

VERSION 2014.01.2

OTERO JUNIOR COLLEGE MLT STUDENT MANUAL 2015-2016



Medical Laboratory Technician Program Student Manual

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MEDICAL LABORATORY TECHNICIAN (MLT) PROGRAM ASSOCIATE IN HEALTH SCIENCE DEGREE

MISSION and PROGRAM SUMMARY

The mission of the MLT program at Otero Junior College is designed to prepare qualified laboratory professionals for entry level employment in environments such as hospitals, outpatient clinics, and private medical laboratories. Upon successful completion of the program, graduates are eligible to take national examinations to become certified Medical Laboratory Technicians.

Students will prepare for a career as a Medical Laboratory Technician through online/hybrid formats, classroom study, laboratory assignments and supervised clinical experience. They will complete classes in general education along with Hematology, Clinical Chemistry, Clinical Microbiology, Immunology /Immunohematology, Urinalysis, and Parasitology/Myology. Students will learn about analysis of blood and body fluids, quality assessment and quality control, blood banking, bacteriology, parasitology and other aspects of medical laboratory technology.

The MLT program is designed for the student to graduate with an AAS degree in 5 semesters. Three semesters will be spent at the OJC campus and two semesters will be partially spent in clinical rotations at an affiliated clinical facility. An optional Phlebotomy certificate can be obtained by enrolling in an additional summer semester.

The Medical Laboratory Technician graduate may find a rewarding career in such work environments as the hospital laboratory, doctors' offices, outpatient clinics, minor emergency centers, veterinary offices and industrial labs.

ACCREDITATION

The OJC MLT program is seeking accreditation by the National Accreditation Agency for Clinical Laboratory Science (NAACLS), their contact information is:

National Accreditation Agency for Clinical Laboratory Science (NAACLS)

5600 North River Road, Suite 720

Rosemont, Illinois 60018

Phone 773-714-8880,

FAX 773-714-8886

[NAACLS Web address](#)

[NAACLS Email address](#)

Acquiring accreditation is a lengthy process. It will require at least two years. Our every intention is to be a “serious status” program before graduation of the first class. This status designation allows students to be considered as graduated from a fully accredited program and allows students to sit for certification exams that are required for employment. Full accreditation of the OJC MLT program will be completed after the first class graduates and a site visit is conducted by the NAACLS accreditation team. NAACLS requires interviews with graduates of the program for their input into the quality of their education. Students will be kept informed of the status of the MLT Programs accreditation as we progress.

ADMISSION CRITERIA

To qualify for the MLT Program one must:

1. High School level courses in biology and chemistry are strongly recommended. It is also necessary to be at college level for math and English prior to enrollment into the MLT Program.
2. The student must complete Accuplacer testing with the following scores:
 - a. A score in reading of 80+ will not require any developmental reading course; a score of 62-79 will require a plus course. Students with scores below 62 will not be admitted into MLT 132 class until developmental courses are completed.
 - b. A score in math of 85+ will be able to take the College Algebra course. A score of 80-84 would take College Algebra with a Plus Session. Students with scores below 80 will not be admitted into MLT 132 until developmental courses are completed.
3. Completion of college level courses will be accepted in place of the Accuplacer requirement Colorblindness testing – to be done in class or on D2L.

Advance placement and credit for experiential learning is not an option for the AAS degree. All courses or their equivalents must be completed. Specific life experience and professional experienced students are welcome to challenge a class and take the Final Exam at the MLT Program Director’s discretion. Experience will be evaluated on a case by case basis.

Transfer of credits: At this time articulation agreements are not in place for the MLT classes.

LEGAL REQUIREMENTS

Before becoming certified, the student will need to answer the following questions:

“Have you ever been convicted of a felony or have you ever had accepted by a court a plea of guilty or no contest? Have you received a deferred judgment or deferred prosecution?”

“Are you now, or were you for the 12 months preceding the date of this application, addicted to any controlled substance; a regular user of any controlled substance without a prescription; and/or habitually intemperate in the use of intoxicating liquor?”

If any question is answered “yes”, the student needs to meet with the director/ designee of the MLT program for counseling to the specific requirements for certification and employment.

OJC does not discriminate on the basis of race, color, creed, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX and Section 504 may be referred to the Affirmative Action Officer of Otero Junior College.

REQUIREMENTS BEFORE INTERNSHIP ROTATIONS:

(4th and 5th Semesters of the MLT Program)

1. Background check and drug screen will be required before and clinical internships begin:
 - a. Clinical facilities require students to have a drug screen done prior to attending clinical. This will be arranged through the college. Please plan to follow the procedures promptly when notified.
 - b. Students are required to take and pass the background check available at this web site address: [Drug Screen and Background Check](#)
2. Require necessary vaccinations: Annual flu, Hepatitis B, MMR, Varicella
3. PPD testing
4. Health Form: The student must submit a completed physical exam form before beginning clinical rotations.
5. CPR certification – CPR classes are given periodically by the OJC Nursing Department – announcements will be made for enrollments into these classes
6. Liability insurance
7. Transportation to and from clinical
8. Yearly Safety, OSHA and HIPPA training – done thru Medtraining.com and/or in class
9. Each individual clinic may have their own requirements that will need to be met before student internship can begin.

PHYSICAL, COGNITIVE, PYSCOMOTOR AND AFFECTIVE DOMAIN FUNCTION REQUIREMENTS

It is the policy of Otero Junior College to provide reasonable accommodation to qualified students with disabilities so they can meet these required technical standards. Whether or not a requested accommodation is reasonable will be determined on an individual basis.

Determining what is a reasonable accommodation is an interactive process which the student

should initiate with the ADA coordinator –Student Success Center, McBride Hall 129, 719-384-6862.

1. **Physical Requirements:** The position of Medical Laboratory Technician has been given a strength ratio of LIGHT WORK by the US Dictionary of Occupational Titles (exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force 2/3 or more of the time to move objects). The position involves walking, standing, and sitting for prolonged periods as well as stooping, bending, lifting, and carrying. The ability to operate and control equipment is necessary to include starting, stopping, adjusting, and observing gauges, dials, etc.
2. **Data Conception:** Requires the ability to gather, collate, or classify information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the information is frequently involved.
3. **Visual Observation:** The student must possess visual acuity sufficient to allow for each of the following:
 - Differentiation of colors and color changes during the performance of laboratory procedures. Color blindness, of itself, does not preclude admission. Accommodations will be made on an individual basis.
 - Observation of patient conditions during phlebotomy procedures.
 - Differentiation and identification of specimens using microscopic techniques.
 - Reading lab instrument technical procedure manuals, standard operating procedures, specimen labels and other pertinent materials for patient care and professional practice.
4. **Numerical Ability:** Requires the ability to add, subtract, multiply, and divide all units of measure.
5. **Form/Spatial Ability:** Requires the ability to inspect dimensions of items and to visually read information and data.
6. **Motor Functions:** The student must possess motor and dexterity skills sufficient to permit each of the following:
 - Performance of venipuncture at the patient's bedside or at other designated locations.
 - Lift and handle typical hand-held medical laboratory equipment and tools.
 - Manipulate clinical laboratory instruments and equipment in a manner consistent with standards of medical laboratory practice.
 - Perform all routine functions and tasks required in the various departments of the medical laboratory.
7. **Communication Skills:** The student must possess verbal and non-verbal skills adequate for transmitting to and receiving information from patients and hospital personnel. The student must be able to read, write, speak and comprehend English with sufficient skill to communicate.
8. **Behavioral and Social Skills:** The student must exhibit behavioral and social skills that are acceptable to the college and hospital settings. A student must have the capacity to demonstrate full utilization of her/his intellectual abilities, emotional stability, exercise

good judgment and promptly complete all responsibilities. He/she must be able to tolerate physically and mentally taxing workloads and function effectively under stress. As a component of education, a student must demonstrate ethical behavior, including adherence to the professional and student honor codes. Student must be able to attend to work assignments and instructions/orders given.

PROGRAM APPROXIMATE COSTS

(This is not an all-inclusive list and the costs are estimated and subject to change without notice.)

Associate Degree MLT Program (5 semesters)

	<u>Resident/None-Resident</u>
1. Tuition and Fees (67 hours)	See semester schedule
2. MLT Lab Fee (pd per semester hour) (Under review)	\$1800.00 at \$75 /semester credit hour – total of 24 hours of MLT labs
3. Books and Supplies	\$700.00 Approx
4. Physical	\$80.00
5. Hepatitis B vaccine	\$105.00 or proof of vaccine
6. Background Check & Urine Drug Screen	\$85.00
7. CPR Course	\$30.00
8. Graduation fees	\$20.00
9. Malpractice Insurance	\$15.00
10. ASCP Certification Exam – final semester	\$200.00 (2015)
11. Affiliation costs (Clinical experience at hospitals not in this area)	\$400.00 (Dependent upon location of clinical site)
a. Travel expenses – variable	
b. Lodging expenses - variable	
12. Day Care expenses – variable	
13. Uniform and acceptable footwear- variable	
14. Student Healthcare costs- variable	

MLT COURSE DESCRIPTIONS:

MLT 131 Intro to Hematology

2 credits

The course covers an introduction to laboratory medicine, including basic manual hematology testing and basic instrumentation theory. Laboratory safety procedures and an introduction to phlebotomy are also included. Hybrid instruction, this course includes laboratory experience.

This course is required to receive a Phlebotomy Certificate. Recommended High School Biology

HPR 112 Phlebotomy - optional for MLT

4 credits

The course teaches the duties associated with the practice of venipuncture, capillary puncture, and special collection procedures. This includes 107 hours of clinical internship. 100 successful venipunctures will be required. Students successfully completing this course may apply for a National Phlebotomy Registry Examination.

Prerequisite: MLT 131 Intro to Hematology with a 70% or better.

MLT 132 Hematology II

4 credits

The course covers advanced hematology theory and disease correlations. OSHA safety and instrumentation are continued; WBC, RBC, platelet counting and WBC differentials, plus other manual hematology testing and coagulation are also included. Quality control and quality assurance for the hematology lab and coagulation lab are included. Hybrid instruction, this course includes laboratory experience.

Prerequisite: MLT 131 Intro to Hematology with a 70% or better and Accuplacer scores of English 95+, EA 85+ and Reading of 80+. Students with scores below these will not be admitted in to the MLT 132 class until developmental courses are completed.

MLT 141 Immunology/Immunoematology

4 credits

The course covers the basic principles of antigens, antibodies and the immune system. This includes basic theories of genetics, blood group systems and antibodies, compatibility testing, antibody identification, transfusion reactions, hemolytic disease of the newborn, component therapy and donor selection. Proficient performance of related laboratory testing is mandatory. Hybrid instruction, this course includes laboratory experience.

Prerequisite: Bio 111 Biology and Co-requisite Bio 202 Anatomy and Physiology II, and MLT 132 Hematology II

MLT 142 Urinalysis

2 credits

The course introduces kidney function and basic principles of urinalysis, including physical, chemical and microscopic examination. Hybrid instruction, this course includes laboratory experience.

Prerequisite: Bio 111 Biology, Bio 201 Anatomy and Physiology I, Chem 111 General College Chemistry, and MLT 132 Hematology II or permission of instructor.

MLT 231 Clinical Microbiology

4 credits

The course provides a brief introduction to the field of microbiology, to be followed by the more technical aspects of clinical microbiology. Infectious diseases and pathogenicity of diverse groups of bacteria and viruses will be discussed .Use of media for isolation and differential

staining and tests for identification of bacteria will be performed in the student laboratory. Hybrid instruction, this course includes laboratory experience.

Prerequisite: Bio 111 Biology and Co-requisite Bio 202 Anatomy and Physiology II

MLT 232 Parasitology /Mycology 2 credits

This course provides an introductory study of human parasites, including classification, life cycles and differential morphology of the medically important parasites. The second portion of the course is an introduction to fungi yeasts, and mold of medical importance and common contaminants and opportunistic fungi. Student laboratory experience will emphasize microscopic and culture methods. Hybrid instruction, this course includes laboratory experience.

Prerequisite: MLT 231 Clinical Microbiology

MLT 241 Intro to Clinical Chemistry 2 credits

This course covers basic laboratory math, basic instrumentation, safety and quality control are discussed along with basic theory and result evaluation of electrolytes, kidney function and liver function tests. Hybrid instruction, this course includes laboratory experience.

Prerequisite: MAT 121 College Algebra and Chem 111 General College Chemistry

MLT 242 Clinical Chemistry II 4 credits

This course covers advanced Clinical Chemistry theory, organ functions and disease correlations. Student lab manual chemistry testing is performed in student laboratory using laboratory instrumentation. Hybrid instruction, this course includes laboratory experience.

Prerequisite: MLT 241 Intro to Clinical Chemistry

MLT 253 Seminar/Comprehensive Exams 1 credits

This course covers current and emerging technologies and employable skills, such as resume writing or interview skills. It also includes information in successful completion of comprehensive MLT exams. Hybrid instruction.

Prerequisite: All 200 level MLT courses and MLT 182 or taking concurrently

MLT 180 Internship I, Blood Bank 1 credits

Student participates in a clinical internship rotation in blood banking facilities. Student attends for 45 hours per semester at the clinical site.

Prerequisite: MLT 141 Immunology/Immunohematology

MLT 182 Internship II, Hem, Coag, UA 3.5 credits
 Student participates in a clinical laboratory internship rotation that includes Hematology, Coagulation and Urinalysis. Student attends 157.5 hours (approximately 10 hours/week) at the clinical site.
 Prerequisite: MLT 132 Hematology II and MLT 142 Urinalysis

MLT 280 Internship III Chemistry 3.5 credits
 Student participates in a clinical laboratory internship rotation in a clinical chemistry laboratory. Student attends 157.5 hours (approximately 10 hours/week) at the clinical site.
 Prerequisite or Co-requisite: MLT 242 Clinical Chemistry II

MLT 282 Internship IV, Microbiology 2 credits
 Student participate in a clinical laboratory internship rotation in a clinical microbiology laboratory. Student attends 45 hours per semester at the clinical site.
 Prerequisite: MLT 231 Clinical Microbiology and Co-requisite MLT 232 Parasitology/Mycology

Medical Laboratory Technician Curriculum

Suggested Sequence of Courses for Students Entering in Spring Semester

Spring 1st Year	Credit	Theory (hr/wk)	Lab (hr/wk)
ENG 121- English composition I	3	3	
CIS 118-Intro to PC Application	3	3	
MLT 131-Intro to Hematology	2	1	2
BIO 111-Biology	5	3	2
MAT-121 College Algebra	4	4	
Summer Semester 1st year			
HPR 112 Phlebotomy	4	0.5	3.5
<i>(Optional Certificate and available Professional Certification)</i>			
<i>(105 hours/sem)</i>			
Fall Semester 1st Year			
BIO 201-Anatomy & Physiology I	4	2	2
COM 125-Interpersonal communication	3	4	
Or COM 115 Public speaking			
MLT 132 Hematology II	4	2	2
CHE 111-General College Chemistry	5	3	2
Spring Semester 2nd Year			
BIO 202-Anatomy & Physiology 2	4	3	2

MLT 231 –Clinical Microbiology	4	2	4
MLT 141-Immunology/Immunoematology	4	2	4
MLT 241-Into to Clinical Chemistry	2	1	2
MLT 142-Urinalysis	2	1	2

Summer Semester 2nd Year

MLT 232 Parasitology/Mycology	2	1	2
MLT 282 Internship IV, Microbiology	2		90 hr/sem
MLT 180 Internship I, Blood Bank	1		45 hr/sem

Fall Semster 2nd Year

MLT 242 Clinical Chemistry II	4	2	4
MLT 253 Seminar/Comprehensive Exams	1	1	
MLT 280 Internship III, Chemistry	3.5		157.5 hr/sem
MLT 182 Internship II, Hem,Coag,UA	3.5		157.5 hr/sem

GRADING

Classes and Clinical: A grade of “C” must be attained in each course. See individual syllabus for details.

Grading Scale:

90-100	A
80-89	B
70 -79	C
60-69	D
Below 59	F

Students must maintain a 70 or better average in all MLT courses. No grade below a C in MLT courses will be acceptable.

Test /Assignments:

1. Student arriving late to scheduled exams will be given the option of taking the exam in the remaining scheduled time or rescheduling the exam in the testing center for the full amount of time, but with a 10 point deduction or 10% deduction..
2. Retaking of tests will not be permitted.
3. At the discretion of the instructor, up to 10% may be deducted from the test grade if it is not taken at the scheduled time.
4. At the discretion of the instructor, late assignments may not be accepted or may have a grade reduction.

PROGRESSION

Progression within levels:

1. For progression within level one, MLT 131, MLT 132; MLT 241, MLT 242 the student must:
 - a. Complete each course consecutively with a 70% or higher grade.

Progression within the Program:

1. Students will progress to the next semester by:
 - a. Completing each MLT course sequentially with at least a 70% grade.
 - b. Completing all required general education courses.
 - c. All year 1 general college classes must be completed by the beginning of year two to continue with the MLT classes or instructor approval.

Progression to graduation:

1. Approval of graduation with a AAS degree is contingent upon:
 - a. Completion of all required MLT courses with a minimum of "C" grade
 - b. Completion of all required general education courses with a passing grade.
 - c. Completed all stated competencies.
 - d. Graduation is not dependent upon successfully passing the ASCP MLT Certification Exam.

Progression when withdrawal or failure occurs:

1. Students who receive a "D" grade or below in any required MLT course will be counseled and may be required to exit the MLT Program.
2. If a student has previously exited the program, they must submit an updated application on the OJC website and be placed on the admission list for the next available slot.
3. If a student withdraws with a failing grade or fails 3 classes during the 2 year program of study they will not be readmitted or allowed to proceed in the program. These classes may include the same course, or a combination of courses.
4. If returning or to continue in the MLT Program, all classes 4 years and older must be repeated.
5. Readmission, in the next cohort is based on slots available in the next cohort and cannot be guaranteed.

ATTENDANCE/TARDINESS

Due to the fact that the MLT curriculum covers enormous amounts of difficult content and that the clinical experience is limited in time, the following policy will be upheld:

1. Punctual attendance to class/lab is required. College policy provides that at the instructor's discretion a student's grade may be lowered one letter grade after three absences in any course. Three tardies constitute one absence.
2. Students are not allowed any unexcused absences on clinical rotations. Unexcused absences result in dismissal from the class. Any excused absence must be made up even if it must involve a weekend or a holiday. This must be scheduled with the clinical coordinator at the clinical facility. Clinical Coordinators are asked to validate the student's lab book form recording the students' attendance. The **student** is responsible for making arrangements with the clinical coordinator for make-up.
3. **Punctuality is required.** The students must report to the clinical site at the time designated for the course. A student anticipating being late or absent to clinical is **required to notify the clinical site and the instructor.** Tardiness may result in being sent home from the clinical site.

DRESS CODE:

Adherence to the general regulation of the college, as written in the college catalog, is required while on the OJC campus.

For Clinical Sites during internships: (Individual clinical sites may have varying requirements.)

1. Scrub tops and bottoms are recommended. The scrubs should be clean and neat without stains or obvious wrinkles.
2. If an undershirt is worn, it must be plain (no print) white.
3. A disposable lab coat may be required. Students are required to provide their own disposable lab coat that can be purchased through the MLT department.
4. Soft rubber heeled professional shoes are recommended. No open-toed shoes.
5. Personal appearance and hygiene: Hair must be clean and neat in a simple style. Long hair must be secured back from the face in such a way that it does not fall forward when leaning over. Beards and mustaches must be neat, trimmed and clean. Cosmetics may be used moderately. Fingernails must be kept clean, trimmed, and of reasonable length. No artificial fingernails are allowed, per CDC guidelines.
6. All clinical facilities are now non-smoking campuses. You will not be allowed to smoke during clinical hours. You are not allowed to leave the clinical setting to smoke.
7. Minimal rings and small pierced earrings (1 studded set) are permitted. Ear spacers of any size are not allowed.
8. Visible body piercings other than earlobes are not allowed.
9. Perfume or shaving lotion is not permitted.

10. Visible body art (tattoos, hickies, etc.) must be covered.
11. Individual Clinical Laboratories may have additional regulations. Those regulations must be followed.

CODE OF CONDUCT

The following essential performance behaviors must be consistently demonstrated.

1. **Communication** – Demonstrates in verbal and nonverbal interaction respect for others' opinions, active listening skills, assertiveness, and professional courtesy.
2. **Preparedness** – Plans and arranges time. Completes assignments prior to class or clinical. Uses learning materials and resources in order to actively participate in learning activities.
3. **Attendance** – Takes initiative to clarify and confirm schedule. Is present without exception in required classes, orientation sessions, and clinical practicum, and community-based assigned observations and clinics. Demonstrates initiative and follow through in meeting scheduled assignments.
4. **Ethical and professional conduct:** A student in the MLT program must be committed to professionalism. Professionalism includes: responsibility for your actions, honesty, dependability, punctuality, preparedness, motivation, and proper grooming to name a few. Cheating cannot be tolerated in a profession that is reliant on precise, reliable data. It is better to be wrong and admit that than to try to cover up mistakes that can lead to inaccurate information being received and acted on by the medical providers that care for patients. Therefore, professional conduct in class is a precursor to professional conduct in the employment community. Cheating on tests, experiments, data logs, time sheet recording will not be tolerated and can be just cause for dismissal.
5. **Equipment** – Anticipates supplies and equipment that will be necessary to complete course/clinical assignments and learning activities, and proactively prepares to have these resources available.
6. **Conflict Management** – Demonstrates collaborative problem solving skills in the event conflict relevant to the course or clinical occurs. Conflict management skills include: engaging in timely and constructive dialogue with the immediate participants to clarify the issue; consulting in a timely fashion with advisor, clinical scholar/instructor, or preceptor; accurately identifying the negotiable and non-negotiable issues; and determining an effective strategy to achieve mutual goals, and follow through respectfully with the decision. Constructively uses opportunities throughout a course or clinical to communicate questions and concerns relevant to course outcome competencies. Comments on course, faculty, and preceptor evaluations with specific, constructive feedback on effective teaching and learning strategies, as well as recommendations for improvement.
7. **Obligation to the Client or Patient** – Demonstrates accountability in accepting assignments for patient care, and carrying through with responsibilities within the designated time frames. Communicates whereabouts (breaks, lunch, meetings,

etc.) and assures continuity of care at all times. Uses clinical judgment and self-assessment skills to determine when assistance is needed in accepting an assignment or providing patient care. Leaving the clinical assignment without acknowledge communication is sufficient for course failure.

8. **Respect Demonstrated to Client, Peers, and Health Care Providers** – Courtesy, consideration, respect and regard are conditions for learning. The student must demonstrate attentiveness, politeness, consideration for others in all learning environments. Refrains from intruding, interrupting, distracting, or otherwise limiting the opportunities for learning. A student may be removed from the class/clinical for disrespecting the learning environment and interfering with the learning of others. Return to the class/clinical is dependent on commitment to demonstration of civility. Civility will be evaluated by the following criteria: Interacts with all others demonstrating respect, tolerance, and caring. Body language, nonverbal behaviors, including voice tone, and personal opinion must at all times demonstrate professionalism and collegiality. Demonstrates respect for the diversity of race, ethnicity, religion, sexual orientation, gender, age, socio-economic status of clients, peers, and other care providers.
9. **Emotional and Physical Readiness** – Engages in self-monitoring and demonstrates emotional and physical health necessary for clinical activities. If willingness or ability is deemed inadequate, by the clinical scholar/instructor or preceptor, the student will be dismissed from clinical for the day. Students suspected of abusing alcohol, drugs, or other illegal substances will be subject to immediate removal from the clinical area after consultation with the clinical instructor, or faculty. The course program director will be notified and appropriate referral initiated. The student may not be permitted to return until an evaluation and recommended follow up is complete. Documentation of the student's emotional and physical readiness may be required. In the event of a medical necessity, make-up time for missed class/clinical will be arranged within the scheduled term if possible.
10. **Drugs and Alcohol** Students demonstrating symptoms of impairment due to drugs/alcohol or other causes during clinical, clinical orientation, or laboratory may be required by the instructor to have a STAT drug screen performed, as evidence of a drug free state. In addition, the student will be sent home from the setting in a safe manner. Refusal to submit to a drug screen will presume a positive state of drug impairment. This may result in dismissal from the program pending faculty evaluation.
11. **Unsafe clinical practice which** include but is not limited to: Reporting information that is not verified or was not obtained by the student. Failure to report errors. Assuming responsibilities or performing skills in which the student has not been instructed in or those not within the Scope of Practice
12. **Confidentiality:** Any violation of confidentiality will not be tolerated and will be considered just cause for dismissal. Students must sign and date and Student Oath of Confidentiality that is available in this Student Handbook .

CAUSES FOR DISMISSAL

Violations serious enough to justify a review by program officials for dismissal include, but are not limited to the following:

1. Failure to pass a required MLT course or courses.
2. Violations of Student Handbook "Code of Conduct".
3. Failure to follow attendance policy.
4. Falsifying test results or hospital records.
5. Disclosure of patient information to unauthorized persons.
6. Any willful act or conduct detrimental to patient care or to hospital operation.
7. Failure to pass a Clinical Department Rotation after remedial period.
8. Requiring remediation in more than one Clinical Department Rotation.
9. Academic suspension as explained in the OJC policy.
10. Failure of student to successfully adapt to the clinical setting as determined by clinical/college faculty and the MLT Advisory Committee.
11. Criminal behavior or conviction of a felony, dishonesty, unethical, illegal or unprofessional behavior, unsafe patient care,

READMISSION APPLICATION PROCEDURE

Reasons that a student will be considered ineligible for readmission include, but are not limited to: The student has been terminated or dismissed from the program for documented acts of dishonesty, unethical, illegal or unprofessional behavior, unsafe patient care, including violation of guidelines in the MLT Program Student Manual or have three (3) course failures (see Program Guidelines).

An updated application must be submitted on-line at [Otero Junior College Website](#) including the student's current address and telephone.

The MLT Director reviews requests for readmission. Students will be notified regarding the status of their request prior to the semester in which readmission is requested.

MLT PROGRAM OUTCOMES AND COMPETENCIES

Essential technical functions of a graduate from OJC's MLT program

1. Knowledge – The student correlates laboratory tests to disease processes.
 - a. The student can outline and follow specific established procedures for collecting and processing various biological specimens for analysis.
 - b. The student will be able to define terms and communicate using correct medical laboratory terminology.
 - c. The student will be able to show an understanding of basic physiology by determining appropriate test selection for common disease processes.

- d. The student will recognize critical and urgent results and take established procedural actions to notify the appropriate medical personnel.
2. Technical Skills – The student can apply the concepts taught to efficiently operate and maintain laboratory equipment used in clinical laboratories.
 - a. The student follows established procedures for collecting and processing and analyzing biological specimens.
 - b. The student can perform moderately complex chemical, microbiological, immunologic, hematologic and immunohematology laboratory analytical procedures.
 - c. The student can prepare controls and reagents as directed by manufacturer.
 - d. The students will analyze and appraise calibration and quality control materials following established procedures.
 - e. The student will calculate results for:
 - i. Appropriately made dilutions
 - ii. Standard deviation, mean, range
 - iii. Normal range
3. Problem Solving and Decision Making – The student can detect unexpected results and instruments malfunction and take appropriate action.
 - a. The student can monitor and evaluate quality control testing within predetermined limits.
 - b. Students can perform preventive and corrective maintenance of equipment and instruments and refer to appropriate sources for repairs.
 - c. Student recognizes and evaluates abnormal test results, inconsistent data and sources of error and shows ability to perform corrective action by:
 - i. Determining common procedural or technical problems.
 - ii. Locating possible sources of error or inconsistencies
 - iii. Considering specimen related requirements
 - d. The student can apply basic scientific principles while learning new techniques and procedures involving the most current technology
4. Communication skills – The student can exhibit the ability to provide laboratory information to authorized sources.
 - a. Students will demonstrate professional conduct and interpersonal communication skills when interacting with patients, laboratory personnel, other health care professionals, and with the public;
 - b. Students will recognize the responsibilities of other laboratory and health care personnel and interact with them with respect for their jobs and patient care;
 - c. Students will observe all protocol on patient confidentiality and data security.
 - d. The student will perform basic computer skills.

5. Teaching and Training Responsibilities – After completion of all laboratory areas, the student can demonstrate laboratory technical skills to other laboratory personnel.
 - a. Student appreciates the importance of establishing and maintaining continuing education as a function of growth and maintenance of professional competence;
 - b. Student can participate in the training of other laboratory personnel in the technical skills needed to perform designated laboratory tasks using standard operating procedures.

6. Safety – The student will be able to evaluate their own personal safety and influence the safety of coworkers and patients.
 - a. The student can implementing emergency procedures and administer first aid, including CPR, in emergency drills and real life emergency situations
 - b. Students will identify the correct infection control procedures for common blood borne pathogen exposures.
 - c. Student will be able to model emergency procedures for chemical accidents by reading and interpreting MSDS written materials.

MLT PROGRAM OUTCOME MEASURES

Locally the goal of the MLT program is to graduate middle level professionals (MLT) prepared with entry level skills to work as members of the medical laboratory team.

Nationally the goal of the MLT program is to prepare the graduates to sit for the ASCP Board of Certification exam. Educational enrichment, professional training, and personal development are the concerns of the MLT department faculty.

More specific goals for the MLT program include:

70% of the students enrolled in the OJC MLT Program will be eligible to graduate at the end of the fifth semester of enrollment.

70% of the students enrolled in the final half of the MLT Program(after the 3rd semester), will go on to graduate.

75% of the students that graduate from the OJC MLT Program, and take the exam within one year of graduation, will obtain an ASCP certification or similar external certification.

70% of the students that are graduates of the OJC MLT Program, and who seek jobs within the first year will be placed in laboratory service jobs. This can include post graduate studies.

The impact of the MLT Program on our service area will be measured by the number of jobs that our students will occupy in the Southeastern Colorado region. This will include

data from all our contracted internship sites as well as other medical facilities throughout our area. A shortage of qualified laboratory employees is acute in our Southeast Colorado area. One of our goals is to fill this need.

CAREER COUNSELOR

The goal of the Career is to be proactive in the Nursing and Allied Health Department student's education and strive for success. This will include data collection, information sharing, and referring students to the resources that will lead to success. Also working as a career coach, the counselor will coordinate with the workforce center on referrals, internships, job placement and career guidance. The Career Counselor will be available to assist in finding resources to alleviate some of the day to day stressors as well as refer students to necessary resources within OJC and outside of OJC for things such as, but not limited to, tutoring, financial aid, discovering personal learning styles and learning how to make that style become a benefit to their education, and mini-workshops on stress management, etc. The goal is for student success.

In addition to being referred to the Career Counselor, self-referrals and walk-ins are welcome. The office is currently located the Learning Center.

TUTORING PROCEDURE

Tutoring is available for students struggling to be successful through self-referral or instructor recommendation to the Career Counselor. Students are encouraged to take advantage of this service at the earliest indication of the need for additional help/support. Students are accountable for following tutoring recommendations.

Students who request individualized tutoring under the above guidelines are expected to:

- Maintain regular class attendance
- Be current in their class assignments or are making an effort to become current

Students who are placed with individual tutors are expected to:

- Keep schedule appointments with tutors
- Call the tutor if they are not able to meet as scheduled (the tutor has set aside time from their busy day to meet).
- Do all of their own assigned work.

Students will lose the privilege of tutoring if:

- They miss two scheduled sessions without informing the tutor.
- Are disrespectful of the tutor in any way.
- Do not attend class regularly.

Students who are maintaining a failing grade during a course may be required to attend tutoring to continue in the course.

GRIEVANCE PROCEDURE

This student grievance procedure is intended to allow the student an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services without regard to sex, race, national origin or ancestry, creed, color, disability or age and have the issue considered in a prompt and equitable fashion. Otero Junior College will follow the Non Discrimination Policy. Copies of the [Student Grievance Procedure](#) are available from the Vice President of Student Services.

Otero Junior College does not discriminate on the basis of race, color, creed, handicap, national origin, age, or sex. The college complies with the Civil Rights Act of 1964, related Executive Order 11246 and 11375 and all civil laws of the State of Colorado. Accordingly, equal opportunity for employment and admission shall be extended to all persons, and the college shall promote equal opportunity and treatment through a positive and continuing Affirmative Action program.

NON DISCRIMINATION STATEMENT

Otero Junior College does not discriminate on the basis of race, color, creed, handicap, national origin, age, or sex in admission or access to, or treatment and employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Mrs. Marlene Boettcher, Affirmative Action Officer, Otero Junior College, La Junta, CO (384-6824) or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Suite 310, Denver, CO 80204.* *This statement is made pursuant to requirements of Secs. 602.901, 902, Education Amendments of 1972, 20 U.S.C. 1681, 1682 as amended, 45 C.F.R. Part 86; and Sec. 504, Rehabilitation Act of 1973, 29 U.S.C. 794, 45 C.F.R. Part 84.

HARASSMENT STRATEGY

Otero Junior College prohibits harassment by students and staff of any form. The main objective of this is to protect all members of the campus community from any type of harassment and to assure proper due process for anyone being charged with such misconduct. Otero Junior College will follow [Colorado Community College System student grievance procedure](#). In the event of Sexual Harassment Otero Junior College will follow the Colorado Community College System student [sexual harassment complaint procedure](#).

STUDENT HEALTH AND SAFETY POLICIES

The health and safety of our students is extremely important to the administration and staff of Otero Junior College. That is why all the OSHA regulations must be followed in the student laboratories.

In the event that a student experiences an illness or accident while on campus, Otero Junior College students will be strongly encouraged to seek medical assistance with their own primary care provider or by visiting the emergency care facility at Arkansas Valley Regional Medical Center.

During clinical rotations students are required to follow all health and safety policies of the facility where they are assigned. Each clinical facility has emergency facilities available. OJC Workman's Compensation policy is implemented if an injury occurs during a student's clinical rotation.

Please see the following websites for more information:

[Medical Amnesty Policy](#)

[Reporting Crimes and Emergencies](#)

PROGRAM DIRECTOR AND FACULTY

Program Director:

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719-384-6816

Curriculum Coordinator and Instructor:

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Angela Tarrant MT(ASCP)SM^{cm}

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CLINICAL ROTATIONS AND FACILITIES

Clinical Rotations Sites are utilized the 4th and 5th Semesters of the MLT Program.

Please be aware that clinical rotations require you to travel to another site such as Walsenburg, Lamar, Trinidad, Pueblo, Eads and the hospital at La Junta. These sites will only host one student at a time. Students must be willing and able to travel to any

site to finish internships in a timely manner. Efforts will be made to place students in a convenient site but there are many limitations.

If a student is denied an internship spot at any clinical location because of any reason, the OJC MLT staff will attempt to place the student into another clinical location but placement is not guaranteed.

Every effort will be made by the OJC MLT staff to provide opportunities to meet the NAACLS mandated experience required.

After sufficient training and after a clinical instructor has signed off your competency, a student can perform laboratory procedures under minimal supervision during the internship period. Be aware, a clinical site cannot substitute a student for an employee. If this becomes an issue at a clinical site, you are to inform your OJC instructor of the situation.

Service work is non-compulsory. You cannot be involuntarily required to work hours in addition to the hours designated as internship hours. If a student volunteers to work extra hours outside of the internship hours, that is considered acceptable by the OJC MLT/Phlebotomy Program.

An instructor, if at all possible, shall visit each student at their clinical site at least once during their rotation.

Sites currently in an affiliation with Otero Junior College:

Arkansas Valley Regional Medical Center - La Junta, Colorado

Prowers Medical Center – Lamar, Colorado

Spanish Peaks Regional Medical Center – Walsenburg, Co

Centura - St Mary Corwin Hospital – Pueblo, Colorado

Quest Diagnostics – Pueblo, Co

Weisbrod Memorial Hospital – Eads,Co

Heart of the Rockies Regional Medical Center – Salida, Colorado Community College System

OTERO JUNIOR COLLEGE
MLT PROGRAM
STUDENT OATH OF CONFIDENTIALITY

I have watched the video describing the HIPPA Regulations.

In the performance of my assigned responsibilities for Otero Junior College (OJC) MLT Program clinical experiences, I pledge to keep confidential any and all information concerning patients and or residents. I will not discuss patient/resident cases with any employee other than those having a direct need for such information in the performance of their responsibilities. I will not release patient/resident information to any individuals or agencies, either written or verbal. I understand that failure to comply will be considered just cause for dismissal from OJC MLT Program. I also understand that the same need for confidentiality exists after I am no longer an OJC MLT student.

Printed Name _____

Signature _____

S number _____ Date _____

I have watched the video screening for colorblindness.

I understand that differentiation of colors and color changes during the performance of laboratory procedures may be necessary. Color blindness, of itself, does not preclude admission or employment

It may be necessary for the student to obtain further testing to be aware of their colorblind status after participating in the colorblindness exercise.

Please check the appropriate box after viewing the video

- I will not need further testing for colorblindness
- I may need further testing for colorblindness and will inform the MLT Director as soon as possible if accommodations may be necessary

Printed Name _____ S number _____

Signature: _____

Otero Junior College

MLT Program

SELF ASSESSMENT OF PHYSICAL AND TECHNICAL ABILITIES

Physical Requirements: The position of Medical Laboratory Technician has been given a strength ratio of LIGHT WORK by the US Dictionary of Occupational Titles (exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force 2/3 or more of the time to move objects). The position involves walking, standing, and sitting for prolonged periods as well as stooping, bending, lifting, and carrying. The ability to operate and control equipment is necessary to include starting, stopping, adjusting, and observing gauges, dials, etc.

_____ I am capable of meeting these requirements

_____ I am not capable of meeting these requirements

_____ I am capable of meeting these requirements with the following accommodations:

Data Conception: Requires the ability to gather, collate, or classify information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the information is frequently involved.

_____ I am capable of meeting these requirements

_____ I am not capable of meeting these requirements

_____ I am capable of meeting these requirements with the following accommodations:

Visual Observation: The student must possess visual acuity sufficient to allow for each of the following:

- Differentiation of colors and color changes during the performance of laboratory procedures. Color blindness, of itself, does not preclude admission.
- Observation of patient conditions during phlebotomy procedures.
- Differentiation and identification of specimens using microscopic techniques.

- Reading lab instrument technical procedure manuals, standard operating procedures, specimen labels and other pertinent materials for patient care and professional practice.

_____ I am capable of meeting these requirements

_____ I am not capable of meeting these requirements

_____ I am capable of meeting these requirements with the following accommodations:

Numerical Ability: Requires the ability to add, subtract, multiply, and divide all units of measure.

_____ I am capable of meeting these requirements

_____ I am not capable of meeting these requirements

_____ I am capable of meeting these requirements with the following accommodations:

Form/Spatial Ability: Requires the ability to inspect dimensions of items and to visually read information and data.

_____ I am capable of meeting these requirements

_____ I am not capable of meeting these requirements

_____ I am capable of meeting these requirements with the following accommodations:

Motor Functions: The student must possess motor and dexterity skills sufficient to permit each of the following:

- Performance of venipuncture at the patient's bedside or at other designated locations.
- Lift and handle typical hand-held medical laboratory equipment and tools.
- Manipulate clinical laboratory instruments and equipment in a manner consistent with standards of medical laboratory practice.

- Perform all routine functions and tasks required in the various departments of the medical laboratory.

_____ I am capable of meeting these requirements

_____ I am not capable of meeting these requirements

_____ I am capable of meeting these requirements with the following accommodations:

Communication Skills: The student must possess verbal and non-verbal skills adequate for transmitting to and receiving information from patients and hospital personnel. The student must be able to read, write, speak and comprehend English with sufficient skill to communicate.

_____ I am capable of meeting these requirements

_____ I am not capable of meeting these requirements

_____ I am capable of meeting these requirements with the following accommodations:

Behavioral and Social Skills: The student must exhibit behavioral and social skills that are acceptable to the college and hospital settings. A student must have the capacity to demonstrate full utilization of her/his intellectual abilities, emotional stability, exercise good judgment and promptly complete all responsibilities. He/she must be able to tolerate physically and mentally taxing workloads and function effectively under stress. As a component of education, a student must demonstrate ethical behavior, including adherence to the professional and student honor codes. Student must be able to attend to work assignments and instructions/orders given.

_____ I am capable of meeting these requirements

_____ I am not capable of meeting these requirements

_____ I am capable of meeting these requirements with the following accommodations:

Health Form: The student must submit a completed physical exam form before beginning clinical rotations in the second year.

_____ I am capable of meeting these requirements

_____ I am not capable of meeting these requirements

_____ I am capable of meeting these requirements with the following accommodations:

Physical Restriction: An individual is constantly exposed to various forms of latex in the laboratory setting. Known and or developed latex allergy may result in a potential life-threatening situation.

_____ I am aware of this exposure and that it can life threatening.

Laboratory Safety: An individual in this class is exposed to various biohazardous blood and body fluids. OSHA standards must be followed at all times to limit exposure. OSHA standards are taught and reviewed in each MLT class..

_____ I am aware of this potential biohazard exposure and will follow OSHA standards of safety at all times within the classes for the MLT program.

**OJC MLT Program
LETTER OF AGREEMENT**

I **have read** the student handbook for the MLT Program and know I must comply with the rules and regulations, including the Code of Conduct, as stated. I also understand that in order to meet the requirements of the MLT program, I must maintain at least a "C" in **each** MLT and related courses. I am aware of the essential functions of the MLT program and have completed the Self Assessment of Physical and Technical abilities to the best of my knowledge. And, I have been made aware of and understand the policies for progression in and completion of the OJC MLT Program

Printed Name _____

Signature _____

S number _____

Date _____