in the University catalog will apply to all courses. MLT students are expected to meet all scheduled classes, labs, and clinical learning experiences. Excessive absences are defined as in excess of ten percent (10%) of total class hours, ten percent (10%) of total lab hours, or ten percent (10%) of total clinical hours.

Excessive absences in one course or across multiple MLT courses may result in disenrollment from the program. These MLT requirements will be strictly enforced.

Tardy is defined as not being on-site at the beginning but entering within the time of any hour of instructional time. Three (3) tardiness episodes = 1 hour of absence. Not being present during any time of an instructional hour is counted as an hour of absence. Excessive absences or habitual tardiness may be cause for dismissal.

If a student knows in advance that he/she will be absent, especially for any type of testing, the instructor is to be notified prior to the absence. Whenever a student is ill and/or absent from class, lab, or clinical, it is the student's responsibility to obtain assignments and materials missed. When a student is unable to attend a clinical session, he/she is to notify the assigned affiliating agency and the instructor per the clinical instructor's guidelines. If a student is absent for any testing, no makeup exam will be offered unless the absence is excused or the instructor is notified prior to the exam. Make up exams may or may not be the same format as the original exam.

When inclement weather occurs (snow, storms, etc.), students should check the local radio stations, area TV stations, or text, email and phone for CODE BLUE alerts regarding information about the closing of the University. Students are encouraged to enroll in the USU CODE BLUE Alert system for updates about changes to the normal University operating schedule. Individual instructors will discuss with students the procedure to follow when trying to ascertain road conditions for safe travel.

Complaint Policy

Students have rights and responsibilities to express concerns regarding faculty-student matters and perceived problems. Students are encouraged to follow the chain of command and seek assistance from faculty members and academic advisors to resolve issues at the lowest level of authority. If the matter cannot be resolved at the level of occurrence, the student is to use the established policies for grievances and complaints in the University catalog. Complaints are defined as any written appeal that has been filed by a student in accordance with the student grievance procedures for Disciplinary, Sexual Harassment, or Non-disciplinary issues as noted in the University catalog of the current year or any written complaints filed with agencies that have governance over the MLT program. A record of the student complaint and its resolution will be placed in the program's student file and a copy kept in a Complaint file located in the locked file cabinet that serves the MLT program.

Ethics Policy

The MLT students at Utah State University are expected to conduct themselves as a professional at all times. MLT students are expected to adhere to the Code of Conduct established for all USU students. The University reserves the right to dismiss any student who demonstrates behavior which conflicts with safe and ethical MLT practice.

1. Patient confidentiality **MUST** be maintained at all times. There will be no discussion of practicum experiences in public places (elevators, stairs, etc.). This will occur only in practicum conferences. Violation of this policy must result in dismissal from the program.
2. Students are not allowed visitors during practicum experiences.
3. Only phone calls of an emergency nature may be received by students during practicum. These calls are to be directed to the practicum supervisor who will relay the message to the student. The supervisor will delegate patient care responsibilities to allow the student to take appropriate action of these calls.
4. Students must adhere to all policies of each practicum facility to which he/she is assigned.

Health Insurance Policy

Due to the student being in a medical environment where infectious diseases may be transmitted, it is highly recommended for all students to have health insurance.

Sexual Harassment Policy

Refer to current USU Unlawful Harassment Policy and Procedures.

<https://www.usu.edu/policies/339/>

Student Employment Policy

Students will be placed in a clinical rotation setting. Students will work directly under the supervision of an experienced medical lab professional. **Students assigned in clinical rotation are not to be substituted for regular surgical staff that are employed by the hospital, nor are they to be paid for their clinical experience.**

Transportation Policy

Reliable transportation to and from the college and clinical externship sites, is mandatory. Students are responsible for personal travel costs to and from the clinical sites. Externship sites can range from a few blocks to 80 miles (one-way) away from your home depending on the availability. Requests for specific clinical placement will be taken into consideration; however, there is no guarantee this will be possible.

Graduation

Graduation Requirements

A student is subject to the graduation requirements of the college. In addition, students must:

- Progress satisfactorily through the Medical Laboratory Technician curriculum as defined in the Progression Policy.
- Maintain a minimum grade point average of 2.67 in the required courses of the curriculum.
- Demonstrate physical and emotional health which underscores their ability to provide safe Medical Laboratory Technician care to the public.
- Students will apply for graduation after receiving notification from the registrar's office that they have been successful in completing the University's requirements for graduation.
- Although students are encouraged to sit for their national certifying exam, a student's graduation and degree are not contingent on sitting for this exam.
- Participate in an exit interview with the Program Director and/or advisor.

Gainful Employment

Graduation from the MLT Program does not guarantee employment.

CREDENTIALING

Graduation from the USU MLT program is contingent on completing all of the requirements for graduation and successful completion of the program. Although students are encouraged to sit for the National Certification Exam, a student's graduation is not contingent on sitting for the exam.

Credentialing Examination

The Utah State University Eastern, Utah State University Moab and Utah State University Blanding Medical Laboratory Technician programs are accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Students are eligible to sit for the national certification exam through American Society of Clinical Pathology (ASCP) or American Medical Technologists (AMT).

MEDICAL LABORATORY PROGRAM FORMS

Handbook & Code Policy Agreement

Confidentiality and Non-Disclosure Agreement

Blood-borne Pathogens Training

Laboratory Procedures Agreement

Venipuncture/Micro-Collection Exemption

Hepatitis B Status

Student Contractual Agreement

Student Signed Waiver for Background Check & Drug Screen

**Medical Laboratory Technology Program
Handbook and Code Policy
AGREEMENT OF UNDERSTANDING**

Please sign and return this portion to the Health Professions Department or your instructor.

I, the undersigned, have read and understand the writings in this handbook. I realize that failure on my part to comply with the policies and expectations of USU Health Professions Department, and my role as a Medical Laboratory Technician student could result in disciplinary action.

I understand that failure to attend scheduled lectures and lab could result in my being dropped from the course.

I understand that my national certification exam mandates that specific lecture, lab and clinical hours/cases must be completed successfully in order to be allowed to take the national written exam and skills tests.

Only if the above criteria are met will I be allowed to apply for and take the national written and skills test for certification.

I understand that a background check will be performed prior to admittance into the Health Professions Program. Upon the examination of a background check, if any criminal offenses are found, this could result in a student not being able to enter clinical rotations, which would prohibit my admission to the program.

I further understand that this handbook and code policy agreement of understanding must be on file in the Medical Lab Technician instructor's file in the USU Blanding, Moab or Price campus before I will be allowed to participate in this course.

Name _____ Date _____

Signature _____ Birthdate _____

Signature of parent or guardian _____
(Required for students under the age of 18)

**Medical Laboratory Technician Program
Confidentiality and Non-Disclosure Agreement**

I hereby certify that I have been granted access to patient and facility Protected Health and Financial Information.

This access is dependent on the following:

- HIPAA initial and on-going training
- Understanding of Policy/Procedure
- Understanding the need for confidentiality
- Understanding my role in the share/usage/disclosure of information
- Understanding my responsibility regarding the security of confidential information
- Understanding that failure to comply with these conditions may result in the denial of access to patient or facility information

Understanding that if the terms of this agreement are violated, they may lead to:

- Grounds for disciplinary action, including:
 - Termination of clinical access
 - Loss of privileges
 - Legal action for monetary damages, injunctions or both
 - Any other remedy available to the facility

Student Name (Printed)

Date

Student Signature

Approval Signature, Title/Position

Original of these signed agreement to be filed in the student's file and a copy will be provided to the student.

**Medical Laboratory Technician Program
Blood-borne Pathogens Training**

Student Name: _____ Training Date: _____

I, _____ (student), have successfully completed
blood-borne pathogen training and understand my role in the prevention, prophylaxis and
treatment for exposure in the clinical or laboratory setting.

Student Signature: _____ Date: _____

Instructor Name: _____ Date: _____

Instructor Signature: _____

Laboratory Procedures Agreement

I, the undersigned, volunteer for venipuncture and micro-collection procedures to be performed on me as part of the MLT Program procedures.

I am aware that these are invasive procedures and there are risks such as Hepatitis, HIV, and other diseases. I have no knowledge of having any communicable disease such as Hepatitis, HIV, or other diseases such as anemia, cancer, TB, etc.

I understand that I may only perform venipunctures and micro-collections within the lab/practicum setting and under the supervision of the instructor(s) or practicum supervisor(s).

I do not hold Utah State University, faculty, or classmates responsible for any untoward effect from these procedures.

If applicable, I will obtain a physician's excuse which will exempt me from either (or both) venipuncture and/or micro-collection procedures to be performed on me before the beginning of any of the MLT courses. The physician will need to specify which technique(s) I will be exempt from.

My grade will not be jeopardized by an exemption from these procedures.

I agree to follow all lab rules and procedures as explained in the MLT Handbook and the additional rules and procedures listed below for my protection and safety of others:

- Wear Personal Protective Equipment (PPE) when handling any biohazard specimen or chemical
- Disinfect the work area before and after procedures, immediately if there is a spill
- Discard all contaminated materials into an appropriate labeled biohazard container. A rigid puncture-proof (Sharps) container, must be used for disposal of any objective that would puncture a garbage bag, ie. needles and lancets
- Wear safety goggles when working with chemicals or what splashes are likely to occur
- Avoid testing, smelling, or breathing chemicals
- Follow the manufacturer's instructions for operating equipment
- Handle equipment with care and store chemicals properly
- Discard any broken glassware into a "Sharps" container
- Use appropriate chemical spill kits to clean up spills
- Report any accident to your instructor
- Report any broken or frayed electrical cord(s) or other safety hazards to your instructor

Student Signature _____

Date _____

Emergency Contact _____

Phone Number _____

Venipuncture/Micro-Collection Exemption Form

TO WHOM IT MAY CONCERN:

The following student, _____, is exempt from
venipuncture procedures to be performed on him/her

Primary Health Provider Signature

Date

The following student _____, is exempt from
collection procedures to be performed on him/her.

Primary Health Provider Signature

Date

Hepatitis B Vaccine Status Form
(To be completed by student's personal care physician)

I have provided my patient _____, with the opportunity to be
Vaccinated with the Hepatitis B Vaccine.

The patient has declined the vaccine.

Primary Health Provider's Signature Primary Health Provider's printed name Date

Address Phone

**Medical Laboratory Technician Program
Student Contractual Agreement**

I, the undersigned, have

1. Received a copy of;
2. Read
3. Received an explanation of;
4. And, have had the opportunity to have my questions answered regarding the policies and guidelines as stated in the Medical Laboratory Technician Student's Handbook and USU's Health Professions Programs Exposure Control Plan for Blood-borne Pathogens.

I understand that I must comply with and follow these guidelines and policies during my enrollment as a Medical Laboratory Technician student at USU.

I also understand that this signed agreement will be filed in my student file.

Signature

Student A#

Date

Signature of MLT Program Director

Date

Student Waiver for Background Check and Drug Screen

I _____ give consent to release my Background Check and Drug Screening results to the following Clinical Affiliates that I am assigned to within the Surgical Technology Program:

Clinical Affiliate

Clinical Affiliate

Clinical Affiliate

Printed Name of Student

Student Signature

Date

Instructor Signature

Date