



MEDICAL LABORATORY TECHNOLOGY PROGRAM

Student Handbook

2025 – 2027
Policies, Rules and Regulations



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MEDICAL LABORATORY TECHNOLOGY OVERVIEW

The Medical Laboratory Technology Program (MLT) at Shawnee State University is an accredited medical laboratory technology program. Graduates receive an associate degree in applied science and are eligible to become nationally certified by the American Society of Clinical Pathologists (ASCP). The program is 5 semesters in length that extends over a two-year period. Students are selected each April-May for admission to the program for the following Fall Semester. Application materials should be received by April 1 to assure consideration for the upcoming class. If materials are received after the April 1 deadline, students are considered for admission on a space-available basis.

As members of the health care team, medical laboratory technicians (MLT's) work with medical technologists (MT's) and pathologists to provide doctors with laboratory results that are vital to patient diagnosis and treatment. In the Medical Laboratory Technology Program, the MLT will become proficient in the clinical areas of hematology, chemistry, microbiology, blood banking/transfusion services, urinalysis, coagulation and serology performing testing in all clinical laboratory areas. In the medical laboratory setting, the MLT will search for clues to the absence, presence, extent and causes of disease.

The first 4 semesters of the program are spent on campus where laboratory instruction takes place in the MLT student laboratory that is located in the Health Sciences Building in Room 217. The majority of the final semester or last 15 weeks of the program are spent in one of the following hospital laboratories:

Adams County Regional Medical Center, Seaman, OH
Adena Regional Medical Center, Chillicothe, OH
Holzer Medical Center, Gallipolis, OH
Kings' Daughter's Medical Center, Ashland, KY
Marshall Health Network, Huntington, WV
Meadowview Regional Medical Center, Maysville, KY
St. Mary's Medical Center (SMMC), Huntington, WV
Southern Ohio Medical Center, Portsmouth, OH

During the hospital practicum, students learn state-of-the-art laboratory procedures and attain minimal competency in skills that prepares them for employment in the field of clinical laboratory science.

Student and employee safety is of primary importance in any health care program. The Medical Laboratory Technology Program takes pride in their safety program, which follows national guidelines published by the Occupational Safety and Health Administration (OSHA), the Center for Disease Control (CDC), and the Environmental Protection Agency (EPA). In keeping with federal requirements for health care employees, students are also asked to receive the Hepatitis B vaccine and have this documentation on file with the program.

ACCREDITATION (SEE POLICY 1.1 IN POLICY AND PROCEDURE MANUAL)

The MLT-AD program is fully accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 N River Rd, Suite 720, Rosemont, IL 60018-519. Phone (773) 714-8880 E-mail – naacclsinfo@naaccls.org

GRADUATE ELIGIBILITY FOR NATIONAL CERTIFICATION

Upon successful completion of the program, the student will receive an Associate of Applied Science Degree and will be eligible to take the American Society for Clinical Pathology - Board of Registry examination to obtain certification as a Medical Laboratory Technician MLT(ASCP).

The confirmation of the Associate of Applied Science degree will in no way be associated with successful completion of the ASCP certification exam. However, students will be encouraged to sit for the exam during the summer immediately following graduation. The deadline for application (subject to change) to sit for the exams is April 1, prior to graduation in April/May. Fees of \$235.00 (subject to change) must accompany the ASCP exam application. Once the student has graduated, a final transcript must be sent to the following addresses before the examination may be taken and the scores of the exams released.

ASCP
Board of Registry
33 W. Monroe St., Suite 1600
Chicago, IL 60603

SSU Mission Statement:

We prepare today's students to succeed in tomorrow's world.

Shawnee State University will educate students by means of free, open, and rigorous intellectual inquiry to seek the truth. It is the University's duty to equip students with the opportunity to develop the intellectual skills they need to reach their own, informed conclusions. Shawnee State is committed to not requiring, favoring, disfavoring, or prohibiting speech or lawful assembly. The University is committed to creating a community dedicated to an ethic of civil and free inquiry, which respects the autonomy of each member, supports individual capacities for growth, and tolerates the differences in opinion that naturally occur in a public higher education community. Shawnee State has a duty to treat all faculty, staff, and students as individuals, to hold them to equal standards, and to provide them with equality of opportunity, with regard to those individual's race, ethnicity, religion, sex, sexual orientation, gender identity, or gender expression.

Adopted June 27, 2025 by the Shawnee State University Board of Trustees.

SSU MLT Program Mission Statement:

The mission of the Medical Laboratory Technology program is to educate and prepare students to become competent, responsible, and collaborative laboratory professionals in the ever-changing health care environment.

The Medical Laboratory Technology Program endeavors to educate and prepare competent and responsible medical laboratory technicians, so that they can deliver the best quality health care possible to patients. In addition, the program fosters professionalism, personal growth and self-actualization.

Medical Laboratory Technology Goals

The **goals** of the Medical Laboratory Technology Program are to:

1. Provide students with the knowledge and technical skills for career entry into the profession of medical laboratory technology.
2. Prepare students to meet the criteria to sit for the ASCP Board of Certification Examination.
3. Cultivate personal growth and development through humanities and social science.
4. Develop interpersonal skills and attitudes needed to interact with patients, laboratory staff and other health/care professionals
5. Promote students' awareness of medical ethics and develop a sense of professionalism
6. Instill the career-ladder concept and the necessity of continuing education.

Learning Outcomes for the Medical Laboratory Technology Program

1. All students in the MLT program will be competent in areas of laboratory safety, bloodborne pathogens, HIPAA, hazardous communication, and other laboratory standards necessary to protect themselves and the patients they serve.
2. Students completing the MLT Program will be able to demonstrate minimal/entry level competencies in all clinical areas of the medical laboratory to include: Hematology, Clinical Chemistry, Blood Banking, Microbiology, Urinalysis, Serology and Hemostasis
3. Students graduating from the MLT Program will be prepared to gain employment and work independently in the laboratory with minimum orientation.
4. Students will cultivate personal growth and demonstrate professional conduct and interpersonal communication.
5. Students will continue their education beyond the completion of the Associate of Applied Science degree.
6. The Program will meet the benchmarks established by NAACLS: Certification Rate, Graduation Rate, and Placement Rate.

The Medical Laboratory Technology curriculum is designed to ensure a balance between theory and practice, which is essential to the preparation of competent technicians. In addition to providing students with the knowledge and technical skills needed for career entry, it also prepares students to be able to evaluate the accuracy and precision of his/her work, to detect errors and to solve moderately complex problems.

While committed to technical skills in medical laboratory science, the program is equally committed to the overall personal growth and development of good citizenship. Thus, general education courses such as humanities and social studies together with basic sciences constitute nearly one-half of the curricula.

Professionalism and ethics are an integral part of the medical laboratory education. Students should recognize that patients are individuals whose rights, responsibilities, privileges, and needs are no lesser than his/her own.

PROGRAM OBJECTIVES

Upon successful completion of the program, medical laboratory technicians are proficient in:

- a. collecting and processing biological specimens for analysis;
- b. performing analytical tests on body fluids, cells, and products;
- c. recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated;
- d. monitoring quality control within predetermined limits;
- e. performing preventative and corrective maintenance of equipment and instruments or referring the problem to an appropriate source for repair;
- f. demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;
- g. recognizing the responsibilities of others and health care personnel and interacting with them with respect for their jobs and patient care;
- h. applying basic scientific principles in learning new techniques and procedures;
- i. relating laboratory findings to common disease processes; and
- j. recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence.

CODE OF ETHICS FOR STUDENTS OF MEDICAL LABORATORY TECHNOLOGY

We, as students of Medical Laboratory Technology, will apply the following code of ethics to our actions toward patients, physicians, and hospital personnel in our clinical year of training and in our future work. This code will apply to our personal as well as professional attitude.

As PROFESSIONALS we will:

1. Assume a professional manner in attire and conduct.
2. Establish a rapport with hospital staff, supervisors, and physicians.
3. Hold in confidence information relating to patients.
4. Strive for increased efficiency and quality through organization.
5. Be willing to accept responsibility for our own work and results.
6. Strive to learn the theories of laboratory determinations.
7. Establish confidence of the patient through kindness and empathy.

In PERSONAL conduct we will:

1. Achieve the highest degree of honesty and integrity.
2. Maintain adaptability in action and attitude.
3. Establish a sense of fraternity among fellow students.
4. Strive to have a pleasant manner in the laboratory and with patients.
5. Remember that we are University as well as Medical Technology students; therefore, we should strive to be accomplished and knowledgeable outside our technical field of expertise.

Technical Standards for the Medical Laboratory Technology Student

Students in the Medical Laboratory Technology Program at Shawnee State University must possess certain standards to be able to successfully perform on the job. A list of these requirements essential to performance as a Medical Laboratory Technologist include standards in each of three domains, cognitive, affective, and motor or physical.

The successful student must be able to demonstrate the following characteristics:

- Understand and follow directions
- Have ability to demonstrate accuracy and dependability
- Demonstrate strong analytic judgment
- Have ability to pay close attention to detail
- Ability to communicate in person to person, telephone and electronic media
- Demonstrate visual ability that allows for reading and interpreting of colors
- Ability to hear sounds and respond to them appropriately
- Ability to bend and move around the patient's bedside and in the laboratory
- Exhibit both punctuality and dependability
- Ability to work well as a team as well as independently
- Ability to follow policies and procedures as the laboratory environment demands

SCHOLARSHIP AND AWARDS

The Financial Aid Office administers a number of special scholarships for students demonstrating a high degree of academic ability or special talents. Students interested in scholarships are encouraged to contact the Financial Aid Office for additional information and deadlines for application.

Additional information regarding scholarships can be found at the following web site.

<https://www.shawnee.edu/admissions-and-financial-aid/financial-aid/scholarships-grants/development-foundation-scholarships>

Medical Laboratory Technology 2-Year Curriculum

| Student Name | Course # | Course Name | Lecture | Lab | Credit |
|--------------|-----------|---|---------|-------|--------|
| | | First Semester - Fall | | | |
| | MLTC 1140 | Introduction to the Medical Laboratory | 2 | 3 | 3 |
| | BIOL 1130 | Principles of Anatomy and Physiology I | 3 | 2 | 4 |
| | CHEM 1121 | Principles of Chemistry | 3 | 3 | 4 |
| | MATH 1200 | College Algebra (or STAT 1150 Statistics) | 3 | | 3 |
| | ENGL 1101 | Discourse and Composition | 3 | | 3 |
| | UNIV1100 | 1 st Year Experience: University Foundations | 1 | | 1 |
| | | Second Semester - Spring | | | |
| | MLTC 1170 | Hematology 1 | 2 | 3 | 3 |
| | MLTC 1155 | Hemostasis | 1 | 1 | 1 |
| | MLTC 1180 | Clinical Chemistry 1 | 2 | 3 | 3 |
| | BIOL 1131 | Principles of Anatomy & Physiology 2 | 3 | 3 | 4 |
| | CHEM 2200 | Intro to Organic Chemistry | 3 | 3 | 4 |
| | | Third Semester - Summer | | | |
| | BIOL3750 | Microbiology | 3 | 3 | 4 |
| | MLTC 2120 | Hematology 2 | 2 | 3 | 3 |
| | MLTC 2130 | Clinical Chemistry 2 | 2 | 3 | 3 |
| | | Fourth Semester - Fall | | | |
| | MLTC 2170 | Immunohematology/Serology | 4 | 3 | 5 |
| | MLTC 2180 | Clinical Microbiology | 4 | 4 | 5 |
| | MLTC 2165 | Urinalysis and Body Fluids | 2 | 3 | 3 |
| | MLTC 2185 | Clinical Parasitology & Mol Dx | 1 | 1 | 2 |
| | SOCI 1101 | Intro to Sociology (or PSYC 1101 - Intro to Psyc) | 3 | | 3 |
| | ENGL 1105 | Discourse and Research | 3 | | 3 |
| | | **Fifth Semester - Spring | | | |
| | MLTC 2190 | Clinical Practicum | | 32-40 | 7 |
| | MLTC 2191 | Special Problems in Med Lab | 1 | | 1 |
| | MLTC 2192 | Med Tech Seminar & Review | 1 | | 1 |
| | MLTC 2193 | Case Studies/Clinical Correlations | 1 | | 1 |
| | MLTC 2199 | MLT Comprehensive Review | 1 | | 2 |

** Physical, Background Check, TB Skin Test and Urine Drug Screen must be on file prior to beginning the semester.

Schedule is tentative and subject to change.

Revised - 07/2023 (JHM)

GENERAL INFORMATION

Registration for courses with the MLTC prefix requires admission into the MLT program.

Only those students who have been officially accepted or named as an alternate in the program may register for courses beginning with the MLTC prefix.

In some instances alternates in good academic standing may register for only the first semester of the program while awaiting an opening.

Students should pay particular attention to the sequencing of courses as many are offered only one semester each year.

The award of the Associate of Applied Science Degree is in no way contingent on passing certification or licensure examinations.

Students have the option of taking the CHEM 1140 series in place of CHEM 1121, and 2200. Those students who plan to continue their education beyond an Associate Degree are strongly encouraged to take the 1140 level series.

STUDENT COUNSELING/GUIDANCE (SEE POLICY 3.6 IN POLICY AND PROCEDURE MANUAL)

While students are encouraged to discuss any problem with program faculty, it should be clearly understood that program faculty are not professional counselors. Counseling and & Psychological Services are now offered completely through the **Bear Care Clinic** and Compass Community Health. Students currently under treatment with SSU staff will be transferred to the **Bear Care Clinic** for continuation of services (new 8.15.24). Students in need of counseling services are able to begin making appointments now before the clinic opens by calling 740-355-7102.

- National Suicide Prevention Lifeline: 1-800-273-TALK (1-800-273-8255)
- National 24/7 Suicide Hotline: 1-800-SUICIDE (1-800-784-2433)
- [List of State of Ohio Suicide Hotlines](#)
- Local 1010 Hotline: 740-354-1010
- LGBT Youth Suicide Hotline: 1-866-4-U-TREVOR
- SSU Crisis Text Line: Text “shawnee” to 741-741

MEDICAL LABORATORY TECHNOLOGY COURSE DESCRIPTIONS

MLTC 1140 Med Laboratory Orientation (3) Introduction to the profession of Medical Laboratory Technology: including history, philosophy, development, educational requirements, current trends, and role and responsibilities of the medical lab technicians. Ethics, employment opportunities, certification, licensure, professional organizations, interpersonal relationships, basic medical terms, as well as the safe handling of potentially hazardous materials. Also includes an introduction to basic laboratory theory and techniques with emphasis on laboratory safety, phlebotomy, microscopy, pipetting, spectrophotometry, use of centrifuges, balances, autoclave and basic laboratory mathematics. *2 lec. 3 lab; Prerequisite – Admission into the Medical Laboratory Technology Program*

MLTC 1155 Hemostasis (1) Study of hemostatic mechanism and hemorrhagic disorders, as well as their laboratory evaluations to include, but not limited to, bleeding time, clotting time, prothrombin time, APTT, fibrinogen, thrombin time, and FDP. *1 lec. 1 lab; Prerequisites – MLTC 1140 and admission to Program*

MLTC 1170 Hematology 1 (3) An introduction to the basic laboratory methods in hematology, including the origin, formation, differentiation, and cell morphology of blood formed elements. Study includes detailed material regarding all components of a complete blood count. General information of hematology processes and laboratory tests. *2 lec 3 lab; Prerequisite – MLTC 1140 and admission in the program*

MLTC 1180 Clinical Chemistry 1 (3) Principles, practices, and techniques of analysis of chemical components in serum, as well as other body fluids, are studied. Instrumentation associated with specific analysis is introduced. Emphasis on the specific chemical reactions and/or analytical principles, sources of error, quality control, practical application, and theoretical aspects of the above procedures as related to normal and abnormal states. Chemical analysis of Proteins, Carbohydrates, Lipids and Non-Protein Nitrogens/Hepatic Function will be introduced. *2 lec. 3 lab; Prerequisite MLTC1140 and admission in the program.*

MLTC 2120 Hematology 2 –A continuation of MLTC 1170, Hematology 1, with emphasis on blood cell abnormalities, including anemias, leukemias, and special procedures in the study of blood diseases. *2 lec, 3 lab Prerequisites MLTC1170 and admission into the program*

MLTC 2130 Clinical Chemistry 2 – Continuation of MLTC1180 Clinical Chemistry 1. Chemical analysis of Enzymes, Acid/base balance, Ions and minerals, Endocrinology and hormones, Toxicology and Therapeutic Drug Monitoring. *2 lec, 3 lab*

MLTC 2165 Urinalysis and Body Fluids (3) Anatomy and physiology of the kidney and other body parts producing body fluids, including the chemical and microscopic examination of urine. Theory and application of various tests in relation to kidney function. A brief discussion of other body fluids, including, but not limited to cerebrospinal fluid, semen, serous, and pleural fluid. *2 lec. 3 lab; Prerequisite – MLTC 1140 and admission to program*

MLTC 2170 Immunohematology/Serology (5) Introduction to basic immunology with emphasis on the principles and application of serological techniques in diagnostic tests. Principles of blood grouping and human blood group genetics. Routine procedures for pretransfusion testing, antibody screening, and identification. Donor selection, blood collection, and processing are discussed. Hemolytic disease of the newborn, preparation of blood components and their storage are also introduced. *4 lec, 3 lab; Prerequisite MLTC 1140*

MLTC 2180 Microbiology (5) Diagnostic procedures for identification of medically important bacteria, viruses, and fungi. Emphasis is on the morphological, cultural, biochemical, and serological characteristics of the various pathogens. *4 lec, 4 lab; Prerequisites MLTC 2120 and MLTC 2130*

MLTC 2185 Clinical Parasitology and Molecular Diagnostics for the Medical Laboratory (2) An introduction of Medical Parasitology including identification, pathology and collection, preservation and preparation techniques. A practical application of molecular diagnostic procedures used to detect pathogen -specific DNA or RNA in clinical specimens is presented. *1 lec 1 lab; Corequisite MLTC2180*

MLTC 2190 Clinical Practicum (7) Fifteen weeks of internship providing a practical application of the skill and knowledge learned during the previous terms of the curriculum. Students are assigned to accredited hospital laboratories as trainees. The rotation schedule consists of three weeks in Hematology/Coagulation; three weeks in Chemistry; four weeks in Microbiology; one week in Urinalysis; and four weeks in Blood Bank/Serology. *Prerequisite – Admission to program and completion of all MLTC courses with a minimum of "C" in the lab and lecture portion of each .*

MLTC 2191 Special Problems in Med Lab (1) Review of problems and progress during clinical practicum. Students are required to keep a daily log of the scope and degree of activities in the laboratory. The log book is filed with the department at the end of the clinical practicum. Students are also required to participate in laboratory in-service (and/or professional development meetings if possible). *Prerequisite – Admission to program. Corequisite – MLTC2190*

MLTC 2192 Med Tech Seminar and Review (1) Issues and trends in Medical Laboratory Technology, government regulations, professional development, employment opportunities, resume writing, and job-seeking skills are discussed. Students will be required to participate in the Allied Health Science Interprofessional Education Day and will also have theory and practice review of all major areas of the laboratory in preparation for certification exams. *1 lec Prerequisite –Admission to program and completion of all MLTC courses with a minimum of "C" in the lab and lecture portion of each.*

MLTC 2193 Case Studies and Clinical Correlation (1) Students present case studies assigned to interpret and evaluate the clinical correlations and the significance of the lab data. This course is an attempt to correlate not only the material and data in each clinical area, but to show the correlation between departments. *1 lec Prerequisite – Admission to program and completion of all MLTC courses with a minimum of "C" in the lab and lecture portion of each.*

MLTC 2199 MLT Comprehensive Review (2) A comprehensive review of entire Medical Laboratory Technology Program curriculum. *Prerequisite MLTC 2180.* Corequisite MLTC2190

PRE-MLT CURRICULUM

For those students who are awaiting admission or who lack the prerequisites to enter the MLT Program or who cannot be full-time students, pre-MLT coursework prior to application to the MLT Program is suggested. Often times, when some of these courses are successfully completed before entering the program the student's success is increased.

Program coursework, which may be taken prior to admission into the MLT Program is as follows:

| | |
|------------------------|--|
| ENGL 1101 or ENGL 1102 | Discourse and Composition |
| MATH 1200 | College Algebra or MATH1150 Statistics |
| CHEM 1121 | General Chemistry 1 or CHEM 1141 |
| ENGL 1105 | Composition and Research |
| CHEM 2200 | Introduction to Organic Chemistry |
| BIOL 1130 | Principles of Anatomy and Physiology I |
| BIOL 1131 | Principles of Anatomy and Physiology II |
| SOCI 1101 | Intro to Sociology or other Social Science elective as PSYC 1101 |

Note: Although successful completion of the pre-MLT curriculum enhances the student's chances of being admitted into the MLT Program, it does not in any way guarantee the student's acceptance into the program. Students following the pre-MLT curriculum should officially apply to the MLT Program by April 1 of the year that they wish to be admitted.

Additional courses that may be taken to insure full-time student status that would move the student progressively toward a bachelor's degree are as follows:

PHIL 2320 Ethics in Public/Private Life
 ARTH 1101 or other acceptable Fine Arts class
 ANTH 2350, ARTH 3366, GEOG 2201, etc.

These are courses that meet the qualifications of the GEP at SSU. In some instances other courses may also be acceptable. Additional information can be found at the following website:

<https://www.shawnee.edu/areas-study/university-college/general-education-program-university-college>

ACADEMIC ADVISING AND REGISTRATION (SEE POLICY 3.3 IN POLICY AND PROCEDURE MANUAL)

First Term Fall Semester Admitted Students and Pre-admittance Information

Students who have been admitted to the MLT Program who have previous SSU coursework are asked to register during Early Registration. It is recommended that you register as early as possible during this period for the best course selection. Students who have been admitted to the MLT Program and are transferring credits from another college or university or are students without previous college coursework at SSU are asked to attend Summer Orientation and Registration which occurs in June, July or August. If you do not receive information concerning Orientation from the Office of the Registrar, please contact our office for information.

Students who are making application to the MLT Program, but have not yet been admitted, will be advised by either the Program Director or a representative from the Student Success Center. Jared Opperman, Selective Admission Specialist, may be reached at chhs@shawnee.edu. Please email for an appointment or stop by for schedule advisement and registration. The MLT Program Director is Jean McGlone who is located in the Health Sciences Building (Rm 214) and may be reached at 740-351-3102 or 740-351-3236 (secretary).

Each student admitted to the Medical Laboratory Technology Program will be advised by the MLT Program Director prior to registration each semester or by other Med Lab faculty after successful completion of the first semester. Students should email their assigned MLT advisor to schedule an appointment for schedule advisement. The MLT Program Director may be required to grant you permission to register for classes prior to registration while you are enrolled in the MLT Program.

The advising role is a vital responsibility of the faculty in the medical laboratory technology program. However, students are ultimately responsible for seeking counseling advice. Advisors should be contacted at any time that a student has a question about academic matters.

All students in the program will receive a current degree audit at regular intervals so that students can track their progress. A week before registration opens their assigned MLT Program advisor will make sure the students are given a list of courses necessary to remain in the program for the following semester. At that time the program leader or assigned MLT advisor will also make sure that all students are cleared (granted permission) to register through JIWeb.

Students are ultimately responsible to the instructor of each class and initial questions, concerns, and requests for guidance and assistance, **must** be directed first to the instructor.

Information regarding practices and policies at SSU

SSU no longer prints copies of the University Catalog so the information must be assessed via MYSSU and the Shawnee State University website. The website provides a description of all programs, courses, offered, prerequisites for courses, and when they are usually offered. Specific policies and procedures that pertain to students can be found at <https://www.shawnee.edu/about-us/university-policies/policies-organized-categorically#students>. The website also contains general information of interest to all students which includes but is not limited to information concerning:

Dates for Registration
Admission to the University
Recent High School Graduates
Applicants with the GED

Dates for Dropping and Adding Courses
Degree and Certificate Students
Advanced Placement
Transfer Students

State Policy on Articulation & Transfer
 Student Academic Assessment Services
 Residency Information
 Financial Aid
 Grading/Awarding Credit
 Administrative Hold
 College Level Exam Program (CLEP)
 Repeating Coursework
 Grade Point Ratio
 Academic Dismissal-University
 Faculty Expectations and Responsibilities
 Withdrawing from a Class
 Transcripts/Grade Reports
 Graduation with Honors

Freshman & Transfer Student Orientation
 Registration
 Fees and Expenses
 Academic Integrity
 Incomplete Grades
 Credit by Examination
 Credit for Military Education
 Changing Grades
 Academic Probation-University
 Faculty Advising
 Visitors to Class
 Adding a Class
 Withdrawing from College
 Graduation Requirements

STUDENT EMPLOYMENT

(SEE POLICY 3.5 AND 3.8 IN POLICY AND PROCEDURE MANUAL)

It is important for students to understand that they are not permitted to work-for-pay during assigned hospital practicum hours. Once the student becomes proficient in a skill, students may be employed outside of their practicum schedule; however, this is not required.

There are Federal College Work Study (FCWS) and other student employment programs where students are paid the current minimum wage and, in most cases, work 10-20 hours per week. Students should contact the Financial Aid Office for information concerning the FCWS program and the MLT Program for information on student employment as a student laboratory assistant.

<https://www.shawnee.edu/admission-and-financial-aid/financial-aid/financial-aid-process>

There are no restrictions on students working in other occupations while pursuing the MLT associate degree.

PASS/FAIL/NO-CREDIT POLICY

All courses required for the MLT Program must be taken for credit. Pass/Fail and No Credit (NC) options are not permitted in required coursework.

CREDIT FOR EXPERIENTIAL LEARNING

Accelerated practicum credit is available for those individuals with 3 or more years of work experience in a clinical laboratory with a minimum of 4 months' work experience in the specific area (hematology, clinical chemistry, microbiology, blood banking, urinalysis, coagulation, serology) for which credit is sought. Students seeking credit for any particular class will be required to score a minimum of 73% on the final exam for that class.

CONDITIONS FOR GRANTING ADVANCED STANDING

Students transferring from other medical laboratory technician programs accredited by the National Accrediting Agency for Clinical Laboratory Sciences may be granted advanced standing in the MLT Program. Advanced standing status will be dependent upon the student's successful completion of prerequisite coursework for admission into the program and successful completion of a preliminary examination. Contact the Program Director for more information.

PROFESSIONAL PROBATION AND DISMISSAL POLICY (SEE POLICY 1.4 IN POLICY AND PROCEDURE MANUAL)

Students in the Medical Laboratory Technology Program are expected to maintain the highest standards of professionalism in their performance and in their attitudes while in the program. The development of these attitudes shall be evaluated using the Affective Evaluation found in Appendix A of this handbook. Satisfactory performance on this instrument is required of all students. Prior to issuance of an unsatisfactory Affective Evaluation, the instructor will have a meeting with the student to recommend areas in need of improvement. This serves as a verbal warning that improvement is needed.

Students receiving an unsatisfactory Affective Evaluation (i.e. less than 73%), following a verbal warning will be notified by the instructor or Program Director in writing that improvement is required for continuance in the program. Following written justification of the unsatisfactory evaluation by the instructor, the student will be given recommendations for improvement and placed on "Professional Probation" by the program. Professional probation is defined as probation within the program for non-academic reasons.

Students placed on professional probation will be re-evaluated in five weeks (two weeks if unsatisfactory evaluation is received during practicum) for satisfactory improvement. Failure to document satisfactory improvement within this time period, i.e. less than 73% on the Affective Evaluation, will result in professional dismissal from the program. Note that students may appeal this decision by following the steps outlined in the SSU catalog for academic dismissal.

If, on the other hand, the student demonstrates satisfactory improvement during the five-week period following the issuance of the written warning, the student will be permitted to continue in the program but will remain on professional probation until all coursework is completed. Any student who is on professional probation (has received a written warning and receives another unsatisfactory Affective Evaluation, i.e. less than 73%) will be dismissed from the program.

Students dismissed from the MLT Program for unprofessional behavior will not be considered for re-admission to the program.

A student may be professionally dismissed from the program for any of the following reasons:

1. Excessive absence and/or tardiness for lecture, laboratory and/or clinical coursework.
2. Deficiencies as described in the "Professional Probation Policy" of this handbook and
3. Scholastic dishonesty. (Defined as follows)

The student will be found to have 'cheated' if they engage in any of the following behaviors in any of the MLT lectures, laboratory experiences, or academic functions.

 - A. Plagiarize – Use another person's work as their own;
 - B. Deliberately attempt to use another person's work, cell phones, notes, etc. in an unauthorized manner while working on assignments or exams;
 - C. Engage in unauthorized collaboration on assignments or exams;
 - D. Remove, copy, or use test materials without faculty permission;
 - E. Any deliberate attempt to tamper with data, information, or records in a false manner.
4. Appearing in classes or clinical experiences while under the influence of mind-altering substances.
5. Patient abuse of any type (i.e. physical, verbal or mental).
6. Theft of University, hospital, or patient property.
7. Any other behaviors deemed unethical by medical professional standards.

Students may also be dismissed immediately for any of the following:

1. Failure to adhere to any policy set forth by the Medical Laboratory Technology program, the University, or the clinical site.
2. Disregard for the safety of yourself or your fellow classmates.
3. Disregard for quality patient care.
4. Consistently demonstrating inaccurate work, a careless attitude, or a lack of professionalism.

Any student violating the policies and/or procedures of the Medical Laboratory Technology Program will be notified verbally and in writing by certified mail. There will be no refund of tuition/fees. Any student choosing to appeal this decision should follow appropriate appeal/grievance procedures as outlined in this handbook.

AFFECTIVE EVALUATION

Please see Appendix.

APPEAL/GRIEVANCE POLICY (SEE POLICY 1.4 AND 1.5 IN POLICY AND PROCEDURE MANUAL)

The medical laboratory technology program follows the university wide process for appeals and grievances and encourages students to follow the policy. However, the Medical Laboratory Technology Appeal/ Grievance procedure is as follows.

Medical Laboratory Technology Appeal/Grievance Policy

Any time a student is dissatisfied with a decision or ruling made by an instructor in the program they should follow the following procedure within 3 days of the circumstance:

1. Attempt to resolve the problem with instructor/faculty person involved.
2. When this is not successful to the student's satisfaction, the student should address the situation with the program director.
3. When resolution is unsatisfactory and the student continues to be dissatisfied with the decision the student should put their concern/complaint in writing and take it to the Chair of Department of Allied Health Sciences.
4. When resolution continues to be unsatisfactory the written complaint should be registered with the Dean of the College of Professional Studies.
The written complaint must contain the following information:
 - a. A description of the exact academic decision;
 - b. The name of the class and the person making the decision;
 - c. The date the decision was made;
 - d. Description of all efforts made to resolve the dispute both informally and formally;
 - e. All information necessary for the Dean to understand the complaint;
 - f. Witnesses that the grievant may want call during the process;
 - g. All relevant evidence and documents;
 - h. The outcome for which the grievant is seeking as a result of the hearing with the Dean/Committee.
5. At all levels of the process, it is the sole responsibility of the grievant/student to initiate and follow through with the process to the next appropriate level.
6. Many times the Dean will then assemble a group of faculty, and students to hear the group and make a final ruling. **The ruling of the Dean and or the Committee will be final.**
7. Within two days of the hearing students will receive a ruling from the Dean/Committee in writing.

Additional Information from the Shawnee State University Catalog.

Guidelines for Appealing a Dismissal*

Each of the programs within the Allied Health Sciences Department has minimum academic and clinical performance standards that permit a student to continue in the program. Failure to meet these standards may result in dismissal from the program. Information concerning the performance standards is available in this catalog, the student handbook for the individual program, and from the department's chairperson.

Dismissal from Allied Health Sciences programs may be appealed by the following process. Within three working days following a dismissal notification a request in writing to appeal the dismissal must be made to the department chairperson. The chairperson will notify the student of the result of this appeal within three working days following the meeting.

The chairperson's decision may be appealed by submitting a written request to the chairperson to arrange for a review by the Dean (or designee), the chairperson (or designee), and the Provost (or designee). The student will be informed of the result of this review within two working days following that meeting.

Criteria to be used in ruling on a dismissal appeal includes, but is not limited to, past academic achievement, the student's rationale for current grade status, and the prediction of future performance in the program.

Dismissal from an Allied Health Sciences program is not the same as dismissal from the University. University dismissal policies are outlined in this catalog under the section titled "Academic Policies."

**From the Health Science Section of the Shawnee State University Catalog.*

READMISSION TESTING POLICY

Policy for retesting when students are out of sequence. (SEE POLICY 3.13 IN POLICY AND PROCEDURE MANUAL)

For those students who are out of sequence or are requesting readmission to the program, testing for those MLT courses completed more than one year (12 months) from the scheduled date of entry into clinical practicum is required. Based on the student's past record, required testing for Introduction to the Medical Lab (MLTC 1140) may be waived at the discretion of the department leader. For all other MLTC courses, readmission testing must be taken as scheduled during or before the semester the course will be offered. Students are expected to study the material from their former coursebooks and will not be permitted to review their old exams, prior to the retest process. It is the responsibility of the student to contact the appropriate instructor of the course and schedule the testing.

If the student fails to obtain a grade of "C" (73%) or better on the first examination, a second examination will be given at least one week later. If the student fails to obtain a grade of "C" or better on the second examination, the student will then be required to attend the lectures for the designated course (if space permits). When students are required to sit-in on lecture, the student will be expected to take each individual exam and accumulate an average of >73% on all exams. If this is not accomplished the student will not be permitted to take the final exam and will be officially dismissed from the program. If the student is successful in scoring an average of 73% on the exams it will be necessary for the student to also score above 73% on the final for the student to be able to move forward.

The recommended (may be altered with program director's permission, only) schedule for readmission testing is as follows:

| <u>COURSE</u> | <u>EXAM I</u> | <u>EXAM II</u> |
|-------------------------------|---------------|----------------|
| Clinical Microbiology | July | August |
| Immunohematology and Serology | July | August |
| Urinalysis | July | August |
| Clinical Chemistry I | November | December |
| Hematology I | November | December |
| Hemostasis | November | December |
| Clinical Chemistry 2 | May | June |
| Hematology 2 | May | June |

REQUIREMENTS FOR GRADUATION

The requirements for graduation are listed in the University Catalog in detail. Refer to academic requirements for health science students in the handbook and graduation requirements in the University catalog. Each student must petition for graduation in December before they are scheduled to graduate in April/May. There is a fee that must be paid at the time each student petitions to graduate.

GRADING SCALE

The following grading scale is based on the total possible points in the MLTC courses:

| | | | |
|---------|----|---------------|--------------------------|
| 93-100% | A | 73-76% | C (minimum score) |
| 90-92% | A- | 70-72% | C- |
| 87-89% | B+ | 67-69% | D+ |
| 83-86% | B | 63-66% | D |
| 80-82% | B- | 60-62% | D- |
| 77-79% | C+ | Below 60% | F |

Students must obtain a "C" or above in the lecture, laboratory, and affective portions of all MLT courses to continue in the program. When a grade of C or better is attained in the lab, lecture, and affective portions, the grades will be averaged as outlined by the individual course syllabi. Otherwise, the student will receive the lesser of the three grades and the student will be dismissed from the program.

ATTENDANCE

(SEE POLICY 3.10 IN POLICY AND PROCEDURE MANUAL)

Since the lecture and laboratory experiences are interrelated, absences from either will impair the student's performance in the clinical setting. Therefore, students are responsible for being present for all lectures and laboratory sessions.

1. More than 1 unexcused absence in any MLT course may result in the student's removal from that course or receiving a grade of "F" for that course. A discussion with the instructor and department program director is required to determine the student's continuation in the course and program.

Absence from class is highly discouraged due to the important content of the course material. Advanced notice should be given for any absence. Three (3) percentage points will be deducted for each unexcused absence from lecture or lab. Excused absences will be given for only legitimate reasons determined and approved by the department program director. All missed labs must be made up within one week of the student's return. Students are responsible for obtaining lecture notes from their classmates when absences occur. No credit will be issued for make-up labs without an excused absence. Lecture exams will not be administered without an excused absence. Missed quizzes cannot be made up.

2. **It is the student's responsibility to acquire information missed because of absence.** Faculty may offer assistance in obtaining this information, but it is the student's responsibility. This should be done on the day the student returns to class.
3. Advance notice of absence should be given, if possible, by notifying the department program director or the instructor preferably by email or phone 740-351-3102 or 740-351-3236.
4. An explanation for each absence is to be a courtesy extended to the instructor by the student upon each absence from class. An absence form should be completed and given to the instructor of the class for each absence.
5. Excused or unexcused absences will be documented and become part of the student's permanent file. An absence form should be initiated and completed by the student.
6. Students are expected to be present throughout the entire laboratory or lecture session. Students are not to take unauthorized breaks or leave class prematurely without the consent of the instructor. Failure to comply will result in disciplinary action.
7. Students must complete an "Absence Report Form" for each absence that occurs. This form must be signed by the student and the instructor and submitted to the MLT program director.

TARDINESS

Punctuality is not just a virtue but also a necessity in the healthcare profession.

1. Tardiness, especially after laboratory directions have been given, may constitute dismissal from that particular laboratory exercise specified in the course outline and make-up conditions will then go into effect.
2. If a student is more than 15 minutes late, it will be considered an absence.
3. All tardiness will be documented and become part of the student's permanent file.
4. Tardiness exceeding once in a given course is reason for a verbal warning from the instructor, which constitutes professional disciplinary action. See Professional Probation and Dismissal.

ABSENCES

1. Any laboratory session missed due to absence **must be made up within one week** from the first day of the student's return (unless by special permission from the instructor.)
2. All laboratory work and reports **must be completed in order to pass the course.**
3. Unless prior approval has been attained, no make-up examination will be given except in cases involving legitimate reasons for absence and will be given on the day of the student's return to class unless a prior arrangement is made with the instructor.
4. Quizzes may be unannounced and no make-up quizzes will be given.
5. Tests, quizzes or final examinations cannot be taken earlier than officially scheduled unless special arrangements have been made with the instructor.
6. Three (3) percentage points from the final course average will be deducted for each unexcused absence.
7. Excused absences will be given for legitimate reasons determined and approved by the program director.
8. According to the SSU Excused Absence Policy, excused absences include: 1) university sponsored activities, 2) documented illness or accident 3) documented family emergency.

COMMUNITY SERVICE

(SEE POLICY 3.15 IN POLICY AND PROCEDURE MANUAL)

The mission of the Medical Laboratory Technology program is to educate and prepare students to become competent, responsible, and collaborative laboratory professionals in the ever-changing health care environment. In addition to didactic and practicum training, our students are expected to cultivate personal growth and demonstrate professional conduct and interpersonal communication [MLT Program Learning Outcome #4]. Community service is a key ingredient needed to align our mission statement with expected outcomes.

Students are required to complete 25 hours of community service before completion of the A.A.S. degree and graduation. This requirement is included as a grade component in the MLTC 2192 Seminar course.

1. Completion of community service hours will occur between time of enrollment in the MLT program and graduation.
2. Students will complete 15 hours of approved community service.
3. Service may be performed as an individual or as part of a group.
4. Prior to participation, all service must be approved by Program Director or Clinical Coordinator.
5. All service will be documented on the MLT Program Community Service Approval and Documentation Form.
6. Failure to complete the required 25 hours of service will result in a 10% reduction of the MLTC 2192 course grade.
7. Examples of service opportunities— blood drive participation, completion of CPR certification training, ASCP or ASCLS student membership, participation in: SOMCs Love your Heart program, Cystic Fibrosis Walk, Relay for Life, SSU Health fairs, service activities sponsored by the University and/or SSU MLT Program Student Organization.
8. Extra service hours may be awarded for participation in high school recruitment events.

ACADEMIC INTEGRITY

Students are required to do their own work on all tests and assignments. Any form of cheating may result in the student being withdrawn from a particular course or courses, as well as possible dismissal from the University.

The Medical Laboratory Technology Program will define scholastic dishonesty as follows.

The student will be found to have 'cheated' if they engage in any of the following behaviors in any of the MLT lectures, laboratory experiences, or academic functions.

- A. Plagiarize – Use another person's work as their own;
- B. Deliberately attempt to use another person's work, cell phones, notes, etc. in an unauthorized manner while working on assignments or exams;
- C. Engage in collaboration on assignments or exams;
- D. Remove, copy, or use test materials without faculty permission;
- E. Any deliberate attempt to tamper with data, information, or records in a false manner;

WITHDRAWAL FROM THE PROGRAM

MLT students who withdraw from required course(s) or from the program for any reason should follow the withdrawal procedure outlined in the University catalog, and notify the program director in writing. Failure to notify the program director will deny the student from being re-admitted to the program should the student decide to re-apply at a later date. Re-admission is on a space available basis only and cannot be guaranteed.

If eligible, on a space-available basis, students who withdraw or are dismissed from the program because of academic failure will have the opportunity to repeat MLT courses once. An unsatisfactory grade (lower than a "C" grade) on the second attempt denies the opportunity to be re-admitted to the program for the third time.

A physician's statement regarding health status and the ability to return to the program must be submitted by a student who wishes to be re-admitted after withdrawal due to health reasons.

Students who are professionally dismissed due to repeated failure (less than 73%) on the Affective Evaluation will not be considered for re-admission to the MLT Program.

Students who are professionally dismissed from clinical rotation will not be considered for re-admission to the program, nor will they be awarded the opportunity to complete the semester at another site.

DUE PROCESS

(SEE POLICY 1.4 IN POLICY AND PROCEDURE MANUAL)

A student has the right to appeal all disciplinary actions or academic decisions made by the individual instructor or department. Please refer to the SSU Web site. This appeal procedure includes a written appeal that will be handled in the proper chain of command to include the instructor, the program leader, the chairperson, and finally the dean. The appeal must be made in a timely manner in compliance with the current information found on the SSU Web site regarding appeals.

As stated previously in the handbook, any time a student is dissatisfied with a decision or ruling made by an instructor in the program they should first attempt to resolve the problem with instructor. When this is not successful to the student's satisfaction, the student should address the situation with the program

director. Upon completion of this step, if the student continues to be dissatisfied with the decision the student should put their concern/complaint in writing and take it to the Chair of Department of Allied Health. After this step the student can then take their written complaint to the Dean of the College of Professional Studies. Many times the Dean will then assemble a group of faculty, and students to hear the group and make a final ruling. The ruling of the Dean and or the Committee will be final.

Please see specific instructions for appealing elsewhere in this document.

FACULTY OFFICE HOURS

Office hours of faculty are posted on their doors. Students are encouraged to make appointments during these hours to discuss their problems related to their courses with the faculty member. In the event that posted office hours are not at a time when the student can meet with the faculty member, see the faculty member after class to ask for a special time.

COURSE SYLLABI

Course syllabi will be given to students the first session of each course. The course syllabus will contain the textbook to be used, assignments, instructional methods, evaluating procedures, grading policy and course and coursebook objectives. Specific objectives and/or study questions of each instructional unit will be given in class. Students should familiarize themselves with the information provided by each syllabus.

DRESS CODE POLICY

(SEE POLICY 3.4 IN POLICY AND PROCEDURE MANUAL)

Students should adhere to proper grooming and hygiene and must maintain a professional appearance during all program related activities. The following must be followed at all times.

1. Appropriate dress as outlined by the individual clinical site.
2. Student name badge (student ID) displayed prominently over the left breast pocket. (Some clinical sites will provide name badges and others will expect that the student wear their SSU ID).
3. Shoes may be white tennis or walking shoes, **small** amount of color or label will be acceptable (no sandals, hiking boots, backless shoes or clogs, or military style boots will be permitted.)
4. Long hair must be clean, restrained and kept from dangling.
5. Fingernails must be kept short and neatly trimmed. (No fake or acrylic nails)
6. Excessive use of make-up or strong scented aftershaves, perfumes, or colognes is not permitted.
7. Jewelry, bracelets, and rings may lead to ineffective hand washing and serve as a reservoir for bacteria and therefore should not be worn. Pierced earrings must be limited to one non-dangling post per ear.
8. No visible (facial, extremities, tongue, etc.) body piercing will be permitted other than for pierced earrings as stated previously.
9. Facial hair must be neatly trimmed.
10. Personal and dental hygiene including deodorant and mouthwash.

LABORATORY EVALUATION

(SEE POLICY 3.14 IN POLICY AND PROCEDURE MANUAL)

Each student may be evaluated on their performance in the laboratory using the Affective Evaluation as well as written examination and laboratory practical examinations. Areas to be evaluated are attendance, punctuality, lab safety and regulations, ability to follow instructions, attitude, accuracy, and efficiency. (See Professional Probation.)

CLEAN UP

Students are required to clean up their laboratory work areas and their own glassware after each lab session. When students have been assigned housekeeping duties, they are also responsible for the general clean up and the quality control/maintenance duties of the laboratory equipment. Failure to do so will result in points being deducted from their lab evaluation.

LOCKERS

Lockers will be assigned to MLT students at the beginning of the Fall Semester of their freshman year. The lockers are intended to be used for storing lab coats, overcoats, books, and other personal property, but not for left-over foods. Lockers should be kept clean at all times. Do not store valuables in the locker. The University is not responsible for any stolen articles. Students are asked to obtain a combination lock for their locker.

VISITORS

(SEE POLICY 3.16 IN POLICY AND PROCEDURE MANUAL)

Adult or children visitors must wait in the lobby area. They are not to be taken to the classrooms, laboratories, or clinical sessions unless they are participating in the educational process. Remember that there are potentially hazardous materials in the lab.

COURSEBOOKS

Each MLT course, with rare exceptions, requires a course notebook. Instructions for the preparation of course notebooks and the manner in which the course notebook will be calculated into the grade will be distributed with course syllabi on the first day of each class.

SOCIAL MEDIA POLICY

(SEE POLICY 3.11 IN POLICY AND PROCEDURE MANUAL)

To maintain HIPAA and FERPA standard of confidentiality

The students and faculty of the Medical Laboratory Technology Program who participate in social media must abide by the guidelines addressed. Social media includes personal blogs, and other websites, including Facebook, LinkedIn, Instagram, Twitter, YouTube and others. These guidelines apply whether employees and students are posting to their own sites or to commercial sites.

- A. Students must follow all Medical Laboratory Technology Program policies.
- B. Students must not share confidential or proprietary information about clinical sites and they must maintain patient privacy.
- C. Be aware of social networking policies for program clinical affiliate sites. Social Media will be utilized to promote the MLT Program student organization: SSU Med Lab Crew. The faculty sponsor, program director, organization president or VP will have access to social media accounts.
 - a. MLT students (past or present) will obtain permission for Social Media postings from faculty advisor and/or program director.
 - b. MLT students (past or present) will follow all MLT Program policies, including all guidelines addressed in this policy.
- D. Students shall not access personal social networking sites while in clinical work areas.

- E. Students shall not interact with patients through social media sites.
- F. Under no circumstances should photos of patients, patient specimens, patient results, or patient data be shared through any form of social media.
- G. Students are to use reasonable and mature judgement when posting to social media sites.
- H. Students are to refrain from exhibiting unprofessional behavior such as: display of vulgar language, display of language or images that imply disrespect for an individual or group of people, posting images/photographs of student or others that may be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
 - 1. Be professional, use good judgment and be accurate and honest in communication.
 - 2. HIPAA regulations apply to comments made on social networking sites. Violation of HIPAA regulations may result in prosecution.
 - 3. Be respectful and professional to fellow students, faculty, clinical laboratory affiliates, other healthcare workers, and patients and their families.
 - 4. Never allow social media activities to interfere with school commitments.
 - 5. MLT Program strongly discourages “friending” of faculty on social media unless it is in a closed situation.
 - 6. Remember that potential employers may be able to see postings. Employees have been terminated for social network postings violating patient privacy.

Violations of these policies can result in HIPAA violations, disciplinary action and dismissal from the MLT Program.

CELL PHONE POLICY (SEE POLICY 3.12 IN POLICY AND PROCEDURE MANUAL)

To ensure the integrity on examinations and eliminate distractions during class and during students’ clinical practicum learning experience.

Students will not be permitted to use their cell phone during lecture, labs, or during an examination. Students are prohibited from using cell phones in the clinical laboratory unless special permission is given by faculty.

- 1. Students will be expected to disable their cell phones during class.
- 2. Students will not be permitted to talk or text on their cell phones during class.
- 3. Students will not be permitted to use the calculator on their cell phone during an exam. (Calculators will be provided for math activities).
- 4. Students may be permitted to utilize personal devices as learning tools as allowed by the instructor, eg Kahoots, photos of work or diagrams, etc.
- 5. Students who violate this policy will be asked to give their cell phone to the instructor until the class ends.

Violations of these policies can result in HIPAA violations, disciplinary action, and dismissal from the MLT Program.

SCANTRON POLICY
(SEE POLICY 3.9 IN POLICY AND PROCEDURE MANUAL)

When testing in any class that requires the use of a scantron, the scantron form will be provided by the instructor. At no time will it be permitted for the student to obtain credit from the instructor for a mislabeled scantron form. The answer bubbled on the scantron will be considered final.

ADA COMPLIANCE STATEMENT

ADA Compliance Statement

Any student who believes they may need an accommodation based on a documented disability should first contact the Coordinator of Accessibility Services at (740) 351-3163, or mboldman@shawnee.edu (Student Success Center, Massie Hall) and schedule a meeting to identify potential reasonable accommodation(s). Students are strongly encouraged to initiate the accommodation process in the early part of the semester or as soon as the need is recognized.

The Office of Accessibility Services will gather relevant information and determine whether an accommodation is warranted. When an accommodation is determined to be warranted, an accommodation letter will be sent to the instructor(s) and student via secure e-mail prior to the semester start date, when possible, or as soon as is feasible. The Office of Accessibility Services will not disclose the nature of any disability with instructor(s); if the student wishes to discuss the disability with one or more instructors, they may do so.

Any questions regarding the academic accommodation on the letter should be addressed to the Coordinator of Accessibility Services. If a student does not make a timely request for academic accommodation and/or fails to meet with the Coordinator of Accessibility Services, a reasonable accommodation may be denied or delayed.

Michelle Boldman, MS
Accessibility Services Coordinator
(740) 351-3163
mboldman@shawnee.edu

STUDENT RECORDS
(SEE POLICY 3.7 IN POLICY AND PROCEDURE MANUAL)

All exams and student records will be maintained in the offices of the faculty. All of this information is handled with the strictest confidentiality. Students may, however, have access to their own exams upon request to the faculty. Upon graduation from the program all exams are destroyed.

Students who plan to use faculty for references or desire their names, addresses and phone numbers be released to potential employers must sign a release statement, found in the back of this handbook, and have it place in their academic file. Without this release faculty will be unable to provide information to anyone.

Items kept in student files that are housed in the secretary's or Clinical Coordinator's office will include: admission material, student health information (drug screen, background check, physical, Hepatitis B immunization records, etc.), records of remediation, records of disciplinary action, and varied communication from the program. Student files are kept for 5 years beyond graduation from the program.

University admission information, individual degree information, and graduation information are kept by registrar's office.

Each student is individually responsible for maintaining current name, address, and telephone number with the program director and or the department secretary. This information is essential for adequate communication with the program. All students are responsible for updating this information as it changes. Students are also encouraged to maintain this information following graduation so that they may receive communication of interest from the program.

Policy for Background Checks, UDS, and TB Testing

Prior to reporting to Clinicals- Fall of the second year in the program.

(SEE POLICY 3.18 IN POLICY AND PROCEDURE MANUAL)

Urine Drug Screen

In an effort to meet the requirements of the clinical affiliate agreements and to promote the safety, health and welfare of the patients, students are required to present a negative urine drug screen and state and federal criminal background checks prior to starting clinical rotations. Minimum requirements for the drug test are a 5-panel screen which includes marijuana, cocaine, PCP, amphetamines, and opiates. Students attending clinicals at **Holzer** need a 10 panel drug and alcohol screen. This can be performed at any Holzer outpatient facility for \$45. Students need to inform the lab personnel that they are an eligible student and present the correct form from the Holzer Student Application Packet. Students attending clinicals at **St. Mary's** need a 10 panel drug screen.

A UDS (6 panel) can be obtained at the SOMC Occupational Medicine Building, next to SOMC Urgent Care on 18th Street in Portsmouth, Ohio. The cost is approximately \$55.00. You may also have it done at many local health departments or occupational health departments of nearly every hospital. You must show a valid driver's license and this memo. You will receive a copy of your results to return to the Program Director, Jean McGlone, prior to the end of fall semester. Hand-carry or send results to the address at the bottom of the page. Hours of operation for drug testing at SOMC are: 8:00 am 12:00 pm; 1:30-4:30 pm, Monday through Thursday, and 8:00 am — 11:30 am, Friday.

Fees

Students are responsible for fees for all testing. Student refusing to submit to background checks, urinary drug screening or TB testing will not be permitted to begin clinical rotations and will not be permitted to continue in the program.

Positive Results

Positive tests may be reviewed by the faculty at SSU and a clinical site review may be conducted to determine if clinical placement is possible. Students may also be asked to submit to a drug (drugs of abuse) screen during their clinical rotation. Any student with a positive drug screen will be removed from the clinical experience and dismissed from the Medical Laboratory Technology Program.

2 – Step TB Skin Test

Each student is required to have a 2 – Step TB Skin Test or chest X-ray prior to starting clinicals.

Background Checks

Each student will be required to have a State and Federal background check which can be obtained at the Police Department, Shawnee State University. The cost is approximately \$57.00 and can be paid online or with a money order. You must also show a valid driver's license. Background checks are available Monday through Friday from 8:00 to 11:00 am. You can also get State and Federal Background checks performed at your local sheriff's department. The cost for the Federal and State of Ohio Background check is ~ \$66. Please have the background check sent to:

Jean McGlone or R. Andrea Zaph

Medical Laboratory Technology Program

Shawnee State University

940 Second Street

Portsmouth, OH 45662

Additional Requirements for Holzer and St. Mary's Medical Center

Holzer requires CPR certification prior to starting clinicals.

SMMC requires a Hepatitis C Screen prior to starting clinicals.

SAFETY PROCEDURES RELATING TO HIV AND HEPATITIS B

College of Health Sciences Employees or Students Doing Health Care Work

This procedure has been considered and adopted in accordance with the current consensus of the medical and scientific community that bloodborne diseases cannot be transmitted by casual body contact typical of the workplace. Should it ever appear that the implementation of this procedure presents a danger to our employees or students; the College reserves the right, in the sole discretion of the College, to make appropriate revisions. The risk of contracting Hepatitis B is greater than the risk of contracting HIV. Therefore, recommendation for the control of Hepatitis B infection will effectively prevent the spread of HIV. All such recommendations are therefore incorporated herein.

1. The College of Health Sciences requires that students enrolled in Health Science Programs provide proof of medical insurance coverage.
2. It is required that Medical Laboratory students and/or employees be vaccinated for Hepatitis B prior to contact with blood or other potentially infectious substances. If after consultation a student or employee refuses to obtain the Hepatitis B vaccination, a form entitled "Hepatitis B Vaccination Declination" must be signed.
3. Sharp items (needles, scalpel, blades, and other sharp instruments) should be considered as potentially infective and be handled with extraordinary care to prevent accidental injuries.
4. Disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture resistant containers located as close as practical to the area in which they are used. To prevent needle stick injuries, needles should NOT be recapped, purposely broken, removed from disposable syringes, or otherwise manipulated by hand unless a one-handed technique is employed.
5. When the possibility of exposure to blood or other body fluids exists, Universal Precautions must be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids, or may also require gowns, masks, and eye covering when performing procedures or post-mortem examinations. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood. Any occupational exposure must be reported to an appropriate University representative and an incident report filed as soon as reasonably possible.
6. To minimize the need for emergency mouth-to-mouth resuscitation, mouth-pieces, resuscitation bags, or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.
7. Pregnant employees or students engaged in health care are not known to be at greater risk than employees or students who are not pregnant. However, if an employee or student develops infection with the HIV virus during pregnancy, an infant has an increased risk to infection by prenatal or perinatal transmission. Because of this risk, pregnant employees or students should be especially familiar with precautions for preventing the transmission or acquisition of the HIV virus.
8. Employees or students engaged in health care who have been diagnosed as having HIV (T_4 count < 200 cells) who are not involved in invasive procedures (those in which the body is entered, e.g., by use of a tube, needles, device, etc.) need not be restricted from work unless they have some other illness for which any health care worker would be restricted.

9. For employees or students engaged in health care who have HIV, there is an increased danger from infection due to diseases they may come in contact with in class or at the work place. Employees or students with HIV, who have defective immunity, are at risk of acquiring or experiencing serious complications of such diseases. Of particular concern is the risk of severe infection following exposure to patients with infectious diseases that are easily transmitted if appropriate precautions are not taken (e.g., tuberculosis or chicken pox). Employees or students with HIV will be counseled about potential risk associated with exposure to or taking care of patients with transmissible infections and should continue to follow infection control procedures to minimize their risk of exposure to other infectious agents.
10. The employee's or student's physician, in conjunction with the appropriate college officials, will determine on an individual basis whether the employee or student with HIV can adequately and safely perform patient care duties.
11. Infected neurologically handicapped employees or students who cannot control bodily secretions and employees or students who have open oozing lesions that cannot be covered **will not** be permitted to participate in health care services. The determination of whether an infected employee or student should be excluded from providing health care shall be made on a case-by-case basis by the employee's or student's physician and the appropriate university official.

I HAVE READ AND UNDERSTAND THIS POLICY:

Student's Signature

Date

Prior to entry into the laboratory setting, each student admitted into the MLT Program will be required to meet certain safety objectives and to follow specified safety rules. At the completion of this course of study, each student will be asked to verify their safety competence through documentation that safety objectives have been met and that safety rules are understood.

SAFETY OBJECTIVES AND DOCUMENTATION

A. Objectives

Upon completion of this unit of study, the student will be able to:

1. Recognize potential laboratory hazards.
2. Describe the NFPA color-coded symbol, defining each area and giving an example of each.
3. Describe what to do in case of an accident, including the proper cleanup of acid/base, mercury and biological material spills.
4. Name the elements necessary for a fire.
5. Name the four classes of fires and describe how to extinguish each.
6. List and identify safety equipment needed in the laboratory.
7. Recognize the potential risks of hazardous chemicals in the workplace.
8. Be knowledgeable of methods to be used when handling hazardous chemicals.
9. Know the location of the written hazard communication program.
10. Locate and interpret material safety data sheets (MSDS).
11. Demonstrate that they have a copy of the Bloodborne Pathogen Standard.
12. Provide an explanation of who is covered by the OSHA Bloodborne Pathogen Standard.
13. Provide a general explanation of the SSU Exposure Control Plan for Bloodborne Pathogens.
14. Provide a general explanation of the modes of transmission and symptoms of Hepatitis B and HIV infection and disease.
15. Identify work-related activities which might result in exposure to blood or other potentially infectious materials (OPIM's).
16. Describe methods of prevention to reduce the likelihood of exposure to blood and OPIM's such as engineering controls, work practice controls, personal protective equipment and Universal Precautions.
17. Provide information on the types, proper use, and location of personal protective equipment.

18. Provide information on the removal, handling, decontamination and disposal of personal protective equipment.
19. Provide information on how to select personal protective equipment.
20. Provide information on the Hepatitis B vaccine including effectiveness, its safety, its method of administration and the benefits of receiving the vaccine.
21. Provide information concerning the appropriate procedures for spill clean-up and the decontamination of work surfaces.
22. Provide information on how to report an exposure incident.
23. Provide information on the medical follow-up that will be made available to the student when an exposure incident occurs.
24. Provide an explanation of the signs, labels and/or color-coding required by the Bloodborne Pathogen Standard.

B. Documentation

The student must display maximal competency on all exams and work assignments associated with the above objectives.

I, _____, have successfully met the objectives in Laboratory Safety at SSU outlined above and am aware of the risk I take in accidentally exposing myself to the Hepatitis B and the HIV viruses if I do not follow these established safety rules. I also realize that if I choose not to follow these established safety rules that I may be dismissed from the MLT Program and must accept full responsibility for the consequences.

Student's Signature

Date

Instructor's Signature

Date

GENERAL LABORATORY SAFETY RULES

Although there are many hazards present in a Medical Laboratory, it is possible to make the laboratory a safe working environment. Each student must agree to observe all safety rules contained here, as well as those required by the instructor or hospital affiliate.

A. Objectives

The student shall:

1. observe **Universal Precautions** in all instances which have the potential for contact with blood and other potentially infectious materials, i.e. handle all biological fluids as potentially infectious;
2. wear a lab gown at all times when handling potentially infectious materials in the laboratory and remove it prior to leaving the work area;
3. wear protective eye and face covering when aspirating or centrifuging potentially infectious materials;
4. wear gloves when handling potentially infectious materials;
5. wash his/her hands after removal of gloves and/or other protective clothing immediately or as soon as possible after hand contact with blood or other potentially infectious materials and upon leaving the work area;
6. dispose of needles and other sharp objects as specifically instructed; needles and other sharps are not to be sheared, bent, broken, or recapped by hand;
7. not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses in the laboratory;
8. not store food or drink in the laboratory;
9. perform procedures that will minimize splashing, spraying and aerosolization of substances that may contain potentially infectious agents;
10. **not** mouth pipette or suction by mouth;
11. wear closed-toe shoes when working in the laboratory;
12. wear safety glasses when working with corrosive chemicals and the autoclave;
13. wipe up spills promptly and appropriately;
14. report any broken, frayed or exposed electrical cords;
15. secure long hair away from face and neck;
16. clean work area with an appropriate disinfectant before beginning laboratory procedures and at the end of each procedure;
17. report any broken glassware or damaged equipment;

18. report any accident to the instructor immediately;
19. not invite unauthorized individuals into the laboratory;
20. receive information concerning a vaccination for Hepatitis B prior to entering any MLT laboratory course;
21. obtain the required physical examination from a private physician prior to entering MLT courses;
22. complete a Bloodborne Pathogen Training Program each year at SSU;
23. complete a Laboratory Safety Program specifically addressing bloodborne diseases at the specified hospital training site.

B. Documentation

Please initial the items listed below.

- _____ I agree to follow all set rules as listed above and regulations as required by the instructor.
- _____ I have received formal training in laboratory safety and have been tested for safety proficiency prior to handling potentially hazardous materials and equipment.
- _____ I have been informed that biological specimens and blood products may possess the potential of transmitting diseases such as Hepatitis and Acquired Immuno-deficiency Syndrome (HIV) and other bloodborne pathogens.
- _____ I understand that even though diagnostic products are tested for Hepatitis B surface antigen (HbsAg), no known test can offer assurance that products derived from human blood will not transmit Hepatitis or other potentially infectious agents.

Student Name (please print) _____

Student Signature _____ Date _____

Parent Signature _____ Date _____
(If student is under 18 years of age)

Department Chairperson's Signature _____ Date _____

LABORATORY SAFETY SUPPLIES

Currently the med lab program will provide the following items within a reasonable number:

1. Gowns
2. Latex-free or Nitrile Gloves
3. Masks

ADDITIONAL SAFETY OF STUDENTS, FACULTY AND PATIENTS IN THE MLT PROGRAM

The purpose of this policy is to ensure the safety and health of students, faculty, and patients/ clients associated with the Medical Laboratory Technology Program. All students will receive education/training in safety procedures that will be utilized during on-campus and off-campus educational experiences. Students will demonstrate competence in safety procedures prior to beginning laboratory and clinical assignments.

Students are not permitted to perform laboratory assignments or use equipment in the absence of faculty unless students have permission from the faculty.

Each student is responsible for personal health and safety. The procedures listed are intended as guidelines to assist students in emergency situations:

- A. Illness – Contact the instructor or secretary (740-351-3236). If illness is severe contact campus security (740-351-3232 or dial 9-911).
- B. Thunderstorms – Individuals should take shelter in a central room in the building. Do not stand near tall trees or telephone poles. Stay away from open water and metal objects.
- C. Tornado – Individuals should take shelter on lower levels of the building in the hallways away from windows.
- D. Fire – If a fire is discovered immediately contact security. If the fire is obviously out of control, pull the nearest fire alarm and follow the emergency evacuation procedure located near the room exit and contact the fire dept. by dialing 9-911 from a campus phone.
- E. Inclement Weather – On questionable weather days, the Office of the Provost is responsible to make the determination for delays and closures. This notification is reported to local news stations and the SSU alert system.

ACCIDENT REPORTING

(SEE POLICY 1.6 IN POLICY AND PROCEDURE MANUAL)

All accidents occurring in the MLT student laboratory are reported immediately to the course instructor and department program director. If the accident involves student exposure to blood or body fluids, a "Student/ Employee Accident Report Form for Exposure to Potentially Infectious Human Blood and Body Fluids" must be completed. (Appendix)

ACCIDENTAL EXPOSURE TO POTENTIALLY INFECTIOUS MATERIALS THAT MAY CONTAIN BLOODBORNE PATHOGENS

In the event that a student experiences a parenteral (break in the skin) or mucous membrane exposure to potentially infectious materials, the student is required to follow federal OSHA (Occupational Safety and Health Administration) requirements for post-exposure evaluation and follow-up which will include: 1) Evaluation of HBV antibody status; 2) Baseline HIV testing; 3) Bloodborne pathogen counseling; 4) Subsequent HIV testing at 3 months, 6 months, and 1 year (if recommended). (Appendix)

HEALTH INSURANCE

Students are responsible for their own health insurance. Students must be able to document that they have Health Insurance before they begin clinical rotation.

LIABILITY INSURANCE

The University provides its professional liability coverage to Health Science students while the student is in the MLT Program at no additional cost to the student.

HIPAA POLICY

(SEE POLICY 1.3 IN POLICY AND PROCEDURE MANUAL)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy insures that all patient information is held confidential. The SSU Medical Laboratory Technology policy states that – Any disregard for the patient’s right to privacy and confidentiality is grounds for immediate dismissal from the program.

*Students need to make sure they are aware of possible violations on social media (policy 3.11)

Non – Discrimination Policy

(SEE POLICY 1.2 IN POLICY AND PROCEDURE MANUAL)

To ensure that the Medical Laboratory Technology Program adheres to non-discrimination consistent with the University Policy. The Medical Laboratory Program will adhere to the University Policy which is as follows:

INSTITUTIONAL STATEMENT OF NON-DISCRIMINATION

Shawnee State University is committed to maintaining a learning environment free from discrimination on the basis of race, color, genetic information, religion, age, disability, national origin, ancestry, sex, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, sexual orientation, gender, gender identity or gender expression, veteran status or military status. These acts violate an individual’s fundamental rights and personal dignity and will not be tolerated. The University seeks to address all forms of discrimination and harassment, and all sexual violence through education, policy enforcement, and by providing mechanisms for students, faculty, staff, and visitors. Faculty members are considered “Mandatory Reporters” and are required to report incidents of sexual misconduct and relationship violence to the Title IX Coordinator.

To report concerns please visit shawnee.edu/campus-life/title-ix/report-incident.

REFERENCE AUTHORIZATION
(SEE POLICY 3.5 IN POLICY AND PROCEDURE MANUAL)

Before a student starts the clinical practicum, he/she will be asked to sign a Reference Authorization Form. This form authorizes the faculty member of the MLT Department to release information concerning the student's performance in the program and his/her personal character to prospective employers who may contact the faculty at the student's request.

This form will be kept in the student's file in the Program Director's office. Absolutely no information will be given to any individual concerning the student's performance in the program unless this authorization form is in his/her file and signed and dated by the student. The student may remove this authorization form from his/her file at any time by notifying the Program Director in writing. Removal of this form will deny the faculty from releasing any information to a third party.

CLINICAL PLACEMENT OVERVIEW
(SEE POLICY 3.17 IN POLICY AND PROCEDURE MANUAL)

The hospital clinical experience is a privilege extended to us by the hospitals that are involved. If hospital policies are not followed, the students may be removed from clinical practicum. High quality patient care standards should not be compromised by the student's participation in clinical practicum.

When the MLT faculty place a student in a clinical affiliate, the faculty is stating that the student is academically, physically, and morally ready for his/her place in the laboratory world. The clinical practicum is a learning-work experience, which is a vital part of the program. Therefore, attendance during internship is essential. Any absence must be made up prior to the end of the internship, hopefully on one of the Fridays in which the student is not at SSU.

All MLT coursework must be completed prior to the beginning of his/her clinical experience.

It must be understood by all students that they may be placed outside Scioto County for their clinical experience. The final decision concerning any clinical placement will be made by the Department program leader in conjunction with the faculty and hospital. When there are more students requesting placement in a clinical facility than can be accommodated by that facility, MLTC coursework grade point average will be used to determine student placements.

Admission of students into the MLT program is capped based on clinical placement spots available, thus guaranteeing that all students meeting program requirements will be placed in a clinical facility. There is ongoing communication between the program and the clinical sites to ensure availability and allow the program to solicit additional sites as necessary from other clinical facilities that have expressed an interest in becoming an affiliate for our program.

In really unusual and special circumstances, students may be required to complete all or portions of their clinical practicum after the semester has ended.

The MLT Program is currently affiliated with the following clinical sites:

Adams County, Seamans, OH
Adena Regional Medical Center, Chillicothe, OH
Holzer Medical Center, Gallipolis, OH
Kings' Daughter's Medical Center, Ashland, KY

Marshall Health Network, Huntington, WV
Meadowview Regional Medical Center, Maysville, KY
St. Mary's Medical Center (SMMC), Huntington, WV
Southern Ohio Medical Center, Portsmouth, OH

CLINICAL PRACTICUM REQUIREMENTS

Students must fulfill the following requirements before they may start their clinical practicum:

1. Completed all MLT courses with a grade of "C" or above in each course, with at least a "C" in the laboratory, lecture, and Affective portion of each course, and a GPA of 2.5 or better in the MLT Program.
2. Completed all basic science requirements.
3. Maintained an overall GPA of 2.5 or better for all courses required for graduation.
4. Have medical insurance.
5. Physical Examination Form must be completed and filed with the department. Hepatitis B records are required. Background checks and a five panel urine drug screen must also be performed prior to beginning the clinical rotation.
6. Interview with appropriate clinical coordinators/laboratory supervisors, if required.
7. MLTC coursework must be taken within one year of entry into clinical practicum. Students who are part-time or out of sequence must follow the re-test policy to update their competency/proficiency base prior to entry into practicum.

STUDENT'S RESPONSIBILITIES DURING CLINICAL PRACTICUM

1. The student should wear scrubs or lab coats, whichever meets the dress code of the clinical affiliate (refer to appropriate hospital employee handbook.) Male students should appropriate scrubs, and beards should be neatly trimmed. Long hair should be tied back.
2. The student should maintain proper personal hygiene so that it does not interfere with other personnel or patients of the clinical affiliate.
3. The student should wear a name tag (provided by the University – SSU ID) and/or a proper identification badge.
4. The student should be responsible for his/her own hospitalization insurance or other insurance. Neither the University nor the Hospital will assume any financial responsibility for the student in any way.
5. The student will keep a notebook of tally sheets of all worked performed during each rotation. At the end of each rotation, a log sheet, which summarizes the lab procedures performed or observed, should be forwarded to the program leader/clinical coordinator.

6. The notebook of test procedures (student worksheets) should be available for inspection by the Department Chairperson during his/her visits to the clinical affiliates. The completed notebook must be submitted to the program leader/clinical coordinator at the end of the clinical practicum. Other assignments may be made at the discretion of the program leader.
7. The student should be punctual at all times. If a student is late on more than three occasions, the clinical affiliate may ask for the removal of the student from clinical practicum. The student will then receive an incomplete grade for the internship and may not be permitted to request a second placement.
8. In case of absence, the student should notify the appropriate supervisor at the clinical affiliate at least ½ hour prior to the scheduled time of attendance. In addition, the student is also required to notify the MLT Department at Shawnee State University at 351-3102 or -3388 and submit the appropriate form to document the absence to be given.
9. The student is currently not permitted to have any sick days during the clinical practicum. Absences must be made up. The student is responsible to contact the clinical supervisor concerning the days missed and arrange for the make-up. The student is required to complete the Clinical Practicum Absence Report and submit a statement from their doctor. All other absences must be made up prior to graduation unless approved by the program leader/clinical coordinator.
10. Any extended absence (for whatever reason) that requires make-up work beyond the end of the clinical practicum may disqualify the student from taking the certification exams and/or participating in June graduation.
11. Students will spend 4 weeks in Microbiology, 4 weeks in Blood Banking, 3 weeks in Hematology/UA and 3 weeks in Chemistry (schedule may vary as needed and agreed upon by SSU Med Lab Program Director, Clinical Coordinator, and Clinical Site Liaison).
12. The student will be responsible for 32-40 hours of clinical experience per week for 15 weeks unless otherwise specified by the program leader/clinical coordinator.
13. The student is expected to review procedures and theories before and during each area of clinical rotation.
14. The student is expected to receive a "C" average or above in all the tests and evaluations given during each rotation.
15. The student shall abide by the same rules, regulations, and code of ethics as any other professional staff or employee of the clinical affiliate. Failure to do so will result in the removal of the student from the clinical practicum.
16. The student may be removed from the clinical practicum if his/her work or conduct may have a detrimental effect on patient care.

MLT ADVISORY COMMITTEE
(SEE POLICY 2.3 IN POLICY AND PROCEDURE MANUAL)

Rhonda Blanton MT(ASCP)
Manager of Lab Operations
Adena Regional Medical Center
Chillicothe, OH

Christy Ramey, MLT(ASCP)
Chemistry Technologist/Program Graduate
Southern Ohio Medical Center
Portsmouth, OH

Mariah Sexton MLS(ASCP)
Laboratory Supervisor/Program Graduate
Meadowview Regional Medical Center
Maysville, KY

Beverly Meadows (MLT) ASCP
Education Coordinator
Southern Ohio Medical Center
Portsmouth, OH

Brad Profitt, MLT(ASCP)
Director-Clinical Laboratory /Program Graduate
Southern Ohio Medical Center
Portsmouth, OH

Doug Middleton, MT(ASCP)
Hematology/Bloodbank Supervisor
St. Mary's Medical Center
Huntington, WV

Katy Evans MLS(ASCP)
Laboratory Operations Mgr/Program Graduate
Kings Daughters Medical Center
Ashland, KY

Brittany Taylor, MLT (ASCP)
Hematology Section Leader
Holzer Health System
Gallipolis, OH

Kayla Hammonds, MLT (ASCP)
Path, Micro, & Safety Mgr/Program Graduate
SOMC
Portsmouth, Ohio

Twila Kendrick, MLS, CT (ASCP)
Laboratory Manager
Highland District Hospital
Hillsboro, OH

Lynne Wilson MT(ASCP)
Lab Manager/Program Graduate
KDMC-Ohio
Portsmouth, OH

MLT STAFF AND FACULTY
(SEE POLICY 2.0 IN POLICY AND PROCEDURE MANUAL)

Jean H. McGlone, M.S., MLS(ASCP)
Associate Professor, Program Director
Office 214, (740) 351-3102

Rebecca Hutchinson
AHS Dept. Secretary
Office: (740) 351-3236

Andrea Zaph, M.A.Ed., MT(ASCP)
Clinical Coordinator
Associate Professor, MLT Faculty
Office 219, (740) 351-3388

AUTHORIZATION TO RELEASE STUDENT INFORMATION
(SEE POLICY 3.5 IN POLICY AND PROCEDURE MANUAL)

I authorize the faculty of the Medical Laboratory Technology Program at Shawnee State University to release personal information from my student record for clinical, educational, recruitment, or employment purposes. I understand that I am not required to return this document and by signing and returning it I am giving authority for the faculty to release my personal information at their discretion.

Student Signature

Date

The following name, address, and phone number may be given:

Name _____

Street _____

City _____ State _____ Zip _____ Phone # _____

Student Signature

Date

MLT STUDENT HANDBOOK SIGNATURE PAGE

I, _____, have read and understand the policies and responsibilities listed in this MLT Student Handbook. I will abide by all the rules and regulations set forth and accept all the responsibilities outlined in this Handbook.

Student Signature

Date

STUDENT REMEDIATION

Facility _____

Describe the ineffective behavior.

Recommendations for correction of the ineffective behavior.

Time period provided for correction of the ineffective behavior. _____

Instructor _____ Student _____ Date _____

Follow-Up:

Instructor _____ Student _____ Date _____

PETITION FOR RE-ENTRY INTO THE MLT PROGRAM
(SEE POLICY 3.7 IN POLICY AND PROCEDURE MANUAL)

Name _____
 Address _____
 City/State/Zip _____
 Phone _____
 Last Semester of Enrollment _____
 Last Semester in MLT Program _____

1. a. I wish to be considered for re-admission into the MLT Program the following semester:
 (Indicate the semester and year you wish to have completed your re-testing for formal
 entry into the MLT Program.

Fall _____ Spring _____ Summer _____

- b. I understand that I must successfully retest (grade of 73% or better on 2 attempts) in the
 following courses to re-enter the MLT Program. (See MLT Handbook for Re-admission
 Testing Policy.)

- c. I wish to begin re-testing in the following semester:

Fall _____ Spring _____ Summer _____

- d. I have successfully completed the following non-MLTC coursework at SSU as required
 for the Program as published in the SSU catalog for the academic year/class I wish to
 enter.

| Course | YES | NO | Equivalent Course | Transfer Credit | Grade |
|-----------|-------|-------|-------------------|-----------------|-------|
| ENGL 1101 | _____ | _____ | _____ | _____ | _____ |
| ENGL 1105 | _____ | _____ | _____ | _____ | _____ |
| MATH 1200 | _____ | _____ | _____ | _____ | _____ |
| BIOL 1130 | _____ | _____ | _____ | _____ | _____ |
| BIOL 1131 | _____ | _____ | _____ | _____ | _____ |
| CHEM 1121 | _____ | _____ | _____ | _____ | _____ |
| CHEM 2200 | _____ | _____ | _____ | _____ | _____ |
| SOCI 1101 | _____ | _____ | _____ | _____ | _____ |

SIGNATURE _____ DATE _____

APPENDIX

Affective Student Evaluation for Clinical Rotations

Medical Laboratory Technology Program

Shawnee State University

Student _____ Instructor(s) _____ Period _____

Department: (check one) ☐ Chemistry ☐ Serology/Blood Bank ☐ Microbiology
 ☐ Urinalysis ☐ Coagulation/Hematology

Instructions:

1. Prior to evaluation, students should have a clear description of the department's clinical objectives/expectations and an explanation of how these objectives/expectations may be best met. An objective based pretest may assist the clinical instructor in determining the student's knowledge prior to the beginning of a clinical rotation. Evaluation of a student's performance in the clinical laboratory should include both formative and summative types of evaluations. Formative evaluation is used to assess a student's progress toward mastery of the objectives at regular intervals during a clinical rotation. This type of evaluation should occur frequently so that students will know whether their performance is acceptable or needs improvement in specific areas. Summative evaluation occurs at the end of a rotation and provides an overall assessment of a student's performance.
2. The Affective (Attitude/Behavioral) Evaluation (1/3), the Psychomotor (Lab Practical) Evaluation (1/3), and the Cognitive (Written) Evaluation (1/3) make up the student's final grade for the specified clinical rotation. Students must achieve minimal competency (>73%) in each subsection to successfully complete the rotation. The Student Remediation Form must be completed when documenting ineffective behaviors, or skills. Be sure to provide the student with suggestions and a time frame for improvement. See Practicum Manual for additional information on student evaluation and remediation.
3. The Affective Evaluation Form is provided by the MLT Program. The Psychomotor/Lab Practical and the Cognitive/Written Evaluations are provided by the clinical site. All instruments used to derive student grades should be attached to this form. Final grades for the department rotation are to be recorded on the last page of the form. Final grades should reflect only terminal behaviors. Remediation forms are used to document areas which needed improvement.
4. To complete the Affective Evaluation, rate the degree of effectiveness which best describes the student. Please remember to evaluate the student based on his/her level of education and experience. Use your professional standards and not your personal attitudes to judge the student.

Rating Scale:

| Points | Equivalent Grade | Description of Student Performance |
|--------|------------------|---|
| 5 | A | Demonstrates excellent performance for a student with an above-average level of skill. Rarely requires assistance in evaluation of situations and solutions. |
| 4 | B | Demonstrates good performance for a student. Student is careful and shows adequate attention to detail. Requires a minimal supervision. |
| 3 | C | Demonstrates minimally acceptable performance for a student. Student requires supervision and assistance with evaluation of situations and solutions. |
| 0 | D | Functions inconsistently. Student requires constant and detailed instruction to achieve acceptable performance. |
| 0 | F | Has difficulty grasping important concepts and tasks in the laboratory. Consistently makes errors, displays unacceptable awareness or knowledge or skill or attitude. |

Individual grades of D's or F's receive no points and must be well documented with respect to student counseling and attempted remediations.

| | A | B | C | D | F | NA |
|--|----------|----------|----------|----------|----------|-----------|
| I. Skills and Competency in Performance of Tests: | | | | | | |
| A. Manual Dexterity - (Learns techniques very quickly and rarely has accidents.) | 5 | 4 | 3 | 0 | 0 | 0 |
| B. Precision and Accuracy - (Consistently performs tests with precision and accuracy). | 5 | 4 | 3 | 0 | 0 | 0 |
| C. Handling of Equipment - (Operates functioning instruments skillfully and makes adjustments and repairs when appropriate.) | 5 | 4 | 3 | 0 | 0 | 0 |
| D. Accountable - (Demonstrates neatness, practices procedures for initialing and placing date and time on laboratory work.) | 5 | 4 | 3 | 0 | 0 | 0 |
| II. Understanding and Application of Knowledge: | | | | | | |
| A. Application of Knowledge - (Excellent grasp of theory; applies it very well.) | 5 | 4 | 3 | 0 | 0 | 0 |
| B. Clinical Correlation - (Correlates test results with other patient data; notes abnormal or non-correlated results; performs additional confirmatory test when appropriate and calls supervisor's attention immediately.) | 5 | 4 | 3 | 0 | 0 | 0 |
| C. Awareness - (Aware of alert values in which results need immediate attention.) | 5 | 4 | 3 | 0 | 0 | 0 |
| III. Carefulness and Concern for Order and Clarity: | | | | | | |
| A. Patient, Specimen, and Reagent Identification - (Confirms identity of patient; follows accepted labeling procedures.) | 5 | 4 | 3 | 0 | 0 | 0 |
| B. Adherence to Established Procedures - (Adheres strictly; does not take shortcuts or disregard safety protocol.) | 5 | 4 | 3 | 0 | 0 | 0 |
| C. Reporting of Test Results - (Accurate and legible.) | 5 | 4 | 3 | 0 | 0 | 0 |
| D. Maintenance of Laboratory - (Leaves equipment and working area clean and in good order; replenishes supplies.) | 5 | 4 | 3 | 0 | 0 | 0 |
| IV. Efficiency and Organization: | | | | | | |
| A. Judgment of Priorities and Organization - (Organizes for priority and efficiency; can perform multiple procedures simultaneously; anticipates future and plans accordingly.) | 5 | 4 | 3 | 0 | 0 | 0 |
| B. Time Element - (Works under time and volume pressure without the loss of accuracy or composure. Handles interruptions skillfully.) | 5 | 4 | 3 | 0 | 0 | 0 |
| C. Awareness - (Aware of turn-around time, e.g. importance of stat procedures, etc.) | 5 | 4 | 3 | 0 | 0 | 0 |

| | A | B | C | D | F | NA |
|--|----------|----------|----------|----------|----------|-----------|
| V. Ability and Willingness to Assume Responsibility: | | | | | | |
| A. Responsibility - (Shows concern for quality work; works independently and does not require constant reminding.) | 5 | 4 | 3 | 0 | 0 | 0 |
| B. Initiative - (Always willing to work and help, looks for extra work to do.) | 5 | 4 | 3 | 0 | 0 | 0 |
| C. Completes assigned tasks independently - | 5 | 4 | 3 | 0 | 0 | 0 |
| VI. Interpersonal Relationships: | | | | | | |
| A. With Colleagues - (Helps others willingly. Able to associate well with different personality types.) | 5 | 4 | 3 | 0 | 0 | 0 |
| B. With Supervisor - (Receptive to criticism; asks questions concerning improvement and indicates appreciation for guidance.) | 5 | 4 | 3 | 0 | 0 | 0 |
| VII. Dependability and Integrity: | | | | | | |
| A. Attendance and Punctuality - (Arrives on time, begins work promptly. Notifies well in advance of expected absence.) | 5 | 4 | 3 | 0 | 0 | 0 |
| B. Ethics – (Follow rules and guidelines as outlined by HIPPA) | 5 | 4 | 3 | 0 | 0 | 0 |
| C. Work Performance - (Conscientious; always prepared; completes tasks as assigned.) | 5 | 4 | 3 | 0 | 0 | 0 |
| D. Mistakes - (Admits readily and takes immediate steps to correct.) | 5 | 4 | 3 | 0 | 0 | 0 |
| E. Perseverance - (Good concentration in spite of difficulties.) | 5 | 4 | 3 | 0 | 0 | 0 |
| VIII. Communication: | | | | | | |
| A. With Supervisors and Colleagues Regarding Instructions - (Listens carefully and repeats to check for comprehension.) | 5 | 4 | 3 | 0 | 0 | 0 |
| IX. Personal Appearance and Grooming: | | | | | | |
| A. Appropriate Dress and Grooming - (Personal hygiene and “professional” mien.) | 5 | 4 | 3 | 0 | 0 | 0 |

Additional Comments:

(At the discretion of the facility.)

Affective Evaluation Grading Scale:

Total each column and add together the points in each column for a total point value (TPV). Divide the TPV by the number of applicable tasks (will vary on both evaluation forms) to determine the evaluation score.

A's: _____ x 5 = _____
 # B's: _____ x 4 = _____
 # C's: _____ x 3 = _____
 # D's: _____ x 0 = _____
 # F's: _____ x 0 = _____

Total = _____ divided by total of applicable tasks = _____ Affective Evaluation Score

| Average | Interpretation | Percentage |
|--------------|----------------|------------|
| 3.00 to 3.32 | C | 75 |
| 3.33 to 3.66 | C+ | 79 |
| 3.67 to 3.99 | B- | 82 |
| 4.00 to 4.32 | B | 85 |
| 4.33 to 4.66 | B+ | 89 |
| 4.67 to 4.99 | A | 95 |
| 5.00 | A+ | 100 |

_____ Affective Grade Interpretation

Final Department Grade:

- (1) Attach Student Remediation Form for any grade below minimal competency or any ineffective score(s).
- (2) Attach all evaluation instruments used in grading.

Affective/Behavioral _____ % 1/3

Psychomotor/Lab Skills _____ % 1/3

Cognitive/Written _____ % 1/3

Average _____ %

 Student's Signature

 Date

 Instructor's Signature

 Date

CLINICAL LABORATORY AFFECTIVE EXPECTATIONS OF STUDENTS

| Student Name | | MLTC Course | Semester | Week of | | | |
|--|--|-----------------------|--------------------------------|---------------------|---|----|--|
| 2 = Meets expectations | | 1 = Needs improvement | 0 = Fails to meet expectations | NA = Not Applicable | | | |
| | | | 2 | 1 | 0 | NA | |
| A. Initiative | | | | | | | |
| <ul style="list-style-type: none">Performs routine assigned tasks (including Lab Chores as assigned)Seeks unsolicited tasksWorks independently | | | | | | | |
| B. Interest | | | | | | | |
| <ul style="list-style-type: none">Asks relevant questionsIs alert and attentive | | | | | | | |
| C. Responsibility | | | | | | | |
| <ul style="list-style-type: none">Is prepared for lecture and labCompletes required assignments on timeInforms instructor when leaving areaStays over as needed to complete work | | | | | | | |
| D. Reaction to Criticism | | | | | | | |
| <ul style="list-style-type: none">Accepts constructive criticism without excuses | | | | | | | |
| E. Interpersonal Relationships | | | | | | | |
| <ul style="list-style-type: none">Works as a team memberFunctions well with others in a teacher/ student settingHelps others willingly | | | | | | | |
| F. Professional Performance | | | | | | | |
| <ul style="list-style-type: none">Maintains work quality and quantity under stress without loss of accuracy or composureOrganizes for priority and efficiencyPerforms multiple procedures simultaneously as neededAnticipates future needs and plans accordinglyHandles interruptions skillfully and politelyShows awareness of time constraints (turn around times, importance of stat procedures)Shows awareness of importance of alert/ critical values | | | | | | | |
| G. Integrity | | | | | | | |
| <ul style="list-style-type: none">Admits errors or mistakesFollows testing procedures without shortcutsShows consistent attention to detailFollows all safety procedures with efficacy and wears all personal protective equipment as required | | | | | | | |
| H. Cleanliness and Orderliness | | | | | | | |
| <ul style="list-style-type: none">Leaves work area clean and neatReplenishes supplies and reagents as needed | | | | | | | |

| | | | | |
|---|------------------------|--|--|--|
| I. Promptness | | | | |
| <ul style="list-style-type: none"> • Arrives on time • Begins work promptly | | | | |
| J. Confidence | | | | |
| <ul style="list-style-type: none"> • Displays confidence after instruction • Recognizes limitations | | | | |
| K. Appearance | | | | |
| <ul style="list-style-type: none"> • Follows dress code • Maintains a neat, clean appearance | | | | |
| L. Professionalism | | | | |
| <ul style="list-style-type: none"> • Follows ethical code of conduct • Attends continuing education sessions as required • Participates in service opportunities as required | | | | |
| Column Totals | | | | |
| Total Score | ____/24 = ____% | | | |

INCIDENT REPORT**LOCATION** _____ **DATE and TIME OF OCCURRENCE**

(Building, room, campus area, etc.)

DESCRIPTION OF PROBLEM OR INCIDENT:**ACTION TAKEN: (Contacts made, witnesses, etc.)****SUBMITTED BY** _____ **DATE OF REPORT** _____
(signature)**DEPARTMENT** _____**DEPARTMENT SUPERVISOR REVIEW** _____
(signature)

When completed and reviewed by the Chairperson and Program Director send this report to the director of facilities.



**INCIDENT REPORT FORM
FOR EMPLOYEE OR STUDENT EXPOSURE TO BLOOD
OR OTHER POTENTIALLY INFECTIOUS MATERIAL**

Name _____ Soc. Sec. No. _____

Date of Exposure _____

Facility Where Exposure Occurred _____

Infection Control Officer _____ Fax No _____

Supervisor _____

1. Describe the circumstances under which you were exposed to human blood or other potentially infectious material.

2. Indicate the type of human blood or other potentially infectious material to which you were exposed. (Check all that apply.)

| | |
|--|--|
| <input type="checkbox"/> Blood | <input type="checkbox"/> Semen |
| <input type="checkbox"/> Vaginal secretions | <input type="checkbox"/> Cerebrospinal fluid |
| <input type="checkbox"/> Synovial fluid | <input type="checkbox"/> Pleural fluid |
| <input type="checkbox"/> Saliva from dental procedures | |
| <input type="checkbox"/> Other body fluid than those listed above that contained visible blood; specify: | |
| _____ | |
| <input type="checkbox"/> Unidentifiable body fluid | |
| <input type="checkbox"/> Other body fluid. specify: _____ | |

3. Indicate the route(s) of your exposure: (Check those that apply.)

☐ Parenteral, needlestick or cut exposure

☐ Mucous membrane exposure; splash to the eye, mouth or nose

☐ Prolonged or extensive skin exposure to blood/body fluids.

☐ Skin chapped, abraded or afflicted with dermatitis? YES NO (Circle one)

Comments: _____

3. If the source individual is known, provide as much information as possible, e.g. Name, Social Security number, Location, Attending Physician, etc.

RETURN THIS FORM TO THE PROGRAM DIRECTOR/CLINICAL COORDINATOR

BLOODBORNE PATHOGENS POST-EXPOSURE EVALUATION AND FOLLOW-UP

Consent for Employee Evaluation & Follow-Up

This incident report will be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside Shawnee State University except as required by the OSHA Bloodborne Pathogen Standard or as is required by law. This confidential record will be maintained for at least the duration of your employment at Shawnee State University plus 30 years in accordance with 29CFR1910.20 of the OSHA Standard.

I give permission to be tested, treated (if required) and counseled concerning my exposure to blood or other potentially infectious materials as stated in the Occupational Safety and Health Administration's Bloodborne Pathogen Standard, section 1910.1030.

Signature

Date

Employee Information on File

Employee Name: _____ SS# ____ - ____ - ____

Dept: _____ Date Accident Occurred: _____

OSHA Accident Report on File? _____ YES If NO, initiate.

Bloodborne Pathogen Training date(s) _____

HBV vaccine received: Dates _____

HBV vaccine refused: Date _____

Declination signed and on file? _____ YES _____ If NO, initiate.

If declined, indicate reason for refusal of the HBV vaccine.

_____ Has had the disease and therefore has antibodies to HBV as documented by a positive anti-HBs.

_____ Was vaccinated prior to implementation of SSU's program and has provided vaccination records.

_____ Medical reasons were given which contraindicated receipt of the vaccine.

_____ Other. Explain. _____

Exposure Incident

Date & time of exposure: _____

Employee location at time of exposure? _____

Description of the exposure incident (include duty being performed)

**IF YOU ARE EXPOSED TO HUMAN BLOOD OR
OTHER POTENTIALLY INFECTIOUS MATERIAL
THROUGH...**

**SKIN PUNCTURE
SKIN CONTAMINATION OR
MUCOSAL CONTAMINATION**

PERFORM FIRST AID PROCEDURES IMMEDIATELY

**For skin puncture or surface skin contamination, encourage
bleeding and wash site with soap and warm water for 15
minutes. For contaminated mucosal or conjunctival sites,
was with large amounts of water for 15 minutes**

**REPORT THE ACCIDENT TO THE PERSON IN
CHARGE**

**COMPLETE THE SSU ACCIDENT REPORT FORM
IDENTIFY THE SOURCE INDIVIDUAL
RECEIVE PRETESTING COUNSELING**

**RECEIVE HIV BASELINE AND RECOMMENDED
FOLLOW-UP TESTING
RECEIVE HBV TESTING
RECEIVE POST-TEST COUNSELING**



Date: _____

This is to verify that _____ (student name) has
completed _____ hours of community service with

(organization/event).

Signature & Title: _____

Contact information: _____
(email/phone)

Thank you for allowing MLT student participation in service to your organization.

Sincerely,
Shawnee State University
Medical Laboratory Technology Program Faculty

Hours to date: _____



MEDICAL LABORATORY TECHNOLOGY

Date: _____

A. CONFIDENTIAL MEDICAL RECORD

(To be filled out by student)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ - _____ DOB: _____

Marital Status: _____ Sex: Male _____ Female _____

In case of emergency call:

Name: _____ Phone: (____) _____ - _____

Name: _____ Phone: (____) _____ - _____

Personal History (X items that apply):

| | |
|---------------------------------|--------------------------|
| _____ Tuberculosis | _____ Cancer |
| _____ Heart Disease/ Defect | _____ Kidney Disease |
| _____ Diabetes | _____ Back Injury/Defect |
| _____ Allergies | _____ Hypertension |
| _____ Epilepsy | _____ Blood Disorder |
| _____ Glaucoma | _____ Dermatitis |
| _____ Gastrointestinal Disorder | |

Operations or serious injuries (if any):

Are you Currently receiving medication or treatment: Yes _____ No _____

If so, please indicate: _____

Would you say that your present health is:

_____ Excellent _____ Good _____ Fair _____ Poor

Are you presently under the care of a physician? Yes _____ No _____

If yes, explain: _____

Have you received treatment for an emotional or nervous disturbance?

____ Yes ____ No If yes, please explain: _____

B. PHYSICAL EXAMINATION

(to be filled out by the physician)

_____ Height _____ Weight _____ Pulse _____ B/P

Vision: _____ Right _____ Left Is this individual colorblind? ____ Yes ____ No

Hearing: _____ Right _____ Left

In your opinion, does this student possess adequate range-of-motion and visual activity to perform laboratory testing and phlebotomy? _____ Yes _____ No

_____ Skin _____ Neck _____ Lungs _____ Heart
 _____ ENT _____ Neurological _____ Thorax and Back _____ Abdomen
 _____ Teeth

- A. **LABORATORY TESTING:** (Please attach and send official reports and this form to the Medical Laboratory Technology Program at Shawnee State University)

- Tuberculosis Skin Test (or chest x-ray)

- B. **IMMUNIZATION RECORDS:**

D.P.T. Dates: _____

Hep B Dates: _____

Polio Dates: _____

| | Had disease? | Date had | Immunization Date |
|---------|-----------------|----------|-------------------|
| Measles | Y _____ N _____ | _____ | _____ |
| Mumps | Y _____ N _____ | _____ | _____ |
| Rubella | Y _____ N _____ | _____ | _____ |

- C. Is the student subject to classroom emergency (such as diabetes, epilepsy, fainting, spell, heart problem, asthma, etc)? Yes _____ No _____

If yes, what emergency procedures should be followed? _____

- D. Is there any reason why this individual should not participate in the collection or donation of their own blood or another person's blood? _____

Signature of Physician: _____ Date: _____

Printed name of Physician: _____

Office Address: _____

City: _____ State _____ Zip _____

PLEASE RETURN THIS FORM, ALONG WITH LABORATORY TEST RESULTS TO SHAWNEE STATE UNIVERSITY, MEDICAL LABORATORY TECHNOLOGY PROGRAM, 940 SECOND STREET, PORTSMOUTH, OHIO 45662