

IVY TECH COMMUNITY COLLEGE
School of Health Sciences
MEDICAL LABORATORY TECHNOLOGY

2021 **PROGRAM OVERVIEW &**
APPLICATION PACKET



MEDICAL LABORATORY TECHNOLOGY ASSOCIATE DEGREE PROGRAM

OVERVIEW AND APPLICATION HANDBOOK

The Medical Laboratory Technology Program Faculty along with the School of Health Sciences Faculty have prepared program specific overviews and handbooks to serve as an addendum to the College Handbook, in an effort to inform students of policies within the MLT program and School of Health Science. As such, this handbook should be used in conjunction with other college publications, such as the Ivy Tech Community College of Indiana – North Central Student Handbook. Please refer to the College Handbook for policies and procedures not contained herein, i.e., grievance procedures, student support services, student organizations, etc. Many of these policies are parallel to policies found in agencies which employ health personnel. Student's rights to due process, including the grievance procedures are explained in the College Handbook.

The faculty are here to assist the students in meeting their goals and are available to help when needed. An appointment should be made with the faculty member to assure that the instructor is not in class or on another assignment and is free to spend the time needed in assisting the student. Appointments must be scheduled around your class schedule. Faculty office hours are posted and are available from the School of Health Sciences Administrative Assistant.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, sex, physical or mental disability, age, or veteran status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Director of Human Resources, or Dean of Student Affairs.

BOOKLET DISCLAIMER

This booklet is intended to supply accurate information to the reader. The College reserves the right to change the Program and course requirements; however, every effort will be made to inform students of any program changes. This handout and its provisions are not in any way a contract between an applicant and the College.

ACCREDITING ORGANIZATIONS

Ivy Tech Community College is accredited by the North Central Association of Colleges and Schools.

North Central Association of Colleges and Schools
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
Phone: 312-263-0456

The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Graduates of the program are eligible to sit for the national ASCP certification exam. Information regarding accreditation of medical lab tech programs is available at

www.naacls.org and information regarding eligibility for national certification is available at www.ascp.org.

National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Rd. Suite 720
Rosemont, IL 60018-5119
Phone: 847-939-3597

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PURPOSE

The Medical Laboratory Technology Program at Ivy Tech Community College of Indiana is designed to prepare graduates to work in clinical laboratories in hospitals, clinics, physicians' offices, reference labs as well as in industry or research laboratories as Medical Laboratory Technology Programs. Medical Laboratory Technology Programs perform laboratory procedures, define and solve associated problems and use quality control techniques to aid in the diagnosis, treatment and monitoring of patients.

This two-year Associate of Applied Science program requires completion of a minimum of 69 credit hours. The conferring of the AAS Degree is **NOT** contingent upon passing any type of external certification or licensure examination.

Upon completion of the program requirements for the AAS Degree, the students are eligible to take a national certification exam. Students will also be prepared to continue their education at the bachelor's degree level if they so desire.

PROGRAM MISSION STATEMENT

The mission of the Medical Laboratory Technology Program Associate of Applied Science Degree program is to provide post-secondary education to serve the needs of an individual, the community, the state and the nation. The program provides didactic and clinical experience, which enables the student to develop definable job skills required to secure employment in the medical laboratory.

Learning is a dynamic lifetime growth process of behavioral changes which involve the development of maximum potential through a spirit of inquiry and self-motivation. Learning is influenced by the learner's perception of relevant information, personal value system, unique life experiences, level of anxiety and acquired knowledge. Learning occurs when concepts are presented sequentially to provide continuity and express coherent relationships. Correlation between theory and practice promotes an optimal learning environment by combining cognitive, affective and psychomotor components of the desired behavior. The learner has the responsibility for independence, self-direction, and self-evaluation. Teaching involves creating a system of instruction which provides for differences in individual methods of learning and diversity of individual experiences. The instructor, as a facilitator of learning, utilizes a multi-sensory approach in presenting content, encouraging problem solving, promoting independence and self-directed learning and reinforcing desired behaviors. Evaluation, as an ongoing process by the instructor and learner, provides a basis for determining the scope and effectiveness of the teaching/learning process.

Learning is shown by competency resulting from the acquisition of knowledge, skills and experience. Learning occurs when it is relevant to student needs and goals, when there is a close correlation

between theory and practice, when there is instructor-student interaction, and when learning is the active responsibility of the student.

The education of the student-trainee is the responsibility of the College where education is the primary function. The student has the College auxiliary services available during the program. The practical laboratory experience, an essential part of this education is conducted in the clinical laboratory

The College faculty plan, implement and evaluate curriculum; the clinical instructors guide and evaluate the clinical experience. The faculty and instructors teach through realistic correlation of principles and clinical experience. The program strives to develop an individual who is competent in the present-day clinical laboratory and adaptable to the changing technology in this occupational area. From this philosophical base, the following objectives are established for the Medical Laboratory Technology Program Associate Degree Program.

PROGRAM GOALS

1. The program will provide relevant didactic and clinical experience for the graduate to achieve job entry-level competencies:
 - a. perform and understand the principles of the most frequently requested laboratory procedures
 - b. maintain appropriate quality control
 - c. recognize any routine problem or deviation which may arise
 - d. correlate lab results with disease process
2. The program will maintain accreditation to provide the opportunity for certification of competency in the medical laboratory:
 - a. conform to accrediting requirements
 - b. implement and coordinate learning experiences to achieve competency necessary for certification
3. The program will be consistent with the current technology of medical laboratories in the community:
 - a. identify current laboratory procedures used in the community
 - b. incorporate appropriate principles, procedures and skills in the program
4. The program will promote personal, social and professional responsibility:
 - a. identify professional attitudes and conduct
 - b. encourage participation in professional organizations
 - c. identify continuing education opportunities
 - d. develop effective communication skills
 - e. practice within ethical, legal and professional standards of the MLT role
5. The program design will provide for utilization of educational offerings of other Institutions to promote a career ladder from the MEDL to MT level:
 - a. identify related courses which are common to both the MLT and MT curriculum
 - b. utilize courses offered at local colleges and universities

CAREER ENTRY COMPETENCIES

Graduates of the Medical Laboratory Technology Program are expected to demonstrate the following career-entry competencies as recommended by the National Accrediting Agency for Clinical Laboratory Science:

1. Collect, process, and analyze biological specimens and other substances.
2. Perform all analytical tests of body fluids, cells, and other substances.
3. Recognize factors that directly or indirectly affect procedures and results and take appropriate action within predetermined limits when corrections are indicated.
4. Apply basic scientific principles in learning new techniques or procedures.
5. Perform and monitor quality control/quality assurance within predetermined limits.
6. Perform corrective and preventive maintenance of equipment and instruments or refer to appropriate sources for repair.
7. Apply principles of safety.
8. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
9. Recognize the responsibilities of other laboratory and health care personnel, and interact with them with respect for their jobs and patient care.
10. Relate laboratory findings to common disease processes.
11. Establish and maintain continuing education as a function of growth and maintenance of professional competence.

SCOPE OF PRACTICE

Specific responsibilities of the six general Professional Levels competencies as described in the “Scope of Practice” (Harmening, Castleberry, & Lutz, 1995) are as follows:

1. TECHNICAL SKILLS
 - a. performs standard laboratory techniques under supervision
 - b. ensures proper function of laboratory equipment
 - c. operates and calibrates all laboratory instruments to ensure accuracy
 - d. maintains records/documentation
 - e. performs quality control procedures
 - f. processes data, enters data into the computer
 - g. collects specimens
 - h. prepares specimens for analysis
 - i. determines acceptability of sample within guidelines
 - j. performs preventive and corrective maintenance and repairs on basic laboratory equipment
 - k. operates laboratory equipment
 - l. troubleshoots basic instrument malfunction
 - m. troubleshoots instrument problems within established parameters
 - n. performs new procedures as directed
 - o. performs some non-
 - p. automated and specialized lab procedures
2. JUDGMENT/ANALYTICAL DECISION MAKING
 - a. performs quality assurance
 - b. performs quality control procedures within established parameters

- c. performs analytical and decision-making functions with direct supervision
- d. prioritizes assignment of test requests (stats)
- e. recognizes and refers implausible results
- f. refers requests for special and unusual tests
- g. recognizes and refers questions and/or problems to appropriate personnel
- h. coordinates general workflow

3. KNOWLEDGE BASE

- a. complies with safety guidelines
- b. recognizes abnormal results
- c. reports abnormal results
- d. understands the basic physiology of laboratory results
- e. recognizes appropriate and inappropriate selection of basic laboratory testing
- f. observes principles of data security and patient confidentiality
- g. maintains ethical standards
- h. recognizes unexpected results, errors, and problems with patient tests

4. COMMUNICATION

- a. reports test results
- b. communicates with personnel in work group
- c. acts as advocate to effect legislation and influence outside agencies
- d. provides education for public as needed

5. TEACHING/TRAINING

- a. enforces safety regulations
- b. responds to technical questions consistent with level of training
- c. participates in personal continuing education
- d. responsible for own professional development

6. SUPERVISION/MANAGEMENT ADMINISTRATION

- a. maintains inventory and supplies
- b. suggests cost effective laboratory procedures or protocol

CLINICAL SITES

The Medical Laboratory Technology Program is offered at the South Bend campus. Clinical laboratory experiences are offered at affiliated area medical laboratories each year. Participation of the affiliates varies each year due to staffing, training, reorganization, etc., needs of the affiliates. Below is a partial list of affiliates that participate when they are able to do so. Every effort is made to secure clinical sites in a student's geographical region if possible.

South Bend Medical Foundation
530 N. Lafayette Blvd
South Bend, IN 46601

Lakeland Medical Center
807 Napier Ave
St. Joseph, MI 49085

Elkhart General Hospital
600 E. Boulevard
Elkhart, IN 46514

Memorial Hospital Logansport
1101 Michigan Ave
Logansport, IN 46947

Goshen General Hospital
200 W. High Park Ave.
Goshen, IN 46526

Methodist Hospital
600 Grant St, Gary, IN 464
8701 Broadway, Merrillville, IN 46410

Kosciusko Community Hospital
2101 E. Dubois Dr.
Warsaw, IN 46580

Lutheran Hospital
7950 W. Jefferson Blvd.
Ft. Wayne, IN

St. Joseph Regional Medical Center
1915 Lake Ave.
Plymouth, IN 46563

Bremen Community Hospital
1020 High Rd
Bremen, IN

LaPorte Hospital
1007 Lincolnway
LaPorte, IN

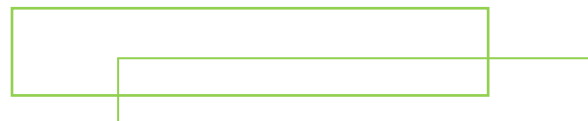
Three Rivers Health
701 S Health Pkway
Three Rivers, MI

Woodlawn Hospital
1400 E. 9th St.
Rochester, IN

Cameron Community Hospital
416 E. Maumee St.
Angola, IN

South Bend Clinic
211 N. Eddy St.
South Bend, IN

Other hospitals as needed based on
student location



OUTCOME MEASURES

Year	Graduation Rate	Employment Rate at Graduation
2018	100%	100%
2019	100%	100%
2020	100%	100%

BOARD OF CERTIFICATION PASS RATES

Year	Graduates Who Took Exam	Graduates Who Passed Exam	Pass Rate
2018	7	7	100%
2019	9	8	89%
2020	5	5	100%

ESSENTIAL FUNCTIONS

Qualified applicants are expected to meet all admission criteria as well as essential functions with or without reasonable accommodations. Students requesting accommodations to meet these criteria must inform the Program Chair in writing of the need for accommodations at the time of admission to the program. The student is expected to contact The Office of Disability Support Services (DSS) to file the appropriate forms documenting the need for accommodations. The ability to perform the Essential Functions will need to be documented by physician signature.

Frequency: O = Occasionally (1-33%) F = Frequently (34-66%) C = Constantly (67-100%)

Function	Program Specific Examples	Frequency
GROSS MOTOR SKILLS	<p>Reach laboratory bench tops, shelving, patients lying in hospital beds or patients seated in out-patient collection chairs</p> <p>Bend, lift, and carry reagent containers</p> <p>Control laboratory equipment and adjust instruments to perform laboratory procedures</p> <p>Use an electronic keyboard to operate equipment and to calculate, record, evaluate, and transmit laboratory information</p>	C
FINE MOTOR SKILLS	<p>Perform testing procedures which require the use of both hands (pipetting, mixing, pouring, wiping tip, etc.)</p> <p>Possess manual dexterity to safely handle and/or transport biologically hazardous specimens</p> <p>Possess manual dexterity to safely perform venipuncture, micro collections, and culture specimens</p> <p>Perform testing procedures which require delicate psychomotor skill control</p>	C
PHYSICAL ENDURANCE	<p>Perform moderately taxing continuous physical work</p> <p>Stand for prolonged time period over several hours</p> <p>Sit for prolonged time period over several hours</p> <p>Travel to clinical laboratory sites for clinical experience – may require 30-60-minute drive</p>	C
PHYSICAL STRENGTH	Lift up to 50 lbs reagent containers, stock	O
MOBILITY	<p>Move freely and safely about the laboratory</p> <p>Refer back to Gross Motor Skills</p>	C
HEARING	<p>Hear and respond to verbal communication from co-workers, other health care staff, and patients</p> <p>Hear and respond to equipment and instrument alarm systems</p> <p>Hear and respond to equipment and instrument timers</p> <p>Utilize the telephone for communication between lab and other health care personnel and the community.</p>	C

<p>VISUAL</p>	<p>Confirm patient identity, specimen, etc.; read lab requisitions, labels, results, etc.</p> <p>Read/comprehend text, numbers, graphs, instrument settings, etc. in print and on computer screen</p> <p>Read laboratory procedures, instrument manuals, manufacturer inserts, chemical names and instructions</p> <p>Follow written instructions to be able to independently perform laboratory test procedures</p> <p>Observe and visually interpret laboratory tests on biological specimens (body fluids, culture material, tissue, blood and serum)</p> <p>Differentiate color, clarity, and viscosity of specimens, reagents, or reaction products</p> <p>Differentiate colors of stained specimens, and color coded evacuation tubes</p> <p>Employ use of clinical grade binocular microscope to discriminate fine structural details, and color (hue, shading, and intensity) of microscopic specimens</p> <p>Possess eye-hand coordination</p>	<p>C</p>
<p>TACTILE</p>	<p>Utilize fingertips for tactile discrimination of vein size, depth, and direction, arterial pulse location, etc.</p>	<p>O, F, C Depending upon employment</p>
<p>SMELL</p>	<p>Discriminate odors specific for certain organisms, metabolic disorders</p> <p>Differentiate odor of specimens</p> <p>Discriminate/Differentiate odors of chemicals/reagent safety issues and reaction products</p>	<p>C</p>
<p>EMOTIONAL STABILITY AND INTERPERSONAL SKILLS</p>	<p><u>EMOTIONAL STABILITY:</u></p> <p>Possess emotional health necessary to effectively employ intellect and exercise appropriate judgment.</p> <p><u>FLEXIBILITY: FUNCTION UNDER STRESS:</u></p> <p>Interact with patients and health care workers in a professional manner in all circumstances i.e., stress, crises, etc. without exhibiting anger, rage, or other inappropriate emotional displays</p> <p>Manage time and systemize actions in order complete professional and technical tasks with realistic constraints</p>	<p>C</p>

	<p>Provide professional and technical services while experiencing the stresses of task related problems (i.e., ambiguous test ordering, ambivalent test interpretation), emergency demands, and a distracting environment</p> <p>Flexible, creative, and able to adapt to professional and technical change</p> <p>Adapt to working with unpleasant biological specimens</p> <p>Able to draw blood specimens in ER and other locations on critically ill patients</p> <p><u>SOFT SKILLS:</u></p> <p>Interact with trauma, chronically ill, acutely ill, and terminally ill patients of all ages, race, etc.</p> <p>Provide service to all patients, regardless of age, race, gender, sexual orientation, religion, physical, or mental handicap, physical condition or disease process</p> <p>Be honest, compassionate, ethical, and responsible</p> <p>Be forthright about errors or uncertainty</p> <p>Able to critically evaluate his/her own performance and accept constructive criticism, and look for ways to improve</p> <p>Support and promote the activities of fellow students and health care professional thus encouraging team approach to learning, task completion, problem solving, and patient care</p>	
<p>COMMUNICATION SKILLS</p>	<p><u>VERBAL:</u></p> <p>Speak clearly, concisely and employ correct vocabulary and grammar for communication with physicians, other health care professionals, students, faculty, patients, family and public in person and via telephone</p> <p>Give clear verbal instructions to patients prior to specimen collection</p> <p>Converse effectively, confidentially, and sensitively with patients in regard to laboratory test</p> <p><u>NON-VERBAL:</u></p> <p>Recognize, identify and respond correctly to non-verbal communication</p> <p><u>WRITING AND RECORDING:</u></p> <p>Transcribe laboratory results accurately and legibly in print and on computer report screen</p>	<p>C</p>

	<p>Transcribe phone messages accurately and legibly</p> <p>Write laboratory procedures using correct grammar, spelling punctuation, sentence structure and appropriate medical terminology</p> <p><u>READING:</u></p> <p>Read and correlated laboratory results Read and comprehend technical and professional materials (i.e., procedure manuals, manufacturer inserts, reference materials, textbooks, journals, etc.)</p>	
<p>INTELLECTUAL/ CONCEPTUAL</p>	<p>Ability to problem solve</p> <p>Critical Thinking: Measuring Calculating Reasoning Analyzing Prioritizing Synthesizing Correlating</p> <p>Interpret normal and abnormal laboratory test results</p> <p>Use Levey-Jennings Charts, graphs and numerical tables</p> <p>Use testing algorithms</p> <p>Calculate laboratory test results when required</p> <p>Recognize when a testing or instrument problem exists and take appropriate action</p> <p>Recognize when problems or complications occur and take appropriate action during patient procedures</p> <p>Prioritize workload</p> <p>Delegate workload</p>	<p>C</p>

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING INFORMATION

In order to participate at the clinical sites, CRIMINAL BACKGROUND CHECKS and DRUG TESTING*** must be performed and the results must be satisfactory to the clinical sites to complete this portion of the coursework. Although personal information will be kept confidential, names and results of background checks, whether positive or negative, may be shared with any affiliating clinical site for the Medical Laboratory Technology program in order to determine clinical eligibility. Some clinical sites may require you to show your criminal background check results to them.

As per College policy, if clinical site placement of the student is not successful, ***“...the student will be notified that s/he may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean***

that the student will not be able to progress in the program, and will therefore not be able to complete the courses required for graduation.”

Any existing clinical affiliate appeal processes will be shared with the student. The student is then responsible for managing their appeal directly with the clinical affiliate.

ETHICS ELIGIBILITY

Completion of a criminal background check and drug screening for a Health Sciences program does not ensure eligibility for licensure, credentialing, or future employment.

If you should have a criminal matter in your past after you have reached age 18, whether it is recent or not, you must contact the following credentialing body for eligibility that pertains to you:

The American Society for Clinical Pathology (ASCP) Board of Certification 1-800-267-2727

RANDOM DRUG TESTING

Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinical) at their discretion. These tests may be at the expense of the student.

****Additional criminal background checks and/or drug screenings will be required in programs for students enrolled in clinical courses more than 12 months.*

*Students who are not continuously enrolled in a program until completion may be required to complete additional checks upon re-entry to a program or admission to a different program in the School of Health Sciences or School of Nursing. Clinical sites or the College may request additional background checks or drug screenings at their discretion.****

CERTIFICATION/LICENSURE TRAINING DISCLAIMER

Ivy Tech Community College – North Central cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class to prepare for your certification exam, and your satisfactory completion of appropriate practice questions and exams. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. Review books are available to help you prepare for your certification and/or licensure exam.

MLT PROGRAM ADMISSION

The College is an equal opportunity affirmative action state college and conducts its business in a manner that will not discriminate against individual on the basis of sex, race, color, creed, national origin, physical handicap or age. The College reserves the right to guide the enrollment of students in a particular program or course on the basis of their prior academic records and vocational counseling.

Admission to the MLT Program is a two-step process. The student must first apply to the college. Once those requirements have been fulfilled and the student meets the pre-requisite requirements, the student's file is then reviewed for eligibility for enrollment in the MLT Program.

The application process is as follows:

STEP ONE: Admission to the College

- Contact the Admissions Department for College admission requirements

STEP TWO: Review of Prerequisites

MEDL Program Prerequisites

Required GenEd for MLT Application

**	APHY 101	A & P I
**	ENGL 111	English Composition
**	MATH123	Quantitative Reasoning or Higher
**	IVYT 112	Student Success in Healthcare

One of the following...

BIOL201	General Microbiology I
BIOL211	Microbiology I
APHY102	A & P II (Preferred)

Required

CHEMXXX	Chemistry Elective
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One of the following...

COMM 101	Fundamentals of Public Speaking
COMM 102	Introduction to Interpersonal

One of the following...

PSYC 101	Intro to Psych
SOCI 111	Intro to Soc

MEDL Required Courses

Credit Hours			Course Type	Day of the Week
		<u>Fall Semester 1</u>		
3	MEDL 101	Fundamentals of Laboratory Techniques	1st 8 weeks	T,R
3	MEDL 102	Routine Analysis Techniques	16 weeks	R
1	MEDL 200	Hemostasis Theory and Practice	2nd 8 weeks	T
3	MEDL 201	Immunology Techniques	2nd 8 weeks	T, R
		<u>Spring Semester 1</u>		
3	MEDL 205	Hematology Techniques I	1st 8 weeks	T,R

3	MEDL 206	Hematology Techniques II	2nd 8 weeks	T,R
4	MEDL 216	Microbiology Techniques	16 weeks	T,R
<u>Summer Semester</u>				
3	MEDL 217	Microbiology Concentrations	8 weeks	M/Hybrid
<u>Fall Semester 2</u>				
4	MEDL 203	Immunohematology Techniques	16 weeks	M/Hybrid
4	MEDL 214	Medical Chemistry	16 weeks	W/Hybrid
3	MEDL 279	Clinical Pathology (Capstone Course)	16 weeks	W/Hybrid
<u>Spring Semester 2</u>				
1	MEDL 209	Clinical Urinalysis	Dates and times vary based on clinical placement	
3	MEDL 210	Clinical Hematology		
1	MEDL 212	Clinical Immunology		
3	MEDL 213	Clinical Immunohematology		
3	MEDL 221	Clinical Microbiology		
3	MEDL 224	Clinical Chemistry		

** Courses must be completed before MLT application process can be started

APPLYING to the North Central Medical Laboratory Technology Program:

To begin the application process:

1. Go to - <https://apps.ivytech.edu/apply/NursingAndHealthScience>
2. Log in using your Ivy Tech credentials.
3. Check to make sure your personal information is accurate.
4. Select the programs and campuses you would like to be considered as an applicant. You can select up to 3 different programs and 3 different campuses.
5. Upload any necessary documents.
6. Make sure grades and pre-admission exam scores (if applicable) in the system are accurate. If not, please contact your home campus registrar or advisor.
7. You will be able to submit your application if you are currently enrolled in a course identified as a prerequisite into the program.
8. Once complete, submit your application.

After the application window closes:

1. Make sure all of your grades are posted prior to midnight before the application window opens. If your grade(s) for prerequisites is/are not posted before the deadline, your application will not be accepted. Please contact your course instructor if your grades are not posted to ensure your application will be accepted.
2. All notifications regarding the selection process will be sent to your Ivy Tech email. If you are offered a spot in a program, you will have exactly 42 hours to either accept or decline an offer.

It is the student's responsibility to ensure that a copy of all college transcripts from which transfer credit to Ivy Tech Community College has been requested, has been received and processed by the Registrar's Office. An unofficial transcript will serve the purpose for the admission packet for the MLT Program and must be submitted to the Program Chair if there is a delay in official transcripts being sent. However, an official transcript must be on file with the Registrar's Office for transfer credit to be issued. Grades taken from unofficial transcripts may be verified using the official transcript; any student who alters an unofficial transcript for the purpose of gaining additional admission/selection points will automatically be disqualified from admission to the Program.

School of Health Science/Nursing Online Application System – Fall Cohort Starts

Student applications are assigned points on the following criteria: Grades, Pre-admission testing, and Certifications as applicable to the program.

Point Values

Point Scale

	SCIENCE	NON-SCIENCE
A	30	15
B	20	10
C	10	5
D	0	0
F	0	0

- For fall admission, courses must be completed by the end of the previous spring semester to count in the point system
- Students meeting the stated application deadline are ranked utilizing this point system at the end of spring semester.

Offers of Admission

- Offers of admission to the program will be emailed beginning within 1 week of the application close date and continue until program capacity are met or one week before the start of fall classes. There will be 8 Rounds of Auto-Select and 6 Rounds of Manual Selection. Each round will begin at 6am and you will have until 11:59pm the following day to either accept or reject an offer. If a student fails to respond, then the offer will expire. If a student rejects an offer three (3) times, then he/she will be removed entirely from the application pool. The dates are announced by the college each year.

STATEMENT OF REVIEW OF MEDICAL LABORATORY STUDENT HANDBOOK

I have read and understand the MLT Student Handbook for the Medical Laboratory Technology Program at Ivy Tech Community College of Indiana, South Bend/Elkhart campus. The contents have been fully explained and all pertinent questions have been answered.

I fully understand that if I do not comply with rules and regulations included in this handbook that it may be grounds for recommendations of dismissal from the MLT Program.

I have received a copy of the Medical Laboratory Technology Student Handbook and I am aware of the and agree to abide by the following: (initial each one)

- a. _____ Essential functions
- b. _____ Academic policies and procedures including refunds, drop deadlines, and withdrawal procedures, student responsibilities academically and behaviorally
- c. _____ Progression standards to continue in the program (competency requirements)
- d. _____ Graduation requirements
- e. _____ Causes for dismissal and grievance policies
- f. _____ I have been made aware of the benefits of the Hepatitis vaccination series and the potential consequences of not receiving it should I suffer and exposure
- g. _____ I understand where to find the policies and procedures for working with blood and body fluids and what to do should I suffer and exposure.
- h. _____ I understand the background check and drug-screen requirements and consequences should any positive findings be present on my report.
- i. _____ I am aware of the disability services requirements and who to contact regarding the need for accommodations if applicable.
- j. _____ I understand that I am responsible for my own transportation to clinical sites and I may have to drive a distance to get there i.e., 1-1.5 hours.
- k. _____ If I have any questions regarding an issue, that is not addressed in the MLT student handbook, I will consult with the Program Chair for answers.

Signature of Student

Date

Printed Legal Name

CONFIDENTIALITY STATEMENT

Ivy Tech Community College has a legal and ethical duty to protect the privacy of all patients and the confidentiality of their health information that students interact with in the course of their clinical education. As a result, Ivy Tech has policies in place to assure the confidentiality of information, whether it is health information, business information, and/or management information (collectively defined as "Confidential Information"). The purpose of this statement is to document your acknowledgment and understanding of confidential Information and security and confidentiality policies. *This confidentiality Statement shall be interpreted and enforced in accordance with applicable state and federal laws.*

I acknowledge and understand the following:

- a. I agree to only access information that I needed within the scope of my academic experience. I also agree only to disclose or discuss confidential information, including patient information, with those who need the information in order to do their job. I also agree not to disclose or discuss any confidential information outside Ivy Tech and my clinical site
- b. I understand that I am responsible for understanding the following laws, regulations and policies that apply to the scope of my academic experience.
- c. I agree not to talk about confidential information where others can overhear the conversation; for example, in hallways, on elevators, in cafeterias, etc. I also agree not to talk about patient information in public areas even if a patient's name is not used.
- d. I understand that this form must be signed in order for me to begin the MLT Program. I also understand that my Internet and computer usage will be audited at my clinical site.
- e. I agree not to tell another person my computer password or use another person's computer password instead of my own for any reason. I am responsible for all activity that is connected to the use of my password. If I believe that someone else knows or is using my password, I will notify my clinical instructor immediately
- f. I agree not to change, inquire or delete information except when authorized.
- g. I agree to promptly report all violations or suspected violations of information security and/or confidentiality policies.
- h. I understand that violation of this agreement may result in disciplinary action, up to and including loss of privileges, suspension, and/or termination of the academic experience.
- i. I have read and understand this Confidentiality Statement and have discussed any questions I have regarding these documents with my Program Chair or Instructor.

Signature of Student

Date

Printed Legal Name

PROFESSIONALISM STATEMENT

A goal of the program is to develop professional behavior in students. The following criteria represent behaviors leading to professionalism. Each student will be required to:

1. Adhere to all Ivy Tech Community College Student Rights and Responsibilities policies as posted on MyIvy.
2. Comply with attendance/tardiness policy and notification of absence
3. Adhere to all OSHA and Bloodborne Pathogen Standard safety regulations and guidelines.
4. Demonstrate progression of laboratory skills by effective organization, multi-tasking, insightful evaluation of test results obtained, trouble-shoot and resolve procedural problem, maintain accurate, legible records.
5. Adhere to environmental quality control requirements by taking and recording temperatures of laboratory incubators, refrigerators, and other equipment as required.
6. Exhibit responsibility by being prepared for class and lab and turning in assignments on time.
7. Work cooperatively with the instructor and classmates to achieve the goals of all assigned activities.
8. Utilize constructive criticism to correct deficiencies and improve performance.
9. Participate in classroom and lab discussions and activities
10. Demonstrate respect of instructor and classmates by encouraging positive discussions and refraining from negative and derogatory discourse.
11. Meet with instructor before or after class as needed to address issues and concerns
12. Meet with Program Chair to discuss unresolved issues and concerns first before elevation to a Dean. Student will follow proper chain of command.

Signature of Student

Date

Printed Legal Name

HEPATITIS IMMUNIZATION REQUIREMENT FORM

It is the obligation of the Health and Human Services Division of Ivy Tech Community College to Indiana to meet the requirements of the affiliating agencies. Therefore, if for some medical, religious or philosophical reason the student elects not to receive the vaccine, a declination form must be signed, witnessed, dated and submitted by the student to the Program Chair. The declination form will be placed in the student's permanent file, and shared with all clinical agencies to which the student is assigned.

I have read the information concerning Hepatitis B and Hepatitis B Vaccine in the MLT Student Handbook. (circle and initial one statement number from the selections below).

1. I have had the three (3) dose Hepatitis V Vaccination series and am submitting documentation for my student file. Copy of documentation attached. _____ (initials)
2. I will have the three (3) dose Hepatitis B Vaccination series and will submit documentation for my student file, when completed. _____ (initials)
3. Attached is documentation of a positive titer for Hepatitis B. _____ (initials)
4. I decline the three (3) dose Hepatitis B Vaccination series.
As a student, I realize that I may be at risk of acquiring the Hepatitis B virus (HBV) infection because of my laboratory work and my clinical practicum experiences. I understand that by not receiving the vaccine, I continue to be at risk of acquiring HBV, a serious disease. I also understand that medical facilities may interpret my presence as a non-immunized student as a potential risk to the healthcare facility under the OSHA standards.

I will hold Ivy Tech Community College and Clinical Training Site(s) harmless in the event that I contract HBV during my student laboratory session or practicum/internship experience as and Ivy Tech community college student. I understand that holding the College and Clinical Training site(s) harmless mean that if I were to contract HBV during my clinical experience, I would be solely responsible for the cost of my healthcare to the extent that it is not covered by my own health insurance. I would not be reimbursed by the College or Clinical Training site(s) nor would I be able to seek reimbursement or damages from the College or clinical Training sites(s) through lawsuit or otherwise. I understand that a refusal of the vaccination serious could negatively affect my opportunity to participate in internships or clinical practicum. _____(initials)

Signature of Student

Date

Printed Legal Name

Ivy Tech Community College of Indiana
School of Health Sciences
Vaccination and Physical Examination Form

Instructions:

- This completed and signed form, including any additional documentation must be submitted **at least four (4) weeks prior** to starting any clinical course.
- Required documentation includes immunity status, tuberculosis screening, physical examination and validation of student's ability to perform the **Health Sciences Students**.
- The health care provider must complete **and sign all sections as indicated**.
- It is the student's responsibility to ensure that the form is complete and signed in all required areas prior to submission to the nursing program.

THIS SECTION TO BE COMPLETED BY THE STUDENT

Student Name: _____ Student ID: C _____ Date of Birth ___/___/___

Address: _____

Phone: Home ___ - ___ - ___ Work ___ - ___ - ___ Cell ___ - ___ - ___

Email: _____

- I understand that the information on this form or the form itself may be given to clinical affiliate sites as required for institutional accreditation.
- Qualified applicants to the School of Nursing/School of Health Sciences are expected to meet all admission criteria as well as the Essential Functions of Nursing/Health Sciences Students. Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative.
- By signing this agreement, I affirm that I meet all requirements listed below and I do not have any physical or mental limitations which would prevent me from performing the essential functions described below.

Name of Student (PRINT)

Student Signature

Date

THIS SECTION TO BE COMPLETED BY A PHYSICIAN, LICENSED PHYSICIAN ASSISTANT, OR ADVANCED REGISTERED NURSE PRACTITIONER

SECTION I: IMMUNITY STATUS

- Documentation of immunity requires proof of immunization or serologic evidence of immunity.
- If the initial titer is negative, vaccination according to CDC guidelines is required.
- **If the student declines one or more the following vaccinations, a *Student Vaccination Declination Form* must be completed and signed by the student and health care provider. Forms are available from the Nursing or Health Science Office.**

	Date of Vaccination(s)	Date of Titer(s) Showing Immunity if No Vaccination	If Titer Negative for Immunity, Date of Vaccination(s)
Hepatitis B #1			
Hepatitis B #2 (1 mo. following #1)			
Hepatitis B #3 (5 mo. following #2)			
Influenza (1 dose annually)		N/A	
Measles (2 doses, 4 weeks apart)	MMR		MMR
Mumps (1 dose)	1:		1:
Rubella (1 dose)	2:		2:
Varicella (2 doses, 4 weeks apart)	1:		1:
	2:		2:
Tetanus, Diphtheria, & Pertussis (Tdap) – (1 dose)		Date of Titer(s) Below	
Tetanus (Td) Booster (every 10 years after Tdap)		Date of Titer(s) Below	

Tetanus	Date of Vaccination above		
Diphtheria	Date of Vaccination above		
Pertussis	Date of Vaccination above		

SECTION II: TUBERCULOSIS SCREENING

- Tuberculin skin testing (TST) or other TB testing by Quantiferon TB Gold blood, T-Spot, or Xpert MTB/RIF Assay is **required**.
- A chest x-ray is required if any test results are positive, or if the student has written documentation of a prior positive Tuberculin Skin Test or treatment for TB disease.

TUBERCULIN SKIN (MANTOUX) TEST:

- For students **with** a documented negative tuberculin skin test within the preceding 12 months, the last annual results may be recorded for first test and the current test must be recorded for second test. Students will be required to show proof of the original Mantoux.
- For students **without** a documented negative tuberculin skin test in the preceding 12 months, baseline tuberculin skin testing must employ a two-step method, with the second test repeated in 1-3 weeks.
- The tuberculin skin testing should be completed no earlier than 90 days prior to the first day of clinical.*

***Exception: the second-step Tuberculin skin test for students in the XXXX program may be given no earlier than 30 days prior to the first day of clinical.**

FIRST TEST:

Date given: ___/___/___ time: ___ Date Read: ___/___/___ time: ___ Results: ___ mm

- Negative Positive (chest x-ray required)

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____

SECOND TEST:

Date given: ___/___/___ time: ___ Date Read: ___/___/___ time: ___ Results: ___ mm

Negative Positive (chest x-ray required)

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____

QUANTIFERON TB GOLD (QFT-GIT), T-Spot, or Xpert MTB/RIF Assay TEST:

Results: Date of test: ____/____/____

Negative Positive (chest x-ray required)

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____

CHEST X-RAY: (Required if Tuberculin skin test (Mantoux), Quantiferon TB Gold (QFT-GIT), T-Spot, or Xpert MTB/RIF Assay test is POSITIVE)

Date of chest x-ray: ____/____/____ Normal Abnormal

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____

(References: http://www.cdc.gov/tb/publications/factsheets/pdf/xpertmtb-rifassayfactsheet_final.pdf;
<http://www.cdc.gov/tb/topic/testing/default.htm>)

SECTION III: PHYSICAL EXAMINATION & ESSENTIAL FUNCTIONS OF NURSING/HEALTH SCIENCES STUDENTS

Qualified applicants to the School of Health Sciences/MLT Program are expected to meet all admission criteria as well as the Essential Functions for MLT Students .

Note: Students with disabilities requiring accommodations must meet with the College Disabilities Support staff.

ESSENTIAL FUNCTIONS

Qualified applicants are expected to meet all admission criteria as well as essential functions with or without reasonable accommodations. Students requesting accommodations to meet these criteria must inform the Program Chair in writing of the need for accommodations at the time of admission to the program. The student is expected to contact The Office of Disability Support Services (DSS) to file the appropriate forms documenting the need for accommodations. The ability to perform the Essential Functions will need to be documented by physician signature.

Frequency: O = Occasionally (1-33%) F = Frequently (34-66%) C = Constantly (67-100%)

Function	Program Specific Examples	Frequency
GROSS MOTOR SKILLS	Reach laboratory bench tops, shelving, patients lying in hospital beds or patients seated in out-patient collection chairs Bend, lift, and carry reagent containers Control laboratory equipment and adjust instruments to perform laboratory procedures Use an electronic keyboard to operate equipment and to calculate, record, evaluate, and transmit laboratory information	C
FINE MOTOR SKILLS	Perform testing procedures which require the use of both hands (pipetting, mixing, pouring, wiping tip, etc.) Possess manual dexterity to safely handle and/or transport biologically hazardous specimens Possess manual dexterity to safely perform venipuncture, microcollections, and culture specimens Perform testing procedures which require delicate psychomotor skill control	C
PHYSICAL ENDURANCE	Perform moderately taxing continuous physical work Stand for prolonged time period over several hours Sit for prolonged time period over several hours Travel to clinical laboratory sites for clinical experience – may require 30-60 minute drive	C
PHYSICAL STRENGTH	Lift up to 50 lbs reagent containers, stock	O
MOBILITY	Move freely and safely about the laboratory Refer back to Gross Motor Skills	C
HEARING	Hear and respond to verbal communication from co-workers, other health care staff, and patients	C

	<p>Hear and respond to equipment and instrument alarm systems</p> <p>Hear and respond to equipment and instrument timers</p> <p>Utilize the telephone for communication between lab and other health care personnel and the community.</p>	
VISUAL	<p>Confirm patient identity, specimen, etc.; read lab requisitions, labels, results, etc.</p> <p>Read/comprehend text, numbers, graphs, instrument settings, etc. in print and on computer screen</p> <p>Read laboratory procedures, instrument manuals, manufacturer inserts, chemical names and instructions</p> <p>Follow written instructions to be able to independently perform laboratory test procedures</p> <p>Observe and visually interpret laboratory tests on biological specimens (body fluids, culture material, tissue, blood and serum)</p> <p>Differentiate color, clarity, and viscosity of specimens, reagents, or reaction products</p> <p>Differentiate colors of stained specimens, and color coded evacuation tubes</p> <p>Employ use of clinical grade binocular microscope to discriminate fine structural details, and color (hue, shading, and intensity) of microscopic specimens</p> <p>Possess eye-hand coordination</p>	C
TACTILE	<p>Utilize fingertips for tactile discrimination of vein size, depth, and direction, arterial pulse location, etc.</p>	O, F, C Depending upon employment
SMELL	<p>Discriminate odors specific for certain organisms, metabolic disorders</p> <p>Differentiate odor of specimens</p> <p>Discriminate/Differentiate odors of chemicals/reagent safety issues and reaction products</p>	C
EMOTIONAL STABILITY AND INTERPERSONAL SKILLS	<p><u>EMOTIONAL STABILITY:</u></p> <p>Possess emotional health necessary to effectively employ intellect and exercise appropriate judgment.</p> <p><u>FLEXIBILITY: FUNCTION UNDER STRESS:</u></p>	C

	<p>Interact with patients and health care workers in a professional manner in all circumstances i.e., stress, crises, etc. without exhibiting anger, rage, or other inappropriate emotional displays</p> <p>Manage time and systemize actions in order complete professional and technical tasks with realistic constraints</p> <p>Provide professional and technical services while experiencing the stresses of task related problems (i.e., ambiguous test ordering, ambivalent test interpretation), emergency demands, and a distracting environment</p> <p>Flexible, creative, and able to adapt to professional and technical change</p> <p>Adapt to working with unpleasant biological specimens</p> <p>Able to draw blood specimens in ER and other locations on critically ill patients</p> <p><u>SOFT SKILLS:</u></p> <p>Interact with trauma, chronically ill, acutely ill, and terminally ill patients of all ages, race, etc.</p> <p>Provide service to all patients, regardless of age, race, gender, sexual orientation, religion, physical, or mental handicap, physical condition or disease process</p> <p>Be honest, compassionate, ethical, and responsible</p> <p>Be forthright about errors or uncertainty</p> <p>Able to critically evaluate his/her own performance and accept constructive criticism, and look for ways to improve</p> <p>Support and promote the activities of fellow students and health care professional thus encouraging team approach to learning, task completion, problem solving, and patient care</p>	
<p>COMMUNICATION SKILLS</p>	<p><u>VERBAL:</u></p> <p>Speak clearly, concisely and employ correct vocabulary and grammar for communication with physicians, other health care professionals, students, faculty, patients, family and public in person and via telephone</p> <p>Give clear verbal instructions to patients prior to specimen collection</p> <p>Converse effectively, confidentially, and sensitively with patients in regards to laboratory test</p>	<p>C</p>

	<p><u>NON-VERBAL:</u></p> <p>Recognize, identify and respond correctly to non-verbal communication</p> <p><u>WRITING AND RECORDING:</u></p> <p>Transcribe laboratory results accurately and legibly in print and on computer report screen</p> <p>Transcribe phone messages accurately and legibly</p> <p>Write laboratory procedures using correct grammar, spelling punctuation, sentence structure and appropriate medical terminology</p> <p><u>READING:</u></p> <p>Read and correlated laboratory results Read and comprehend technical and professional materials (i.e., procedure manuals, manufacturer inserts, reference materials, textbooks, journals, etc.)</p>	
<p>INTELLECTUAL/ CONCEPTUAL</p>	<p>Ability to problem solve</p> <p>Critical Thinking: Measuring Calculating Reasoning Analyzing Prioritizing Synthesizing Correlating</p> <p>Interpret normal and abnormal laboratory test results</p> <p>Use Levey-Jennings Charts, graphs and numerical tables</p> <p>Use testing algorithms</p> <p>Calculate laboratory test results when required</p> <p>Recognize when a testing or instrument problem exists and take appropriate action</p> <p>Recognize when problems or complications occur and take appropriate action during patient procedures</p> <p>Prioritize workload</p> <p>Delegate workload</p>	<p>C</p>

THIS SECTION TO BE COMPLETED BY A PHYSICIAN, LICENSED PHYSICIAN ASSISTANT, OR LICENSED REGISTERED NURSE PRACTITIONER

I have reviewed the student's immunity status documentation and verified this information to be accurate, including initiation of immunization series.

Yes No

I have reviewed results of TB screening and verify that the student is free of active tuberculosis.

Yes No

I have reviewed the Essential Functions for Nursing/Health Sciences requirements with the student, and based on my assessment and the medical history and information provided by the patient, I have not identified any physical or mental limitations which would prevent the student from performing the essential functions described above.

Yes No

PROVIDER PRINTED NAME/CREDENTIALS: _____

(MD, DO, NP, PA)

PROVIDER SIGNATURE: _____

PROVIDER PHONE: ____ - ____ - ____

**IVY TECH COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES, SCHOOL OF NURSING
DECLINATION FOR VACCINATION**

Student Name: _____

Student ID: C _____

I understand that as a student in a health program, there is increased risk of acquiring Hepatitis B virus (HBV), Measles, Mumps, Rubella, Tetanus, Diphtheria, Varicella (Chicken Pox), influenza, and/or Tuberculosis infection due to potential occupational exposure to blood or other infectious materials. It has been recommended that I be immunized with vaccine for these illnesses. However, I decline these immunizations at this time. I understand that by declining vaccination, I accept the risks involved and I will not hold Ivy Tech Community College, classmates or the clinical facility responsible for the consequences of my decision.

I understand that certain course activities and affiliated clinical sites may refuse or prevent students the right to participate in hands-on contact with clients or patients if they are not vaccinated and/or provide documentation of immunization for the above mentioned communicable diseases. Depending on specific clinical affiliating agency requirements, declining immunization may prevent the student from participating in clinical coursework and may require withdrawal from the program.

I understand that the purpose of providing in-class hands-on laboratory activities and clinical experiences is to assist students in the understanding and application of course content, ultimately providing a sufficient foundation to prepare the student for degree completion and subsequent certification or licensing examination. Ivy Tech cannot guarantee that a student who has not participated fully in these hands-on activities will be fully prepared to do the same. Ivy Tech cannot guarantee that any student will pass a certification or licensing exam, or become employed in the field.

I have discussed the implications of this decision with my healthcare provider as indicated by the signature on this form.

Immunization	Purpose for Declination		
	Personal Preference	Medical Contraindication	Expected Duration of Medical Contraindication

Health Care Provider Signature _____ Date _____

Student Signature _____ Date _____