

**IVY TECH COMMUNITY COLLEGE  
SELLERSBURG CAMPUS  
SCHOOL OF HEALTH SCIENCES**



Ivy Tech Sellersburg

# **MEDICAL LABORATORY TECHNOLOGY**

**MEDICAL LABORATORY TECHNOLOGY PROGRAM**

**STUDENT HANDBOOK  
ACADEMIC YEAR  
2020 – 2022**

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MLT Program Director/Faculty**

**IVY TECH COMMUNITY COLLEGE TERRE HAUTE  
SCHOOL OF HEALTH SCIENCES  
MEDICAL LABORATORY TECHNOLOGY PROGRAM  
STUDENT HANDBOOK**

**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 protected classes – race, religion, color, sex, ethnicity, national origin, physical and mental disability, age, marital status, sexual orientation, gender identity, gender expression, veteran or military 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, Human Resources Administrator, or Vice Chancellor for Student Affairs. Ivy Tech Community College of Indiana is an accredited, equal opportunity/ affirmative action institution. For more information review the Student Equal Opportunity, Harassment, and Non-discrimination Policy and Procedures at [https://docs.google.com/document/d/1\\_tEgc3NcKFTkromsQBpvOHFzzWZiJgRHhrU1nwsAR4g/preview](https://docs.google.com/document/d/1_tEgc3NcKFTkromsQBpvOHFzzWZiJgRHhrU1nwsAR4g/preview).

**Booklet Disclaimer**

This MEDL 2020/2022 handbook is intended to supply accurate information to the reader. The imbedded links take the reader directly to the Ivy Tech policy for further clarification. 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 handbook and its provisions are not in any way a contract.

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## **Accrediting Organizations**

The College is accredited by the Higher Learning Commission.

*The Higher Learning Commission*  
230 South LaSalle St., Suite 7-500  
Chicago, IL 60604  
800-621-7440 or 312-263-0456  
<https://www.hlcommission.org/>

The Program is accredited by National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).  
5600 N. River Road  
Rosemont, Illinois 60018  
773-714-8880  
[www.naacls.org](http://www.naacls.org)

## **Program Philosophy**

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

Learning occurs when it is relevant to student needs and goals; when there is a close correlation between theory and practice, when there is teacher-student interaction, and when learning is the active responsibility of the student.

The education of the student is the responsibility of the College where education is the primary function. College auxiliary services are available to the student during the program. The practical laboratory experience, and essential part of this education, is conducted within clinical laboratories.

College faculty plan, implement, and evaluate curriculum; 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 environment, and who is adaptable to the changing technology in this occupational area.

From this philosophical base, the following goals are established for the Medical Laboratory Technology Associate Degree Program:

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.
2. The College 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 within 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.

## **College General Education Outcomes**

Upon completion of the program, the graduate will be able to:

1. Demonstrate critical and creative thinking.
2. Recognize and understand cultural and individual differences, in terms of both contemporary and historical perspectives.
3. Recognize and understand social, political, civic, and environmental responsibilities relative to our society.
4. Apply basic scientific concepts in a variety of settings
5. Exhibit quantitative literacy.
6. Communicate effectively in written and oral forms.
7. Apply ethical reasoning.
8. Demonstrate the acquisition and use of information.

## **ENTRY-LEVEL COMPETENCIES OF PROGRAM GRADUATES**

Upon graduation and initial employment, the graduate of the Medical Laboratory Technology Program should be able to demonstrate entry-level competencies in the following areas of professional practice:

- a) Collecting, processing, and analyzing biological specimens and other substances;
- b) performing analytical tests of body fluids, cells, and other substances;
- c) recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated;
- d) performing and monitoring quality control within predetermined limits;
- e) performing preventive and corrective maintenance of equipment and instruments or referring to appropriate sources for repairs;
- f) applying principles of safety;
- g) demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;
- h) recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care;
- i) applying basic scientific principles in learning new techniques and procedures;
- j) relating laboratory findings to common disease processes; and
- k) establishing and maintaining continuing education as a function of growth and maintenance of professional competence.

## **AFFECTIVE OBJECTIVES OF THE MEDICAL LABORATORY STUDENTS**

Students enrolled in this course will strive to develop, display, and internalize the following objectives:

1. Dependability regarding time – Is punctual
2. Initiative – Begins work in a timely manner without being reminded
3. Interrelationships with professional personnel, patient and peers – Interrelates with professional manner (e.g., through professional communications and effective team skills)
4. Judgment – Handles work in logical sequence, is fully aware of own limitations, and seeks help when needed
5. Responsiveness to professional direction – Willingly follows instructors and accepts professional constructive criticism regarding work
6. Organization of work – Able to organize work assigned
7. Dependability regarding assignments – Completes work and assignments within established deadlines
8. Professional appearance – Adheres to the dress code
9. Professional maturity – Handles stressful situations calmly and efficiently
10. Honesty – Is honest in reporting results, taking examinations, checking for mistakes, repeating questionable tests, and admitting and correcting mistakes
11. Safety – Adheres to all published safety regulations in the laboratory
12. Confidentiality – Does not provide confidential information when questioned by patients or others

### **Facilities**

#### **Teaching Facilities**

All facilities and resources of the Ivy Tech Community College are available to MLT students. Students are encouraged to use support services available, as well as on-line. Instructional support services include among others: tutoring and learning centers, the Ivy Tech Virtual Library, campus libraries, and use of Ivy Learn to enhance course delivery.

#### **Clinical/Externship Facilities**

The clinical/externship experience is an integral part of the educational experience for all MLT students. The Program has affiliation agreements within each regional service area. For more information on clinical affiliates, please contact the MLT Program Chair. The clinical/externship is required for program completion. A list of our participating clinical partners are: King's Daughter's Health (Madison, IN), Schneck Medical (Seymour, IN), Johnson Memorial (Franklin, IN), Baptist Health Lagrange (Lagrange, KY), Clark Memorial Health (Jeffersonville, IN), Veterans Hospital (Louisville, KY), Baptist Health Floyd (New Albany, IN), Harrison Co Hospital (Corydon, IN), UofL Hospital (Louisville, KY), Jasper Memorial (Jasper, IN), Scott Memorial Health (Scottsburg, IN), Norton's (Louisville, KY), Norton's Women's & Children's (Louisville, KY)

## **Student Support Services**

<https://www.ivytech.edu/enrollmentcenter/>

### **Advising**

Ivy Tech Community College uses an Academic/Faculty advisor system. On admission, each degree student is assigned both an Academic and a Faculty Program advisor whose purposes are to:

- Assist the student in course selection and program planning.
- Guide the student in meeting the requirements for graduation as prescribed by the College.
- Ensure that appropriate technical and general education courses are included in the chosen course of study.
- Students may meet with their advisors during a designated registration session as or as needed during each semester.

For more information, go to <https://www.ivytech.edu/advising/>.

### **Health Services**

For students registered in credit courses, the College provides accident insurance in a designated amount for injuries sustained while participating in College-sponsored activities. The activity must take place on College premises or on any premises designated by the College. Students are also covered while traveling to and from College-sponsored activities as a member of a group under College supervision. It is the student's responsibility to report injuries or accidents occurring on campus promptly to the instructor or to the Office of Student Affairs so that proper medical treatment may be administered. If the College officials deem necessary, emergency medical services may be requested. If a student has a seizure or black out while on campus emergency medical services will be notified. Ivy Tech Community College does not provide on-campus medical or mental health services. Medical and mental health services are available at local hospitals and clinics.

### **Career Development Services**

The Office of Career Development Services is available to help you in a number of ways:

- Employment Referral
- Resume/Cover Letter Assistance
- Career Assessment
- Job Shadowing
- Labor Market Information
- Practice Interviews
- Occupational Reports
- Community Employer Portfolios
- Work-Study Positions
- Co-op Education Opportunities

For more information, go to <https://www.ivytech.edu/career-development/>

## **Housing**

Ivy Tech Community College is a commuter college and does not operate residence halls. However, the Office of Student Affairs may be able to respond to questions concerning housing in the community. Ivy Tech accepts no responsibility for locating, approving, or supervising local student housing.

## **Transportation**

- All necessary transportation to clinical experience is the student's responsibility and is not provided by the school. Students are expected to comply with parking designations. Handicapped parking spaces and visitors' areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner's expense. The College does not guarantee transportation to, from or during any clinical experience.
- The College is not responsible for injury or loss resulting from transportation to, from, or during any clinical experience.
- Student assumes all risks in connection with ride-a longs or transportation to, from, or during any clinical experience.
- The College does not perform nor can it ensure a motor vehicle record check of third-party drivers of clinical affiliates.
- A student who wants to make a complaint or report driver issues should do promptly by reporting to their instructor.
- The instructor or program leadership should ensure that action is taken (such as reporting to the clinical educator/affiliate contact and assisting the student to identify alternate transportation means), ensuring no retaliation, so that the student can continue the clinical experience

## **Disability Support Services (DSS)**

Students pursuing the Medical Laboratory Technology Program must be capable of fulfilling the Essential Functions of MLT Program Students included in the Admission, Progression and Graduation Policies section of this booklet. Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. College programs and facilities are designed to be accessible to students with disabilities. Each campus has designated parking and special restroom facilities for these students. DSS will also aid students with disabilities with career planning, financial aid, and placement. The College staff works with the Department of Vocational Rehabilitation and other service agencies to assist students with disabilities through available local community resources.

It is the student's responsibility to contact the campus DSS representative to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. Requests for accommodations and documentation of disability must be received one month prior to enrollment for the next academic term. Additional time may be required for some requests. Every effort will be made to provide reasonable accommodations in a timely manner.

Students who request accommodations are expected to participate in an intake interview with DSS if requesting specific services, academic adjustments or other accommodations for a disability. Prospective students should schedule an intake interview prior to attempting any part of the admission process if accommodations will be required for the information session, academic assessment,

completing forms or scheduling classes. The intake process, including intake interview and documentation on file, should be completed at least **one month prior to the need for accommodations**. Documentation of the disability must be on file with the DSS office prior to services being provided. Late requests may delay accommodations. In accordance with the above procedure, federal guidelines and respect for individual privacy, no action will be taken without a specific request.

If you would like more information about the DSS go to <http://www.ivytech.edu/dss/> or contact Jamie Frye. All students are expected to meet entry requirements. Essential elements of courses and programs and licensing requirements relevant to a program curriculum cannot be waived, although they may be reasonably accommodated. Please refer to the regional contact information at the back of this handbook. If you will require assistance during an emergency evacuation, notify your instructor on the first day of class in order to be prepared for emergencies. Look for evacuation procedures posted in your classroom.

## **Financial Information**

<http://www.ivytech.edu/financial-aid/contacts.html>

### **Tuition and Fees**

Tuition and fees are set by the State Board of Trustees and are subject to change. Expenses will include tuition, fees, books, uniforms, and other materials/equipment for use in the clinical area. At the time of participation in any certification pathway, the MLT student will incur expense associated with obtaining the required physical examination, immunizations, tuberculosis testing, and Healthcare Provider CPR certification (American Heart Association or American Red Cross), criminal background check and drug screen. Students should also anticipate costs associated with applying for certification upon completion of the Medical Laboratory Technology Program.

### **Financial Aid**

Ivy Tech Community College offers various types of financial aid to students who need assistance to continue their education. Students are encouraged to carefully survey the available financial aid options. Students must be accepted for admission to the College in an eligible program to receive financial aid. For additional information on financial programs administered through the College, please make an appointment to see a financial aid advisor.

### **Financial Obligation**

The Business Office is responsible for the collection of any outstanding obligations to the College. A person with an outstanding account will be denied certain College services. For example, official transcripts may not be obtained, registration forms will not be processed, and diplomas will not be issued.

### **Liability Statement**

Professional liability insurance coverage is provided to all students enrolled in clinical/externship courses within the MLT Program. The limits of liability for the Institutional Professional Liability coverage are \$1,000,000 for each medical incident and \$3,000,000 aggregate. This coverage extends

to clinical/externship experience at an institution other than the College when it is a part of the College training program. Each student may obtain additional individual liability insurance.

### **Student Accident Insurance**

For students registered in credit courses, the College provides no-fault accident insurance in a designated amount of \$3,000 for injuries sustained while participating in College-sponsored activities, on College premises or any premises designated by the College (i.e. clinical site). Injuries which are not deemed accidents but rather arise from an underlying sickness or health condition are generally not covered.

Examples of covered accidents include, but are not limited to, the following: · Cutting a finger while chopping an onion in culinary arts class · Getting a fleck of metal in the eye while welding in auto body repair class · Twisting an ankle while lifting a patient in nursing class · Exposure to bloodborne / airborne pathogen (i.e. needle stick sustained at clinical)

In the case of a pathogen exposure, source patient testing is covered under this policy. A source patient utilizing this insurance will need to complete the claim form in the same manner as the student.

This accident insurance is **excess insurance**, meaning all other valid and collectible medical insurance must be utilized prior to the consideration of this insurance. It is not intended to replace insurance coverage students may already have, rather, it is intended to fill in the gaps (pay for deductibles, co-pays or other eligible expenses) of a primary medical insurance policy up to the accident policy limit. Students should review their own coverage. In the absence of other insurance, this insurance becomes primary. Coverage is provided at no cost to the student. The offering and use of this insurance **does not** represent an acceptance of liability from the College.

Once the maximum policy benefit of \$3,000 is reached, the student is fully responsible for payment of medical bills. Filing a claim does not guarantee acceptance and payment of a claim. The master insurance policy issued to Ivy Tech is on file at the Systems Office. The description of the hazards insured, benefits and exclusions is controlled by the master policy. Students with questions may contact their campus student accident gatekeeper.

### **Withdrawals and Refunds**

#### **Withdrawal Policy**

<http://www.ivytech.edu/registrar/3432.html>

From the end of the 100% refund period to the end of the week marking the completion of 75% of the course, a student may withdraw from a course online using Campus Connect or by filing a change of enrollment form at the Registrar's Office. Withdrawal from a course (with a grade of "W") will display on the student's transcript, however, the withdrawal does not affect the student's GPA in any way.

Withdrawal is complete when the necessary forms have been submitted to the Office of the Registrar. Records of students withdrawing from courses indicate a "W" status rather than a grade when the withdrawal process is completed. A student who ceases to attend class after the last day to withdraw will receive a grade commensurate with course requirements.

Note: Withdrawing from class may affect or cancel financial assistance. Students receiving financial assistance should check with the financial aid office before withdrawing from a course or course.

## **Refund policy**

In order to receive a 100% refund of tuition and fees, students must drop the course by dates posted at <http://www.ivytech.edu/registrar/3435.html>. The last day to drop with a refund is determined by the length of the course and the first day the class meets. No refunds will be given for drops or withdrawals after the posted dates. If the student withdraws from all of his/her classes during the 100% refund period, the technology fee will be refunded. If the student is enrolled in any classes beyond the 100% refund period, the technology fee will not be refunded.

Please refer to the Student Handbook for a full description of withdrawal and refund procedures: <https://www.ivytech.edu/studenthandbook/>.

## **Admission Requirements**

The selection process for Ivy Tech Community College's Medical Laboratory Technology Program is based on the premise that student selection is vital to the maintenance of a strong program. The standards of selection and retention will also contribute to the quality of care administered by graduates of this program. In order to successfully complete this program, students must be self-motivated, dedicated, professional, and have an academic background sufficient to cope with the curriculum.

Program selection is competitive in nature. Note that compliance with all criteria listed below does not guarantee acceptance; nor does a successful academic record.

1. Meet all admission requirements of the College.
2. Successful completion of 4 prerequisite courses: Anatomy and Physiology I (APHY 101), English Composition (ENGL 111), Student Success Elective (IVYT 1XX), Mathematics Elective (MATH 123). Science courses must be no older than 5 years.
3. Overall Ivy Tech GPA of 2.5 or above is required for admission.
4. Possess physical health acceptable for performance in the occupation as documented by student signature on the MEDL/School of Health Sciences PROGRAM ESSENTIAL FUNCTIONS FORM located in application packet.
5. Accepted students must present CPR certification, required health and immunization forms, and completed drug screen and criminal background check in the student's first year.
6. All application materials must be filed with the online application system by the established admissions deadline as communicated on the program website

### **Candidacy for MEDL Program/Admission Process**

Upon completion of the prerequisite 10 hours (APHY 101, ENGL 111, IVYT 1XX, and MATH 123), or as you near completion, if you have a 2.5 GPA, you can continue to prepare for application to the MEDL program.

Ample time should be allowed for completion of all necessary requirements. These include:

1. Complete the application available online following all instructions as indicated.
2. Ensure that the information on your transcript is complete and up to date.

\*Only courses that have been approved for transfer by the Registrar and show up on the Ivy Tech transcript will be considered in the admissions process. All science courses must have been taken within 5 years prior to MEDL Program application.

\*\*The TEAS test is not required for MEDL Program Application effective with the Spring 2021 application cycle

3. When your application is complete, submit it online via the instructions provided by the required due date.

### **Admission Criteria**

Students will be objectively evaluated on a numerical scoring basis of 90 total possible points based on points assigned for each criterion. Maximum point values are outlined below. Any tie will be broken using the cumulative GPA (to 2 decimal places)

1. Grade in Anatomy and Physiology I (APHY 101) 30 points
2. Grade in English Composition (ENGL 111) 15 points
3. Grade in Student Success Elective (IVYT 1XX) 15 points
4. Grade in Mathematics Elective (MATH 123) 30 points

\*\*Any tie will be broken using the cumulative GPA (to 2 decimal places)

### **Admission Criteria Scoring**

Scoring is standardized and is nondiscriminatory to the fullest possible extent. Admission decisions are based on numerical scores assigned to the completed application. Students will be objectively evaluated on a numerical scoring basis based on points assigned for each criterion. An explanation for the scoring values of each of the criteria follows. Courses must be completed by the end of the spring semester of application to count in the point system for the following fall admission. All science courses must have been taken within 5 years prior to MEDL Program application.

1. Grade for APHY 101 – Anatomy and Physiology I

This is given weight to reflect the base of knowledge for the MEDL curriculum. This score is worth up to 30 points.

A = 30 pts B = 20 pts C = 10 pts D = 0 pts

## 2. Grade for ENGL 111 – English Composition

Accurate and legible documentation of clinical tests and interpretation is an important duty of a medical laboratory technician. This score is worth up to 15 points.

A = 15 pts B = 10 pts C = 5 pts D = 0 pts

## 3. Grade for IVYT 1XX – Student Success Elective

This score is worth up to 15 points.

A = 15 pts B = 10 pts C = 5 pts D = 0 pts

## 4. Grade for MATH 123 – Mathematics Elective

This is given weight to reflect the base of knowledge for the MEDL curriculum. This score is worth up to 30 points.

A = 30 pts B = 20 pts C = 10 pts D = 0 pts

## Application Deadline

All application materials must be filed in entirety with the online application system by the established spring admission deadline, as communicated on the program website, in order to be considered for fall semester MEDL Program entry. Classes completed during the Spring semester will be considered for computation of scores in the application process. All general education required courses must be successfully completed by the end of the third technical semester in the program.

## 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 is 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.
- Auto-Select: May 21<sup>st</sup> – June 5<sup>th</sup>
  - Round 1 – May 21<sup>st</sup> - Offers Released May 22<sup>nd</sup> – Offer Expires at 11:59pm
  - Round 2 – May 23<sup>rd</sup> – Offers Released May 24<sup>th</sup> – Offer Expires at 11:59pm
  - Round 3 – May 25<sup>th</sup> – Offers Released May 26<sup>th</sup> – Offer Expires at 11:59pm
  - Round 4 – May 27<sup>th</sup> – Offers Released May 28<sup>th</sup> – Offer Expires at 11:59pm
  - Round 5 – May 29<sup>th</sup> – Offers Released May 30<sup>th</sup> – Offer Expires at 11:59pm
  - Round 6 – May 31<sup>st</sup> – Offers Released June 1<sup>st</sup> – Offer Expires at 11:59pm
  - Round 7 – June 2<sup>nd</sup> – Offers Released June 3<sup>rd</sup> – Offer Expires at 11:59pm
  - Round 8 – June 5<sup>th</sup> – Offers Released June 6<sup>th</sup> – Offer Expires at 11:59pm
- Manual-Select: June 7<sup>th</sup> – June 26<sup>th</sup> (may extend to start of Fall semester)
  - Round 1 – June 7<sup>th</sup> – Offers Released June 8<sup>th</sup> – Offer Expires at 11:59pm
  - Round 2 – June 10<sup>th</sup> – Offers Released June 11<sup>th</sup> – Offer Expires at 11:59pm

- Round 3 – Jun 14<sup>th</sup> – Offers Released    June 15<sup>th</sup> – Offer Expires at 11:59pm
  - Round 4 – June 17<sup>th</sup> – Offers Released    June 18<sup>th</sup> – Offer Expires at 11:59pm
  - Round 5 – June 21<sup>st</sup> – Offers Released    June 22<sup>nd</sup> – Offer Expires at 11:59pm
- Round 6 – June 24<sup>th</sup> – Offers Released    June 25<sup>th</sup> – Offer Expires at 11:59pm

## **Progression/Readmission/Stop Outs**

### **College Progression and Readmission Policy**

Please refer to the College catalog for policies related to academic standards and readmission following dismissal from the College for violations of rules of conduct and/or failure to meet and maintain academic standards. Students enrolled in the MLT Program must be in good academic standing according to College policy.

### **Progression in the MLT Program**

Students are expected to progress each semester. Students who withdraw or do not successfully complete with a minimum grade of “D” all prerequisite courses to a course with a clinical/externship component will not be eligible to progress to enrollment in the clinical/externship course. Should there be any term of non-enrollment in the required sequence of courses, including failure to progress, the student will be required to demonstrate retained competency in the course objectives of any required prerequisite course(s) before continuing in the required sequence of courses.

Demonstrated retained competency is typically satisfied by obtaining a repeat passing score on final exams, comprehensive laboratory exams, and skill check-offs. Students unable to demonstrate retained competency of any required prerequisite courses will be required to satisfy the requirements of an individually developed remediation plan as a condition of enrollment in any clinical/externship course in which patient safety is contingent upon retained knowledge.

### **Stop Outs**

In any term the student is not enrolled in any required programmatic courses, the student is considered a “stop-out.” Should the student later wish to re-enroll in programmatic courses, the student will be required to later request re-enrollment, within any maximum timeframe for completion guidelines as required by accrediting agencies. If no maximum timeframe is required for completion by an accrediting agency, the student must request to re-enroll in the program within one calendar year from the end of the last semester in which the student completed programmatic courses. Requests will be considered based on available cohort space at the time of the student submission.

### **Credit for Prior Learning**

Ivy Tech Community College proposes to acknowledge the prior learning experiences of both current and prospective students by awarding credit for appropriate prior learning. Such prior experience could include but is not limited to the following: workplace learning, military experiences and training, college-level credit from other institutions, nationally recognized testing, certifications, and community service.

## **Transferring**

The College encourages articulation between programs offered at each campus and similar programs offered at secondary or post-secondary levels. Please refer to the College catalog or see the Registrar for specific information or questions related to transfer of general education credits. The College will accept in transfer any course appearing in the Indiana Core Transfer Library (CTL). For credit-bearing courses not appearing on the CTL, recommendations for transfer and applicability of credit are made by the appropriate academic faculty within that discipline. Credits to be considered for transfer must have been earned at a post-secondary institution accredited by a regional accrediting agency, and the student must have earned a grade of "C-" or better in the course(s) involved.

## **Graduation**

Certification requirements for students seeking a degree include:

- Successful completion of all courses within program certification requirements at a minimum cumulative grade point average of 2.00.
- Successful completion of the required number of credits.
- Completion of at least 15 degree credits as a regular student at Ivy Tech, and not through test-out or other means of advanced placement.
- Satisfaction of all financial obligations due the College.
- Satisfaction of program accreditation standards that may have additional requirements.
- Graduation & degree attainment is NOT contingent upon passing the national certification exam.

## **Global Studies Certificate**

### **Global Learning Close to Home**

Many U.S. businesses are expanding their operations into different areas of the world, so you are very likely to interact with people from other countries and cultures on the job. A Global Learning Certificate may be just what you are looking for!

Ivy Tech faculty members have worked together to redesign curriculum for some of Ivy Tech's business, education, humanities, healthcare, technology and life science courses. These areas are some of Indiana's biggest high-growth sectors of the economy and areas where you need to be able to think critically and in terms of global perspectives and competencies. With the Global Learning Certificate you can apply your knowledge in your own community, throughout the state of Indiana, and around the world!

This certificate will teach you about thriving in a global workforce and how to succeed in a diverse society, which are skills valued in today's competitive job market. You will also have the opportunities for exposure to different cultures through supplemental education experiences, such as studying abroad or taking part in international activities on your campus. A Global Studies Certificate will increase your knowledge and awareness of the world and will make you more marketable in finding a job.

### **Program Requirements for the Global Studies Certificate:**

- **Global Studies Orientation** - meeting to discuss the benefits, and requirements of the certificate

- **Global Studies Electives** - 15 credits of global-module courses, many of which are already within the two-year curriculum
- **Global/International Resume** - outlining global experiences and letters of reference
- **Global Studies Capstone Experience** - completion of an international project, research, competition, community service, service learning, or travel study experiences
- **Global Immersion** - participation in global, cultural, or diversity related activities which may include attending conferences/workshops, completion of the **U.S. Institute of Peace Certification**, becoming a member of a professional or community group, and maybe even an international travel experience. Talk to your advisor for more information about your options!
- For more information contact your campus Global Studies Coordinator or see the Global Learning webpage: <http://www.ivytech.edu/global-learning/>

## **Attendance**

### **College Policy**

Students are expected to attend class meetings, or other activities assigned as a part of a course of instruction, on a regular basis. Instructors are responsible for maintaining attendance records. A statement regarding expectations for class attendance is included in the College catalog. Instructors will also identify attendance expectations in the individual course syllabi.

Students should confer with instructors in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with instructors immediately upon return in order to make necessary arrangements. Instructors will utilize Ivy Advising to notify the student and the student's advisor of an attendance concern. This notification will provide a process of follow-up with the student to intervene with a potential obstacle for successful completion of the course.

### **Classroom and Lab Attendance Policy**

Students are expected to attend all lecture and lab sessions. Attendance is necessary to maximize student-learning opportunities. Students who are absent are responsible for missed material. Attendance will be kept for the purpose of financial aid qualification. Specific expectations will be found in each course syllabus.

## **ESSENTIAL FUNCTIONS REQUIRED FOR THE MEDICAL LABORATORY TECHNOLOGY PROGRAM**

Students in the Medical Laboratory Technology Program must be able to perform the following essential functions:

1. Read clinical textbooks and laboratory procedures and write legibly. (MLT students and graduates must perform procedures requiring them to follow written direction and subsequently to provide hand-written and/or computer-generated results.)
2. See through a microscope. (Microscopic work is included in the laboratory content areas of urinalysis, hematology, immunohematology, serology, and microbiology. Students must be sighted enough to perform the microscopic tasks required to complete the objectives.)

3. Discriminate color differences/variations. (Reading color chemical reactions, identifying microorganisms, and differentiating blood cells depend on the student's ability to see color, shape, and texture differences. The ability to see differences and changes in color is essential to complete required objectives.)
4. Use fine motor skills that allow the student to safely manipulate glass slides, tourniquets, needles, pipettes, and other small instruments. (MLT students must have the manual dexterity to handle and safely manipulate small objects to be able to complete required objectives.)
5. Communicate in a rational and coherent manner with patients and professional staff. (Effective communication is required to be part of the health care team. Required objectives can only be completed if written and/or oral communication is effective.)
6. Maintain composure when subjected to high stress levels and adapt effectively. (Clinical laboratories can be high stress areas when instruments malfunction, test results do not correlate, or work is piled up and results are required.)
7. Respond quickly and in an emotionally controlled manner in high stress or emergency situations. (High stress and emergency situations arise frequently in clinical laboratories. Examples include instruments and computers malfunctioning, outpatients fainting and/or children screaming during phlebotomy, and transfusion reaction scenarios in the blood bank.)

### **MLT ATTENDANCE POLICY**

- 1) Students are expected to attend all classes (lecture, lab, clinical) and to come to class prepared to participate in previously announced activities.
- 2) Students are to notify the instructor(s) if they are going to be late or absent.
- 3) Attendance is recorded daily.
- 4) Students shall be given official absences for participation in official College activities and for all legal holidays recognized by the College.
- 5) An instructor may remove a student from class for disciplinary reasons.
- 6) It is the student's responsibility to obtain the handouts and information missed while absent.
- 7) There are no make-up exams or quizzes, therefore, an absence on exam or quiz days result in zero points received for that exam or quiz.
- 8) If an absence is anticipated on an exam day, the student shall consult with the instructor to arrange for completion of the work prior to the absence.
- 9) Laboratory periods are scheduled for specific time spans; the student is expected to be on time and remain the entire period or until excused by the instructor.
- 10) Students in the clinical setting are required to call the facility clinical instructor/supervisor if they will be late or absent.
- 11) All time missed in the clinical setting must be made up.
- 12) Tardiness will not be tolerated by the instructors and could be considered the same as an absence.

- 13) Refer to the clinical evaluations form for specific clinical attendance policy.
- 14) Refer to the course syllabi and clinical evaluations form for specific course attendance policy.

COMMENTS: Attendance in class is equal to attendance on the job. Begin now to develop good habits. Studies show that attendance patterns directly correlate with knowledge and grades obtained.

### **MEDICAL LABORATORY TECHNOLOGY PROGRAM POLICY**

Program policy requires that a student must have the approval of the program chair in to order to register for clinical courses (MEDL 209, MEDL 210, MEDL 212, MEDL 213, MEDL 221, and MEDL 224).

1. You must have access to your health history and immunizations with a licensed health care provider in order to complete the required form before clinical begins.
2. You will be required to take a Healthcare Provider CPR class that will cost extra, outside of the per credit cost.
3. A criminal background check and drug/alcohol test must be completed before you can attend clinical. A clinical site may refuse to have you rotate through their site if your background or drug test comes back with a positive report. Each clinical site will determine this on an individual basis. If you cannot complete the clinical portion of your education because of this, Ivy Tech and the program will not be held responsible. The current cost for a background check and drug/alcohol test is \$124.00. You will be required to pay for this on your own (subject to change).
4. You will be required to abide by HIPAA laws and regulations.
5. You must have your own transportation to clinical.
6. You may be required to drive to clinical sites that are considered “far sites” during the time in the program. A far site is defined as at least 1 hour and 30 minutes away from Sellersburg. **You may be placed at any one of these sites to complete your clinical requirements for the program, regardless of how far the site is from your home or what gas prices may be.**
7. You will be required to buy uniforms and white shoes for clinical.
8. You will be expected to do community service throughout the program.
9. You will be expected to attend and participate in classroom discussions.
10. You will be expected to use the lab time to practice and come in during open lab times.
11. You will be expected to behave in a professional manner at all times.
12. You will be expected to act as if the clinical is your job and perform as such.

### **STUDENT SERVICE WORK**

You will never be assigned clinical time outside regular clinical rotation hours, and service work is never assigned. You will function under the supervision of a clinical instructor. After repeated successful

practice on routine laboratory procedures, your clinical instructor is ultimately responsible for the acceptability of these results, so it is his/her decision as to whether the reporting of your results will be allowed. This is not done to substitute you for paid laboratory personnel, but to assist in giving you an appreciation of the responsibilities you will have as an employee to provide accurate and timely results. This process helps ease your transition from student to employee upon graduation from the program.

If you are offered employment in a laboratory, this employment must occur outside regular educational hours, and may not function as a substitute for clinical time. You should remember that your primary purpose of this time is to prepare yourself to become a medical laboratory technician. The amount of time spent in outside employment should be carefully monitored for the impacts it will have upon your ability to successfully complete the MLT Program.

You may not be compensated under any circumstances for any time spent in the clinical rotation segment of the program.

This publication and its provisions are not in any way a contract between the student and Ivy Tech Community College, Sellersburg. The College retains the right to revise any section or requirement at any time.

## **Title IX Statement**

### **Sexual Harassment and Assault**

Ivy Tech Community College is committed to providing all members of the College community with a learning and work environment free from sexual harassment and assault. Ivy Tech students have options for getting help if they have experienced sexual assault, relationship violence, sexual harassment or stalking. This information can be found at <https://www.ivytech.edu/prevent-sexual-violence/index.html>.

If students write or speak about having survived sexual violence, including rape, sexual assault, dating violence, domestic violence, or stalking, federal law and Ivy Tech policies require that instructors share this information with the Campus Title IX Coordinator. The Campus Title IX Coordinator will contact students to let them know about accommodations and support services at the College and in the community as well as options for holding accountable the person who harmed them. When contacted, students are not required to speak with the Campus Title IX Coordinator.

If students do not want the Title IX Coordinator notified, instead of disclosing this information to their instructor, students can speak confidentially with certain individuals at the College or in the community. A list of these individuals can be found at <https://www.ivytech.edu/prevent-sexual-violence/index.html> under Confidential Employees and/or Community Resources.

### **Students Experiencing Pregnancy, Childbirth, or Related Conditions**

Ivy Tech Community College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage.

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the DOE, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began. For more information visit: [https://www.ivytech.edu/files/5.15\\_Students\\_Experiencing\\_Pregnancy\\_Childbirth\\_and\\_Related\\_Conditions.pdf](https://www.ivytech.edu/files/5.15_Students_Experiencing_Pregnancy_Childbirth_and_Related_Conditions.pdf)

## **Student Complaint/Grievance Procedures**

The College strives to provide the best possible service to all students in every aspect of their academic career. However, we recognize that problems sometimes occur.

Complaints Against Members of the College Faculty or Staff:

When a student believes he/she has a legitimate general complaint against the college, faculty or staff, he/she should make an appointment with that individual to discuss the matter. This process must be initiated within fourteen (14) calendar days of the incident.

The student and the college, faculty, or staff should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings can be resolved at this level.

If the issue is not resolved, the student can express his/her complaint in writing to the individual's supervisor, if the issue is not resolved to the student's satisfaction the student may submit his/her complaint, in writing, to the Regional Chief Student Affairs Officer or designee.

The Regional Chief Student Affairs Officer or designee will attempt to resolve the complaint or determine a course of action, if appropriate. If the student disagrees with the outcome of his or her complaint, then he/she may submit his/her complaint in writing to the Chancellor. The Chancellor will review and attempt to resolve the complaint and determine the next course of action. The resolution enacted by the Chancellor is final.

## **Student Rights and Responsibilities**

Students at Ivy Tech are expected to uphold and follow the Code of Student Rights and Responsibilities, and all other rules applicable to conduct in class environments, including distance education courses and programs or college-sponsored activities, including off-campus clinical, field, internships, athletics, in-service experiences, activities utilizing college technology or other college approved activities. Students are also expected to comply with all local, state, and federal laws.

The College's Code of Student Rights and Responsibilities may be accessed on the Ivy Tech website: <https://www.ivytech.edu/studentcode/>.

The College's Student Handbook may be accessed on the Ivy Tech website: <https://www.ivytech.edu/studenthandbook/>.

Students are strongly encouraged to read and familiarize themselves with both of these documents.

## **Student Grievance Process**

The College strives to provide the best possible service to all students in every aspect of their academic career. However, we recognize that problems sometimes occur. When a student believes he/she has a legitimate general complaint against the college, faculty or staff, he/she should make an appointment with that individual to discuss the matter. This process must be initiated within fourteen (14) calendar days of the incident

The student and the college, faculty, or staff should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings can be resolved at this level.

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The Regional Chief Student Affairs Officer or designee will attempt to resolve the complaint or determine a course of action, if appropriate. If the student disagrees with the outcome of his or her complaint, then he/she may submit his/her complaint in writing to the Chancellor. The Chancellor will review and attempt to resolve the complaint and determine the next course of action. See Student Code of Rights and Responsibilities for more information: <https://www.ivytech.edu/studentcode/>

## **Student Disciplinary System/Student Code of Conduct**

### **College Rules of Conduct**

All Ivy Tech students are expected to abide by the College rules of conduct. Students are subject to College jurisdiction while enrolled at Ivy Tech. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of Ivy Tech representatives, is not in the best interests of the student, other students, or the College. A full description of the student disciplinary system may be found in the Code of Student Rights and Responsibilities.

### **Guidelines for Professional Conduct in Clinical Settings**

Expectations for student behavior in clinical settings are governed by clinical agency affiliation agreements. These guidelines are consistent with Ivy Tech Community College policies for student conduct and are subject to the Student Disciplinary System as described in the Code of Student Rights and Responsibilities.

### **Purpose**

Safety and security is a top priority, especially in environments where direct, simulated, and/or indirect patient care is provided. It is essential that students in the School of Health Sciences recognize and comply with the many guidelines for professional conduct (which include safety-specific guidelines) that govern behaviors and decisions. Students must ensure that patients assigned to them receive appropriate attention and care in a timely fashion. These principles are reinforced in the Ivy Tech Code of Student Rights and Responsibilities, and the Health Sciences program specific Student Handbook.

The student must comply with the Code of Student Rights and Responsibilities as established by the College, in addition to providing quality, safe, non-discriminatory, legal (scope of practice) and ethical

patient care, while demonstrating a high level of professional conduct. Clinical and/or related health care agency affiliates have the right to prohibit students from participating in clinical experiences based on unsafe patient care and unprofessional behavior, whether intentional or unintentional. Non-compliance with College policies, professional Health Sciences standards, clinical agency/affiliate policies and procedures, professional guidelines and expectations during college-related Health Sciences activities/events and simulation activities, and the Guidelines for Professional Conduct listed below will be reported to the appropriate individuals and subsequent disciplinary action may be taken. Issues of non-compliance may impact the students' ability to progress in a Health Sciences program, lead to failure of a course, and/or result in dismissal from programs in the School of Health Sciences.

The Guidelines for Professional Conduct are divided into three main groups, which are outlined below. General actions are listed at the end of each category. Please discuss any questions you may regarding these and any other policies or guidelines with your Health Sciences faculty.

Disclosure of confidential patient information, clinical facilities (including clinical locations), staff and provider information, and any related information and experiences is **STRICTLY PROHIBITED**. Information disclosed through email, any form of social media, verbally, or via texting may be considered a HIPAA violation and carry penalties up to \$1.5 million (<https://www.ama-assn.org/search?search=HIPAA>). Please refer to the Social Networking Guidelines for more information ([Social Networking, Cell Phone and Class Recording Guidelines](#)).

### **Group I**

#### **This Category Addresses Major Compliance Issues and Appropriate Measures for Patient Care in an Educational Setting.**

The following points are critical to the successful training and employment of health care professionals and should be followed from the onset of training and referenced as models for behavior to be continued throughout one's career:

1. The student will adhere to state and federal confidentiality laws, including but not limited to Health Insurance Portability and Accountability Act of 1996 (HIPAA) and clinical affiliate confidentiality policies and procedures. The student will maintain confidentiality about all aspects of the clinical experience: this includes confidentiality for all patients, fellow students, clinical affiliate employees, physicians, and operations of the clinical affiliating agency. If a situation arises requiring disclosure of information by law, the student must seek out guidance from the clinical faculty member.
  - a) The student will only discuss confidential information in secure and appropriate locations and with those individuals who have a need/right to know.
  - b) The student will not remove or photocopy any part of the patient or clinical records.
  - c) The student will not use any patient identifiers, as defined by HIPAA, in written assignments.
  - d) The student will destroy any notes that were taken to provide care for the patient according to the clinical affiliate policy and will not carry those notes outside of the clinical.

- e) The student is expected to follow guidelines in the School of Health Sciences Student program specific Handbook with regard to social media, cell phones, email or other electronic media.
  - f) The student will not discuss any patient, clinical experience with patients, or clinical site on social media. Postings on social media sites are not considered private nor are they ever truly deleted, regardless of privacy settings.
  - g) Students are prohibited from taking photos or videos of patients or their health record on personal electronic devices, even if the patient or hospital staff gives you permission to do so.
  - h) The student will not access HIPAA protected information for patients/families not directly related to assigned patient care unless authorized by the clinical faculty, preceptor, or clinical agency staff.
2. The student will ensure that any communication of patient information is performed in a timely, accurate and truthful manner. Falsification of any component of the written, electronic, or oral patient record is prohibited.
  3. The student will exhibit behaviors that respect the dignity and rights of the patient regardless of socioeconomic status, sexual orientation, race, religion, age, disability, marital status, gender, cultural practices or beliefs, or nature of the health problem.
  4. The student must provide for patient safety at all times, including, but not limited to adherence to Standard Precaution Guidelines, safety rules and regulations, use of safety equipment and following written protocol for all diagnostic procedures and policies in the clinical setting.
  5. The student will not abandon or neglect patients requiring health care.
  6. The student will not leave the assigned clinical unit during assigned clinical hours without permission and without providing for safe patient hand-off.
  7. The student will not perform any technique or procedure, including administration of medication, for which they are not approved and/or are unprepared by their formal Ivy Tech Community College School of Health Sciences education and experience. In some instances **AND with faculty and/or preceptor approval**, students may be allowed to perform techniques or procedures with other licensed personnel. All clinical practice policies are subject to campus and/or statewide affiliation agreements.
  8. The student will refrain from knowingly withholding action or information that creates unnecessary risk to the patient, self, or others including facility staff, peers, or faculty.

***Actions Related to Non-Compliance with Group I Expectations:***

*Because Group I expectations cannot be compromised, non-compliance is a serious matter. Students are encouraged to address any related questions prior to the start of the term, or on any given day that a question arises, by seeking counsel of faculty.*

**Actions:**

- If non-compliance in **any** of the Group I areas is identified, the student will be required to meet with the faculty member to discuss the non-compliance issue, a written/electronic status report will be prepared, and further disciplinary action may be taken depending on the outcomes of the investigation and in compliance with the clinical evaluation tool.
  - Following a meeting with respective Health Sciences faculty, the student will be required to meet with the Program/Department Chair and/or their designee to discuss the case.

- If after investigating the case/situation, a non-compliance with any Group I offenses is identified and validated the Program/Department Chair and/or designee will review the situation and determine any appropriate action(s) to be taken by the School of Health Sciences and the College.
- Pending the outcome(s) and final recommendation(s), the student may be prohibited from engaging in patient care or participating in clinical activities until approved to do so by the Health Sciences Dean.
- If allowed to continue in the clinical course, the student may be required to complete remediation as prescribed by the Program/Department Chair and/or designee prior to enrolling in any future Health Sciences clinical courses.
- Recommended actions, depending on severity of the infraction, may include:
  - continued enrollment in the clinical course with no additional requirements;
  - continued enrollment in the clinical course with additional remediation requirements based on final outcomes and recommendations, which may also include an appropriate reduction in the clinical grade as determined by the clinical evaluation tool;
  - administrative withdrawal and failure of the clinical course; or,
  - dismissal from the Health Sciences program based on final recommendations from the Program/Department Chair, Health Sciences Dean, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs, and/or the campus Chancellor.
- In the event a student is dismissed from one Health Sciences program, he/she may not apply for admission to any other Health Sciences program in their home campus or at any other Ivy Tech Community College campus or location for a period determined by the final outcomes and recommendations of college administrators and in compliance with the Health Sciences program specific Student Handbook.
- Further disciplinary and/or legal action may be recommended according to College policy.
- Students have the right to appeal any final decisions to the Health Sciences Dean.

## **Group II**

### **This Category Relates to General Protocol and Guidelines:**

1. The student is expected to follow program guidelines regarding the attendance policy and notification of intended absence.
2. The student **must comply** with **ALL** rules, regulations, and policies of the occupational area and/or clinical agency/affiliate.
3. The student must refrain from smoking or using other tobacco products (including vapor or e-cigarettes) while in uniform, at clinical sites, or during school related events.
4. The student will not accept gratuities from patients; this includes both monetary and non-monetary gifts.

### ***Actions Related to Non-Compliance With Group II Expectations:***

*The above five items reflect appropriate responses as related to professional protocol and guidelines that are expected while in the student role and once employed in a healthcare field.*

### **Action:**

- Any behavior not meeting the expectations listed above will result in a meeting with respective Health Sciences faculty member and a written/electronic status report for the first incident which may impact the clinical grade as determined by the clinical evaluation tool.

- The student will be asked to acknowledge receipt of the warning, and should take the initiative to review what is expected and modify behavior accordingly.
- In the event that any subsequent infraction(s) occur(s) involving one of the Group II expectations and/or a previous infraction of a Group I expectation, the student will be required to meet with the faculty member to discuss the non-compliance issue and a second written/electronic status report or other documentation will be prepared.
- Based on the number and severity of the non-compliance actions, the student may be required to meet with the Program/Department Chair and/or designee. If following review of the case by the Health Sciences Dean and/or designee, additional disciplinary actions are recommended:
  - Program/Department Chair and/or designee will discuss the outcomes of the investigation with the Health Sciences Dean, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs regarding action(s) to be taken by the School of Health Sciences and the College.
  - Pending the outcome(s) and final recommendation(s), the student may be prohibited from engaging in patient care or participating in clinical activities until approved to do so by the Program/Department Chair and/or Health Sciences Dean.
  - If allowed to continue in the clinical course, the student may be required to complete remediation as prescribed by the Program/Department Chair, Health Sciences Dean and/or their designee prior to enrolling in any future Health Sciences clinical course.
- Recommended actions, depending on severity of the infraction, may include (but are not limited to):
  - continued enrollment in the clinical course with no additional requirements;
  - continued enrollment in the clinical course with additional remediation requirements based on final outcomes and recommendations, which may also include an appropriate reduction in the clinical grade as determined by the clinical evaluation tool;
  - administrative withdrawal and failure of the clinical course; or,
  - dismissal from the Health Sciences program based on recommendations from the Program/Department Chair, Health Sciences Dean or designee, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs, and/or the campus Chancellor.
- In the event a student is dismissed from one Health Sciences program, he/she may not apply for admission to any other Health Sciences program at their home campus or any other Ivy Tech Community College campus or location for a period determined by the final outcomes and recommendations of college administrators and in compliance with the Health Sciences Student Handbook.
- Further disciplinary and/or legal action may be recommended according to College policy.
- Students have the right to appeal to the Health Sciences Dean or designee.

### **Social Networking Guidelines**

Social media are powerful communication tools that can have a significant impact on the reputations of those who use them. This includes not only individuals but the organizations they represent. You must be mindful that anything you post on a social media site may be seen by anyone. Therefore, inappropriate postings about other students, faculty, college policies, action or decisions ***could be the basis for disciplinary action including termination from the program.*** Furthermore, the discussion of patient information through any of these venues is a **violation of patient confidentiality and HIPAA.** You have rights afforded by state and federal law, but be aware that *not everything* you say or post

online is protected. False, defamatory, harassing or intimidating postings are *not protected free speech*.

The College recognizes many students chose to participate on social networking sites. Students are reminded to use caution when posting on sites. Future employers and supervisors may have access to these internet pages, comments and photographs which may be perceived as derogatory thus impacting employment opportunities. Students are reminded **NOT** to post photographs from clinical and laboratory settings as this is considered a breach of confidentiality. Comments that may be construed as negative/derogatory concerning the College and/or clinical site experiences, operations or patients may negatively impact student status and any reference to these is strictly prohibited.

## **Professional Attire**

### **UNIFORMS**

MLT students are required to purchase Ivy Tech Community College Scrub tops to be worn during laboratory days on campus and at Clinical Assignments. The uniform consists of Navy-blue pants, navy blue V-neck top with MLT/Ivy Tech insignia, soft sole shoes. No Croc-type, backless, or open-toe shoes. Scrub tops are ordered through the College Bookstore on the Sellersburg campus, scrub pants can be ordered through our bookstore however, a student can purchase these offsite as long as they are in the approved MLT program color.

### **APPROPRIATE APPEARANCE FOR CLINICAL ASSIGNMENTS**

Required Ivy Tech Community College uniforms for clinical assignments.

While working in the hospital with other personnel and patients, your personal hygiene is of the utmost importance.

- a) Hair should be moderate in length, clean, and neatly groomed. If hair reaches below the shoulders, it must be worn back for safety purposes. Hair should be of natural color.
- b) Beards or mustaches must be kept well-groomed. Hospital policy shall be followed in this regard.
- c) Excessive jewelry should not be worn. A wedding band or engagement ring may be worn, but other ornamentation such as large rings, long fingernails, or brightly colored polish is unacceptable. No false fingernails or chipped nail polish.
- d) Earrings worn should be of the post type and worn as a matching set, not more than one pair at a time. Multiple piercings are not acceptable and must be removed.
- e) Any tattoos must be covered.
- f) Excessive use of perfume or cologne is not recommended.
- g) Use deodorant and bathe regularly.
- h) The clinical affiliates have the authority to judge acceptable personal appearance, applying their standards.

## **CLINICAL ASSIGNMENT POLICIES**

### **Breaks and Lunch:**

Students will observe departmental policies regarding breaks and lunch periods. Occasionally, due to emergencies, these will be missed. In these instances only, the time may be counted toward clinical experience hours.

### **Leaving the Assigned Department:**

Do not leave the department without first notifying the technologist in charge. If you become sick while in the department, notify the technologist in charge.

### **Outside Employment:**

Outside employment is discouraged during clinical assignments. However, if employment is necessary, employment hours are scheduled around assigned clinical hours and not the opposite. Students cannot be paid for program clinical hours.

### **Problems:**

We realize that problems may arise during your clinical experience. The College faculty can help you solve these problems only if we are aware of them.

Any problems that may occur in the clinical area should first be brought to the attention of your clinical instructor. Any problem which cannot or should not be brought to the attention of your clinical instructor, or which has not been handled to your satisfaction by the clinical instructor, should be referred to the College MLT Program Chair.

### **Successful Completion of Clinical:**

In order for students to obtain successful completion of their clinical rotation the following courses must be completed. There will be a required amount of time spent in each department as well as passing score of 75% scores or higher. The time spent in each department as a requirement is outlined below:

- Standard Cohort (No on campus model lab for Microbiology & Immunohematology).
  - Hematology/Body Fluid/Coagulation (4-weeks)
  - Chemistry/Phlebotomy/Urinalysis (4-weeks)
  - Immunohematology (4-weeks)
  - Microbiology/Immunology (4-weeks)
- Modified Cohort (Students will perform 1 week of training in immunohematology and 2 weeks of Microbiology training in our on-campus Model Lab, to supplement training in the clinical sites in order to aid in additional clinical placements for students).
  - Hematology/Body Fluid/Coagulation (4-weeks)
  - Chemistry/Phlebotomy/Urinalysis (4-weeks)
  - Immunohematology (3-weeks)
  - Microbiology/Immunology (2-weeks)

## Academic Honesty Statement

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement. Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

## Grading Practices

### EVALUATION OF CLINICAL PERFORMANCE (GRADES)

You will be evaluated by the clinical instructor in each department through which you rotate. You will be evaluated by the chief clinical instructor at each of the smaller clinical affiliates during your sixteen-week (16-week) rotation there. Clinical instructors will evaluate you for each department.

The evaluations at the different facilities will be averaged, by department, to derive your final grade for each department. You will only be evaluated during your Spring rotation segment if you have spent at least two weeks in the same department. MLT program faculty and clinical instructors feel that it is not appropriate to evaluate you if you have spent less than two weeks in a department.

A standard evaluation instrument is used at all clinical affiliates and the areas in which you are evaluated are:

Punctuality	Judgment
Motivation	Knowledge
Appearance	Technical Performance – Quality
Integrity	Technical Performance – Quantity
Communication Skills (Oral and Written)	Technical Performance – Accuracy
Ability to Follow Instructions	Technical Performance – Operation of Laboratory Instruments
Ability to Accept Criticism	Technical Performance – Work Area Neatness
Initiative	Attendance in Assigned Area
Interpersonal Relationships	

Evaluators will assign a percent score to each of the above areas. The percent scores are averaged to derive your final percent for that department and letter grades are determined utilizing the following scale:

93 - 100	= A
85 - 92	= B
77 - 84	= C
75 - 76	= D
0 - 74	= F

## **EVALUATION OF ON-CAMPUS PERFORMANCE (GRADES)**

On campus performance will be evaluated by the following criteria listed below. This criterion will be standard throughout all the on-campus MEDL courses. There will be the exception of the course competencies which will follow the need of the individual course and will be specifically documented by each course syllabi.

**Exams:** Written exams comprise 55% of the course grade.

**Competencies:** Competencies are 10% of the final grade. There are \_\_\_\_\_ competencies in this course. The competencies are: (These instruments of evaluation will be course specific and gone over in their entirety with students before the start of each new course)

**Students must obtain a passing score (75% or higher) on any and all competency exams. If a failing grade is obtained on the first attempt during competency exam, one additional attempt will be given with the exception of the final competency as described below. Failure to earn a passing score on the second attempt will result in a grade of “F” in the course.** If or remediation/second attempts are required, an automatic percentage deduction will be applied. The highest obtainable score on a repeat attempt is an 80%. This means students scoring a 75-79% on the repeat attempt earn the respective 75-79%. Anyone scoring 80% or higher on a repeat attempt earns an 80% maximum.

**There will be a Final Lab Cumulative Competency Exam which is also must be passed with a 75% or higher. These are single attempt opportunities with no make-up. Students earning 75% or higher have the earned score recorded. Students earning less than 75% have failed to meet the required course standard and have earned a failing grade for the course.** The same format for one additional attempt will also apply to this competency exam as the previous paragraph.

**Final Written Exam:** You will have a comprehensive final exam in this class. The final exam will constitute 10% of your grade.

**Quizzes:** Quizzes may be given at any time and may be announced or unannounced. Quiz grades will be factored into the assignment/lab average.

**Assignments and Lab Work:** Assignments and graded laboratory exercises will make up 20% of your course grade.

**Lab Log:** The student will be required to maintain a laboratory log. All laboratories must be listed. You will receive a grade for the log that will be averaged in with assignments and labs.

**Behavioral and Affective Evaluation:** 5% of final grade. Expectations and grading procedures are attached. (See the below attached signature page)

**Grade determination:**

<b>Unit Exams</b>	<b>55%</b>
<b>Competency Exams</b>	<b>10%</b>
<b>Final Written Exam</b>	<b>10%</b>
<b>Assignments/Lab Activities/Quizzes and Lab Log</b>	<b>20%</b>
<b>Behavioral and Affective Evaluation</b>	<b>5%</b>
	<hr/>
	<b>100%</b>

<b>Grading Scale</b>
A= 93-100
B=85-92
C=77-84
D=75-76
F=0-74

**CERTIFICATION ELIGIBILITY**

One must have an associate’s degree from an accredited post-secondary academic institution AND successfully complete a NAACLS-accredited clinical laboratory technician (medical laboratory technician or equivalent) program.

*Ivy Tech Community College 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 class and your satisfactory completion of appropriate practice exams. Certification exam questions are drawn databases of tens of thousands of possible questions and no two people are asked exactly the same progression of questions, therefore, a thorough understanding of the subject matter is required. The goal of Ivy Tech in providing a certification exam studies class is to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam.*

**Student Requirements Associated with Clinical Affiliation Agreements**

Student clinical/externship experiences are arranged by program faculty and affiliation agreements obtained with clinical affiliating agencies. These agreements outline the responsibilities and privileges of both parties. In an off-campus setting, it is the policy of the College that faculty and students shall conform to all policies of the affiliating agency, including drug screening, criminal background checks, physical examination, immunization records, tuberculosis screening, and certification in basic life support.

## **Criminal Background Checks and Drug Screening**

### **Purpose**

Requiring criminal background checks and drug screenings ensures students meet the same standards as healthcare facility employees. This will also provide consistency for Ivy Tech School of Health Sciences and School of Nursing programs. Healthcare facilities are obligated to document that any individual authorized to provide such care does not have a criminal history of mistreatment, neglect, violence, defrauding the public, or otherwise taking advantage of another person and has no record of illegal use of pharmaceuticals or use of any illegal substances.

### **Organizational Scope or Audience**

This policy applies to all students who will have direct patient contact within a healthcare facility or laboratory, or other setting where healthcare is provided, as well as students who do not have direct patient contact but engage in practice-based learning within a setting where healthcare is provided.

### **Definitions**

*Drug Screening:* Technical analysis of a biological specimen - for example urine, hair, blood, sweat, or oral fluid / saliva - to determine the presence or absence of specified parent drugs or their metabolites.

*Clinical and Practice-based learning:* Any course of study in which the student may be assigned to a healthcare or practice laboratory setting to meet course objectives. This includes, but is not limited to, assignment in any setting where a student provides direct patient care or patient care services, has direct contact with patients or their families in an observational role, has access to patients' health records, or is performing invasive healthcare procedures in a campus laboratory setting.

### **Policy**

Completion of a criminal background check and drug screening are required for admission and/or clinical placement in most School of Health Sciences and all Nursing programs. The criminal background check and drug screening may be done either before enrollment in the professional/technical core courses or just prior to the first day of clinical or externship as specified by the Health and Nursing program. Additional criminal background checks and/or drug screenings will be required in Health and Nursing programs for students enrolled in clinical courses more than 12 months. Convictions are reported to the clinical sites. Criminal charges (a criminal complaint filed in court by a prosecutor) may be reported based on facility request. Any convictions or criminal charges filed against the student prior to or during their enrollment in the Health and Nursing programs may result in a failure to be approved for required clinical placement assignments and may result in inability to progress through or graduate from the programs.

Students who are enrolled in courses for credit or non-credit, but who are not in a degree-seeking program, may be exempt from the drug testing and background check requirements in this policy. These non-degree seeking students may have different or separate requirements for drug testing and/or criminal history background checks.

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.

Students who are denied clinical placement or who are withdrawn from enrollment in a clinical course due to clinical site refusal to accept students with positive findings on criminal background checks or drug screenings, may reapply to the same or different School of Health Sciences or School of Nursing program the next semester, but will need to comply with additional criminal background checks or drug screenings as required. College program admission and progression policies will apply. If a student is denied placement for clinical at one site, up to two more attempts will be made to place the student at other clinical sites if other sites are available.

### **Procedure**

The student is responsible for completing the online processes and other required paperwork, paying for the criminal background check and drug screening, working with the company providing the criminal background check and drug screening for any follow-up information or testing that may be required, and monitoring the results of the criminal background check and drug screening. By participating in the required criminal background check and drug screening, students are giving the College permission to release information as needed to the clinical affiliates. The College will provide clinical sites an assurance that background checks and drug screenings will be completed for every student.

The student will initiate the required background check and drug screening with the company of the College's choice by the due date designated by the program. Students who refuse to comply with the background check and drug screening will not be eligible to enroll in clinical courses, and therefore will not be eligible to enroll, progress, and/or graduate from the program.

Based on the clinical site requirements, the background check will include the following elements (additional elements may be added if required by the clinical site):

1. County, state, and federal criminal record searches of all places of principal residences for the past 7 years (or since age 18, if less than 25 years old). Records will be verified against all known names and addresses as revealed on the social security report.
2. National criminal history database that includes 50-state sex offender and Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).
3. Office of Inspector General (OIG)/ General Services Administration (GSA) Sanction Reports, United States Treasury, applicable state exclusion list
4. Social security verification and residency report
5. Maiden name and alias report

The drug screening will include the following elements (additional elements may be added if required by the clinical site) Note: examples of common names for drugs or illegal substances are listed in parentheses.

- Marijuana (cannabis, weed, hemp)
- Cocaine (coke, snow, blow)
- Opiates (morphine, codeine)

- Amphetamines and methamphetamines (Ritalin, Ecstasy, speed, meth)
- Phencyclidine (PCP, angel dust)
- Propoxyphene (Darvon)
- Barbiturates (Valium, Librium)
- Methadone (oxycodone, hydrocodone, Vicodin)
- Benzodiazepines (Versed, Dalmane, Restoril, Xanax)
- Methaqualone (Quaalude, Sopor)

The student will have access to findings of the criminal background check and drug screening, via the results posted on the secure web site, as required by the Fair Credit and Reporting Act. The student has both the responsibility and the right to challenge any information in the findings that the student believes to be erroneous with the company providing the background check and drug screening. The student is responsible to present documentation of any clarification of the findings to the College, and the College may share that documentation with the clinical site(s).

The student may reapply to the same program or another program in the School of Health Sciences or the School of Nursing the next semester. The student will need to complete the criminal background test again if s/he is readmitted. College program admission and progression policies will apply.

#### **Disclaimers**

- Completion of a criminal background check and drug screening for a Health Sciences or Nursing program does not ensure admission to or continued enrollment in any program.
- Completion of a criminal background check and drug screening for a Health Sciences or Nursing program does not ensure eligibility for licensure, credentialing, or future employment. Additional criminal background checks and/or drug screenings may be required for licensure, credentialing, or employment.
- Clinical affiliates can establish more stringent standards for criminal background checks and/or drug screenings than those required by the College, and students will be required to meet those standards.
- Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinical) at their discretion.
- Completion of background checks and/or drug screenings from other vendors, such as those required by current employers of the students, may not be used in lieu of the College requirements.
- If a student is found to be ineligible for clinical placement at any time during the program, the student will be withdrawn from the clinical course and any corequisite courses pending resolution of the situation.

#### **Protection of Confidential Information from the Background Checks and Drug Screenings**

Information obtained from the result of student background checks and drug screenings will be treated as confidential information, and protected from unauthorized access. Authorization to view the results will be limited to individuals who make clinical assignments and designated individuals at clinical sites requesting the information for students placed at the sites. Release of the results of criminal background checks and drug screenings to clinical sites is given for the purpose of clinical placement. In the event that a student is prevented from enrolling in and/or completing a clinical course or courses due to the results of the drug screen and/or criminal history background check, a copy of the results

and a memorandum summarizing the rationale and action(s) taken at that time will be securely maintained by School of Health Sciences or School of Nursing in accordance with program policy.

## **PROCEDURES FOR DETERMINING ELIGIBILITY FOR EXTERNSHIP PLACEMENT**

### **Eligibility for Externship Experiences with Affiliating Clinical Agencies**

Eligibility for Clinical Experiences with Affiliating Clinical Agencies Clinical sites have the right to refuse any student for clinical placement. Policy at clinical sites may vary in whether or not students with particular positive findings on the background check will be allowed to attend clinical. In the event there are positive findings on any portion of the criminal background check, a primary clinical site will be notified and requested to make a decision on whether or not the student will be allowed to complete a rotation at the site, in light of the specific positive findings on the criminal background check. If the clinical site will not allow the student to participate in clinical at that site, the program chair will contact up to two additional clinical sites offering the same type of clinical experience, if available, to attempt to place the student. If these attempts do not result in a clinical site placement for the student, 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.

In the event of limited clinical spots for students, students will be placed out to clinical based on their overall program GPA. Students with the highest GPA will be placed in their clinical rotation first until all spots are filled. Students that were not able to be placed will be required to finish out their clinical rotation the following semester.

### **Positive Drug Screen**

Students with any positive result on the drug screen, and not otherwise cleared by the testing company after retesting and/or testing company medical officer review, shall not participate in campus-based direct care activities, including accessing patient health information, providing any type of direct patient care, or assisting another healthcare worker with patient care.

### **Criminal Background Check**

Students with any criminal conviction or guilty pleas for the following shall not participate in campus-based patient care activities, including accessing patient health information, providing any type of direct patient care, or assisting another healthcare worker with patient care:

1. Rape
2. Criminal deviate conduct
3. Exploitation of an endangered adult or a child
4. Failure to report battery, neglect, or exploitation of an endangered adult or a child
5. Theft, if the person's conviction for theft occurred less than ten (10) years before the date of submission by the person of an application for the criminal background check for the purposes of entering or completing an educational program at Ivy Tech Community College
6. Conviction of any crime which requires registration with any state or national Sexual Offender Registry

7. Aggravated murder
8. Murder
9. Voluntary manslaughter
10. Felonious assault
11. Kidnapping
12. Sexual Battery
13. Aggravated arson
14. Aggravated robbery
15. Aggravated burglary
16. Any misdemeanor or felony drug law conviction

### **Physical Examination and Health Records**

A physical examination is required not more than one year prior to beginning your externship in order to identify health status and accommodation needs (see [Appendix](#)). The student's healthcare provider must complete a physical assessment to determine if the student is capable of undertaking the Essential Functions of MLT Students. Records of current immunization status and tuberculosis screening are required by affiliating clinical institutions and the Indiana State Department of Health. Submission of the health records containing dates of the Hepatitis B vaccination series occurs prior to the start of the first clinical course. Students will be required to keep immunizations and tuberculosis screening current and to provide the School of Health Sciences with updated health records as necessary throughout their enrollment in the program.

### **Essential Functions**

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential functions. **Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative at the beginning of each semester.** Essential Functions are listed on the Health Form (see Appendix)

### **Standard Precautions**

According to the Universal Precautions Rule 410 IAC 1-4-7.1: *"Covered individuals, including health care workers, whose professional, employment, training, or volunteer activities or duties are performed at or on behalf of a facility, must complete the training programs which the facility is required to have employees attend under the Indiana occupational safety and health administration's blood borne pathogens standards (as found in 29 CFR 1910.1030). Approved programs under this rule shall be as follows: (A) A blood borne pathogen training session provided by a facility or employer under the Indiana occupational safety and health administration's blood borne pathogens standards (as found in 29 CFR 1910.1030)."* This training must include instruction in the "[Universal Precautions](#)" procedures adopted by the Indiana State Department of Health. Because students in the MLT Program may have direct contact with blood or other body fluids, the Program is required to provide annual training in Universal Precautions to comply with agency affiliation agreements.

Caring for patients with communicable diseases and opportunistic parasites increases the possibility of student susceptibility for acquiring these infections/infestations. All students who are enrolled in clinical

or laboratory courses accept responsibility for consistent and correct use of Universal Standard Precautions at all times.

## **Bloodborne and Airborne Pathogens Exposure Protocol**

### **What are Bloodborne Pathogens**

Bloodborne pathogens are infection microorganisms in human blood that can cause disease. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Exposures may occur through needle sticks or cuts from other sharp instruments contaminated with an infected patient's blood or through contact of the eye, nose, mouth, or skin with a patient's blood.

### **What to Do When a Bloodborne Pathogen Exposure Occurs**

If you experience a contaminated needle stick or sharps cut, or are exposed to the blood or other body fluid of a patient during the course of your work, immediately follow these steps:

- Wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigates
- Report the incident to your Ivy Tech instructor and clinical supervisor
- Source testing of blood to determine infections disease status is preferred whenever possible where consent has been obtained. When exposure occurs at a clinical facility, you should follow that facility's policy as they will handle notice and consent with the source. When an exposure occurs at an Ivy Tech facility, the instructor should advise the source following an incident and ask if the source will consent to testing a medical provider of his or her choosing.
- For clean needle/sharp sticks, wash the affected area with soap and water. You do not need to seek medical care unless there is a visible injury which requires attention. Report the incident to your Ivy Tech instructor and clinical supervisor.

### **Where to Seek Treatment**

- You may seek treatment at the clinical site (if equipped and willing), or an urgent care facility, emergency room, or physician office for assessment, diagnoses, and treatment. It remains your responsibility to obtain the initial appointment and any follow-ups ordered with a healthcare provider of your choice. If an incident occurs in an Ivy Tech classroom, lab or facility, an instructor cannot provide evaluation, diagnostic test or treatment beyond first aid and emergency assistance.
- Time of day and facility capability may impact where you seek treatment. The key is to know your options before an accident, and then, obtain an evaluation and treatment as soon as possible from a healthcare provider of your choosing.
- Report the incident to your Ivy Tech instructor and submit a Student Accident Report promptly.

### **What Happens Next?**

A health care provider will provide an evaluation, diagnostic testing (if necessary), and treatment (if necessary). Diagnostic testing may include testing the source of the exposure, with his or her consent, and baseline testing of the exposed person. Testing for HIV, HBV, and HCV is typically included,

along with other blood tests or diagnostic examination the health care provider recommends. If post-exposure prophylaxis (PEP) is indicated, efficacy is time sensitive. The first dose should be given as soon as possible. Optimal time to start PEP is within hours of the exposure, rather than days.

Will I need follow-up testing? This direction will come from the healthcare provider. Follow-up will depend upon the testing outcome of the source person. It is important for your health that you understand and comply with the provider's follow-up testing and recommendations.

### **What are Airborne Pathogens?**

Airborne Pathogens are infectious microorganisms which can be transmitted through air and could cause disease. The discharged microbes may remain suspended in the air on dust particles, respiratory and water droplets.

Tuberculosis, or TB is an airborne pathogen of concern. TB is spread through the air from one person to another. The bacteria are put into the air when a person with TB disease of the lungs or through coughs, sneezes, speaks, or sings. People nearby may breathe in these bacteria and become infected.

### **What to do When an Airborne Pathogen Exposure Occurs**

If you think you have been exposed to an airborne pathogen without appropriate Personal Protective Equipment (PPE), you should immediately contact your Ivy Tech instructor and clinical supervisor and seek testing at an urgent care clinic, emergency room, or physician office. Be prepared to tell the doctor or nurse when you were exposed to the airborne pathogen, what type of exposure you think occurred (contaminated air with or without respiratory tract droplets, mucus, or blood), and if the source patient of the contamination is being tested for airborne pathogens.

### **Confidentiality**

As part of their affiliation with clinical agencies, students are required to comply with Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations, state regulations, and facility policies with regard to privacy of patient information.

All information, which is learned about a patient, is considered to be confidential information. Confidential information may NOT be discussed in any public place – such as the student lounge, the halls of the hospital or school, hospital cafeteria or any similar public place. This includes all social media formats.

Written information, such as care plans, healthcare provider's notes, growth and development papers, etc. pertaining to a patient, or any written information must be guarded as confidential. Any written information should never contain any of the patient's name or other identifying information.

**DO NOT DISCUSS PATIENT INFORMATION OR CLINICAL EXPERIENCES** in public places or on social media formats even if the patient is not referred to by name. Confidentiality of patients, staff, faculty and students is to be maintained at all times.

Photocopying of any patient records or removal of patient records from the clinical facility is expressly forbidden. Photography of any patient or clinical situation is strictly prohibited.

***Violations of privacy regulations/policies may result in immediate dismissal from the program as outline in Guidelines for Professional Conduct, as well as civil and criminal penalties.***

College/Program Costs

<b>College/Program Costs Item</b>	<b>Cost</b>
Tuition*	Fall 2021 In-state: \$149.55/credit hour Spring 2022 In-state: \$149.55/credit hour Summer 2022 In-state: \$149.55/credit hour
Technology Fee	\$75 per semester
Books	Variable based on course
Uniforms and other supplies	Variable based on course
Physical Exam & Immunizations	Variable based on provider
BLS/CPR Certification (American Red Cross or American Heart Association)	Variable based on provider
Background Check & Drug Screen	\$111.00
Certification Examination Fees	\$215.00

*\*Tuition and fees subject to change without prior notification*

To see all tuition rates please follow the following link: <http://www.ivytech.edu/tuition/>

## Medical Laboratory Technology (MEDL) Program

### Associate of Applied Science

#### Suggested Course Sequencing for Sellersburg

The following sample sequence includes all course requirements for this degree. You must consult with an academic advisor to determine which electives are best suited to meet your educational goals and what MEDL sequence is offered on your campus.

**\*\*This sequence reflects prerequisites required for all students seeking admission in 2020 or later.**

\*Program Prerequisites

#### Semester 1

IVYT 1XX*	Student Success Elective	1 credit
MATH 123*	Mathematics Elective	3 credits
APHY 101*	Anatomy and Physiology I	3 credits
ENGL 111*	English Composition	3 credits
PSYC 101	Introduction to Psychology <b>OR</b>	3 credits
SOCI 111	Introduction to Sociology	
		<b>13 credits</b>

#### Semester 2

APHY 102	Anatomy and Physiology II <b>OR</b>	3 credits <b>OR</b>
BIOL 201	General Microbiology	4 credits
COMM 101	Fundamentals of Public Speaking <b>OR</b>	3 credits
COMM 102	Introduction to Interpersonal Communications	
CHEM 101	Introductory Chemistry I	3 credits
		<b>9-10 credits</b>

**\*\*Students must apply for the program by May 1 of the program year. Admitted students will begin in the program in August. Only students who are admitted to the program can take any course designated "MEDL".**

Semester 3 (Fall)

MEDL 101	Fundamentals of Lab Techniques	3 credits
MEDL 201	Immunology Techniques	3 credits
MEDL 102	Routine Analysis Techniques	3 credits
MEDL 214	Chemistry Techniques	4 credits
		<b>13 credits</b>

Semester 4 (Spring)

MEDL 200	Hemostasis Theory and Practice	1 credit
MEDL 205	Hematology Techniques I	3 credits
MEDL 206	Hematology Techniques II	3 credits
MEDL 203	Immunohematology Techniques	4 credits
MEDL 216	Microbiology Techniques	4 credits
		<b>15 credits</b>

Semester 5 (Summer)

MEDL 279	Clinical Pathology	3 credits
MEDL 217	Microbiology Concentrations	3 credit
		<b>6 credits</b>

Semester 6 (Fall)

MEDL 209	Routine Analysis Applications	1 credit
MEDL 212	Immunology Applications	1 credit
MEDL 221	Microbiology Applications	3 credits
MEDL 213	Immunohematology Applications	3 credits
MEDL 210	Hematology Applications	3 credits
MEDL 224	Chemistry Applications	3 credits
		<b>14 credits</b>

**Total 70-71 credits**

## MEDICAL LABORATORY TECHNOLOGY ABBREVIATED COURSE DESCRIPTIONS

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>MEDL 101</b>	<b><u>Fundamentals of Laboratory Techniques</u></b>	<b>3</b>
Introduces elementary skills required in the medical laboratory. Includes laboratory safety, operation, and care of basic laboratory equipment, quality assurance, phlebotomy, reagent preparation, and related laboratory mathematics.		
<b>MEDL 102</b>	<b><u>Routine Analysis Techniques</u></b>	<b>3</b>
Studies principles, practices, and clinical laboratory techniques associated with the macroscopic and microscopic analysis of urine.		
<b>MEDL 200</b>	<b><u>Hemostasis Theory and Practice</u></b>	<b>1</b>
Continues the study of principles and procedures in hemostasis. The course introduces procedures which lie outside those routinely performed and includes clinicopathologic correlations.		
<b>MEDL 201</b>	<b><u>Immunology Techniques</u></b>	<b>3</b>
Concentrates on serological tests and the principles and laboratory techniques associated with immunology and serology.		
<b>MEDL 203</b>	<b><u>Immuno-hematology Techniques</u></b>	<b>4</b>
Studies immuno-hematology theory and techniques. Includes detection of blood group system antigens and antibodies, donor screening, hemolytic disease of the newborn, and recommendations by the American Association of Blood Banks. Prerequisites: MEDL 101, MEDL 201, MEDL 205		
<b>MEDL 216</b>	<b><u>Microbiology Techniques</u></b>	<b>4</b>
Studies the principles, practices, and laboratory techniques associated with microbiology. Includes classification and identification of microorganisms and sensitivity testing. Prerequisites: MEDL 101		
<b>MEDL 205</b>	<b><u>Hematology Techniques I</u></b>	<b>3</b>
Presents basic principles and practices of laboratory techniques associated with hematology. Includes origin and maturation of cells, hemoglobin synthesis, and breakdown and complete blood count testing. Prerequisites: MEDL 101, MEDL 102		
<b>MEDL 206</b>	<b><u>Hematology Techniques II</u></b>	<b>3</b>
Continuation of hematology laboratory techniques, principles, and practices. Emphasis placed in routine hematology procedures and selected special procedures and tests for evaluation of blood coagulation. Prerequisites: MEDL 101, MEDL 205		
<b>MEDL 214</b>	<b><u>Medical Chemistry</u></b>	<b>4</b>
Presents principles and procedures for chemical analysis of biological materials, instrumentation, and quality control. Included are carbohydrates, proteins, non-protein nitrogen, enzymes, kidney function testing, and bilirubin balance. Prerequisites: MEDL 101, CHEM 101		
<b>MEDL 209</b>	<b><u>Clinical Urinalysis</u></b>	<b>1</b>
Studies the clinical applications of routine analysis of body fluids in the medical laboratory. Students are engaged in supervised practice in affiliate laboratories. Includes physical, chemical, and microscopic examination of body fluids. Prerequisites: MEDL 101, MEDL 102		
<b>MEDL 210</b>	<b><u>Clinical Hematology</u></b>	<b>3</b>
Studies the clinical applications of hematology and coagulation in the medical lab. Students are engaged in supervised practice in affiliate labs. Includes phlebotomy and the performance of routine hematological and coagulation procedures. Prerequisites: MEDL 101, MEDL 205, MEDL 206		
<b>MEDL 221</b>	<b><u>Clinical Microbiology</u></b>	<b>3</b>
Studies the clinical application of microbiology in the medical laboratory. Students are engaged in supervised practice in affiliate labs. Includes culturing, staining, identification, and sensitivity testing. Prerequisites: MEDL 222		



### Medical Laboratory Technology Program Faculty Assignments

Name	Primary Role	Courses Covered
Stephen N. Green, M.Ed.,MLS(ASCP) <sup>CM</sup>	Program Director	MEDL 201-Immunology Techniques, MEDL 214-Chemistry Techniques, MEDL 205-Hematology Techniques I, MEDL 206-Hematology Techniques II, MEDL 216-Microbiology Techniques, MEDL 217-Microbiology Concentrations, MEDL 279-Clinical Pathology, MEDL 209-Routine Analysis Applications, MEDL 212- Immunology Applications, MEDL 221-Microbiology Applications, MEDL 213-Immunochemistry Applications, MEDL 210-Hematology Applications, MEDL 224- Chemistry Applications *And any other courses not able to be covered by adjunct faculty.
Michelle Draper, MBA, MT(ASCP)	Adjunct Faculty	Blood Bank Model Lab
Erin Hester, MLS(ASCP) <sup>CM</sup>	Adjunct Faculty	MEDL 101-Fundamentals of Laboratory Techniques, MEDL 102-Routine Analysis, MEDL 200-Hemostasis Theory and Techniques, MEDL 203-Immunochemistry Techniques
Jessica Sabelhaus, MLS(ASCP) <sup>CM</sup>	Adjunct Faculty	MEDL 203-Immunochemistry Techniques

## **Program Closure Plan**

Ivy Tech Community College, Sellersburg Campus, is committed to the support and continuance of students in the Medical Laboratory Technology program. If the campus was no longer able to continue delivering this program, the following actions would be taken based on established policy for pausing and/or discontinuing programs in a campus inventory.

In the event the Sellersburg campus would need to pause or discontinue the Medical Laboratory Technology program, the following excerpt from college policy, ASOM 6.4, would be followed.

“All courses in eliminated or suspended programs will be available for two years to enable student to complete the program of study. Course substitutions approved by the campus academic officer, online courses, and courses taught by other campuses located within a reasonable driving distance are permissible alternatives to complete program requirements. Whenever a program change is proposed, which includes course eliminations or changes, the proposal must include a transition plan for students currently enrolled in the program. This plan should include a timeline for when and how current courses, to be eliminated, may still be accepted as meeting program requirements.”

During this time, no new cohorts would be admitted, and the program would continue to be overseen and taught by appropriately credentialed faculty. In the event the campus was to have a gap in the employment of credentialed faculty, we would reach out to one of our other NAACLS accredited programs for oversight and administration to ensure students receive an appropriate education. This would happen in conjunction with notification to NAACLS of the current situation to seek guidance and approval of the interim measures taken to support students.

**FORMS TO BE SIGNED**

**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, Terre Haute. 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. \*

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Student Signature

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Full Legal Name Printed

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Date

\* The rules and regulations in this handbook are in effect as of August of current year. Any changes or corrections made by the College or by the program faculty will be circulated and posted for inspection.

## MEDICAL LABORATORY TECHNOLOGY PROGRAM POLICY

Program policy requires that a student must have the approval of the program chair in to order to register for clinical courses (MEDL 209, MEDL 210, MEDL 212, MEDL 213, MEDL 221, MEDL 224).

1. I must have access to my health history and immunizations with a health care provider in order to complete the required form before clinical begins.
2. I will be required to take a BLS Provider CPR class that will cost extra, outside of the per credit cost.
3. A criminal background check and drug/alcohol test must be completed before I can attend clinical. A clinical site may refuse to have you rotate through their site if my background or drug test comes back with a positive report. Each clinical site will determine this on an individual basis. If I cannot complete the clinical portion of your education because of this, Ivy Tech and the program will not be held responsible. The current cost for a background check and drug/alcohol test is \$111.00 and is subject to change. I will be required to pay for this on my own.
4. I will be required to abide by HIPPA laws and regulations.
5. I must have my own transportation to clinical.
6. I may be required to drive to clinical sites that are considered “far sites” during the time in the program. A far site is defined as at least 1 hour away from Sellersburg campus. **I may be placed at any one of these sites to complete my clinical requirements for the program, regardless of how far the site is from my home or what gas prices may be.**
7. I know depending on available clinical sites that I may be required to wait an additional semester to complete the clinical rotation if my overall GPA falls below the threshold of placement in such an event.
8. I will be required to buy programmatic colored uniforms for on campus lab days as well as for my clinical rotation.
9. I will be expected to attend and participate in classroom discussions.
10. I will be expected to use the lab time to practice and come in during open lab times.
11. I will be expected to behave in a professional manner at all times.
12. I will be expected to act as if the clinical is my job and perform as such.

I, \_\_\_\_\_, have read and understand the above items and take full  
*Please Print Full Name*  
responsibility for this information.

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

\_\_\_\_\_  
Date

### MLT ATTENDANCE POLICY

- 1) Students are expected to attend all classes (lecture, lab, clinical) and to come to class prepared to participate in previously announced activities.
- 2) Students are to notify the instructor(s) if they are going to be late or absent.
- 3) Attendance is recorded daily.
- 4) Students shall be given official absences for participation in official College activities and for all legal holidays recognized by the College.
- 5) An instructor may remove a student from class for disciplinary reasons.
- 6) It is the students responsibility to obtain the handouts and information missed while absent.
- 7) There are no make-up exams or quizzes, therefore, an absence on exam or quiz days result in zero points received for that exam or quiz.
- 8) If an absence is anticipated on an exam day, the student shall consult with the instructor to arrange for completion of the work prior to the absence.
- 9) Laboratory periods are scheduled for specific time spans; the student is expected to be on time and remain the entire period or until excused by the instructor.
- 10) Students in the clinical setting are required to call the facility clinical instructor/supervisor if they will be late or absent.
- 11) All time missed in the clinical setting must be made up.
- 12) Tardiness will not be tolerated by the instructors and could be considered the same as an absence.
- 13) Refer to the clinical evaluations form for specific clinical attendance policy.
- 14) Refer to the course syllabi and clinical evaluations form for specific course attendance policy.

COMMENTS: Attendance in class is equal to attendance on the job. Begin now to develop good habits. Studies show that attendance patterns directly correlate with knowledge and grades obtained.

I have read and understand the classroom and clinical attendance policy for the MLT Program, and agree to abide by it.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## MLT Make-Up Policy

**Assignments:** Assignments are due on the date stated in class. Assignments are expected to be turned in on time! If you are absent, please reach out to the instructor right away for missed assignments. “Late” will be designated as being turned in any time after the posted due date and time. **(E.g. if an assignment is due on 1/1/2021 @11:59pm and it’s turned in any time after the 11:59pm designation it will start the accrument of the following late deductions.)** Deductions will be taken for late work as follows: Deductions will be taken for late work as follows:

1 day past due date	-10%
2 days past due date	-20%
3 days past due date	-30%
More than 3 days past due date	0 points earned!

**No work will be accepted if later than 3 business days (Monday – Friday) from the due date.**

**Exams:** Students are expected to take all exams on the scheduled days. Missed exams must be made up before the next class meeting and receives a 10% deduction. If an exam is not made up prior to the next class meeting, the student will earn a score of “0” on that exam. In cases of emergency only, other arrangements may be made with the instructor. Make-up exams may be different than the original exam given.

**An exam may be exempt from the policy above for the following reasons:**

- Death in immediate family with proper documentation
- Hospitalization with documentation regarding admission
- Jury Duty with documentation
- Military duty/service with documentation
- Urgent medical procedure with documentation (non-urgent medical procedures and appointments are to be scheduled when a student is not scheduled to have class)
- Other reasons to be determined by programmatic chair and/or faculty.

**Labs:** Lab time will be used for hands on experience and practice time. Critical skills are taught during lab times and sufficient practice is needed in order to master competencies. **It is crucial that you are here during lab time. There will be NO time available for make-up labs in your course work, unless other arrangements have been made at the instructor’s discretion. A 0 will be given for any labs that are missed. Lab competencies must be taken and passed in order to pass the course. Please make every effort NOT to miss a lab competency. Any missed lab competencies will be automatically assessed a 20% deduction.**

**Quizzes: Missed quizzes may not be made up. No exceptions! If you miss a quiz, you will receive a zero.**

\*In cases of absence or tardiness, it is the **student’s responsibility** to notify your instructor ASAP as well as find out about missed assignments or notes\*

I have read and understand the MLT make-up policy.

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

### MLT GRADING POLICY

\*The final grade for each technical course will be calculated as follows:

<b>Unit Exams:</b>	<b>55%</b>
<b>Competency Exams:</b>	<b>10%</b>
<b>Final Written Exam:</b>	<b>10%</b>
<b>Assignments/Lab Activities/Quizzes and Lab Log:</b>	<b>20%</b>
<b>Behavioral and Affective Evaluation:</b>	<u><b>5%</b></u>
	<b>100%</b>

### GRADING SCALE FOR TECHNICAL COURSES\*

- 93 - 100 = A
- 85 - 92 = B
- 77 - 84 = C
- 75 - 76 = D
- 0 - 74 = F

Clinical affiliates evaluate you in the following areas:

Punctuality; Motivation ; Appearance; Integrity; Communication Skills (Oral and Written); Ability to Follow Instructions; Ability to Accept Criticism; Initiative; Interpersonal Relationships; Judgment; Knowledge; Technical Performance – Quality; Technical Performance – Quantity; Technical Performance – Accuracy; Technical Performance – Operation of Laboratory Instruments; Technical Performance – Work Area Neatness; Attendance in Assigned Area

Evaluators will assign a percent score to each of the above areas. The percent scores are averaged to derive your final percent for that department.

### GRADING SCALE FOR CLINICAL COURSES\*

- 93 - 100 = A
- 85 - 92 = B
- 77 - 84 = C
- 75 - 76 = D
- 0 - 74 = F

I have read and understand the MLT grading policy.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Grading Scales and Course Grade Calculations found on course syllabi supersede the above grading scale.

**CONFIDENTIALITY FORM**

I, \_\_\_\_\_, will abide by the policies of the affiliating health care site

*Student's Printed Name*

during my rotation to that agency.

- At all times, I am responsible for my own conduct.
- I will accept responsibility for my own action.
- I will think before I speak.
- Any matters which I feel need to be discussed, I will speak only with my instructor or the person in charge of the clinical agency (charge person of the day at the agency).
- I will stay within the proper channels of authority.
- I will hold in confidence all personal matters committed to my keeping.
- I will at all times practice the ethics of my profession.
- The release of any confidential information during my rotation through any facility will constitute grounds for immediate withdrawal from the Medical Laboratory program.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**AGREEMENT TO MAINTAIN CLIENT CONFIDENTIALITY**

I, \_\_\_\_\_, understand all information I may be privy to concerning  
*Student's Printed Name*

patient/client's names, health status, medical and other treatments, and any knowledge gained through conversation, records, or by other means is confidential. I agree to maintain patient confidentiality and will not speak, write about, or divulge by any other means any patient (client) by name. Further, I will not discuss any patient cases outside the clinical classroom setting or with anyone other than my medical assisting instructors. Client records are only to be accessed for use with program business. Records may not be reviewed for personal use. I realize duplicating patient records and then removing patient's names fails to safeguard confidentiality fully and is not authorized by the institution providing the clinical classroom setting or by Ivy Tech Community College of Indiana.

I understand any violation of patient (client) confidentiality can result in my dismissal from the Medical Laboratory program and may result in legal reprisal.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PHYSICAL EXAM AND IMMUNITY DOCUMENTATION TESTING WAIVER**

I, \_\_\_\_\_, as a responsible student in the Ivy Tech Community College

*Printed Full Name*

Sellersburg MLT Program do grant permission to the College (and/or representative of the College) to provide a copy of my physical exam and immunity documentation testing to all clinical facilities in which I participate in clinical training.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

### **CRIMINAL BACKGROUND CHECKS AND DRUG/ALCOHOL TESTING**

In order to participate at the clinical sites, CRIMINAL BACKGROUND CHECKS and DRUG/ALCOHOL 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/alcohol 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/ALCOHOL 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/alcohol 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. Clinical sites or the College may request additional background checks or drug/alcohol screenings at their discretion.\*\*\**

#### Acknowledgment:

I have read and understand the above statements regarding criminal background checks and drug/alcohol testing as requirements of the program and prerequisites for clinical affiliates.

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Student's Printed Name

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Student's Legal Signature

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Program

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Date

**FELONY STATEMENT**

**IF YOU HAVE BEEN CONVICTED OF A CRIME:**

I understand that the possibility exists that a person who has been convicted of a crime may not be licensed as a health practitioner in the state of Indiana.

Ivy Tech Community College of Indiana has informed me that if convicted of a crime prior to, or during, enrollment in the Medical Laboratory Technology Program, the MLT “national” certification committee may choose to deny me the opportunity to sit for the certification examination, even if I satisfactorily complete Ivy Tech’s Medical Laboratory Technology Program. *It is the student’s responsibility to notify the Program Chair and the ASCP.*

*Printed Name* \_\_\_\_\_

*Legal Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

**Ivy Community College MLT Program**  
**Clinical Placement Policy**

I have read and understand the clinical placement policy. While every effort will be made by MLT faculty and staff to place all students in clinical rotations during the desired semester, I understand that occasionally circumstances arise that keep all students from being placed. Under such circumstances, I understand that students will be placed in clinical facilities based on the criteria expressed in the MLT student handbook.

*Printed Name* \_\_\_\_\_

*Student Signature* \_\_\_\_\_

*Date* \_\_\_\_\_



## Medical Laboratory Technology

### Behavioral and Affective Expectations

The MEDL program strives to promote social, personal, and professional responsibility and to produce graduates that are globally competitive. We believe that the following expectations are critical for health care workers and scientists.

To enforce the professionalism behavior expected in the MEDL Program, a Behavioral and Affective grade will count as 5% of the final grade for each non-clinical course.

One of the MEDL program goals is to promote personal, social, 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.

After a discussion of appropriate essential functions and behaviors at new student orientation, the student will exhibit the following expected behaviors (listed below) in all MEDL courses. Instructors will complete two separate grades/evaluations in the Behavioral and Affective category in the grade center that is 5% of the final grade. One grade will be given for *attendance* and another grade for *professionalism*. The guidelines for these grades will be explained below.

**Behavioral and Affective Evaluations:**

**I. Attendance and Participation Evaluation**

**110 points possible**

Attendance, Punctuality and Participation

- Attend class regularly, prepared to discuss course material, with course materials completed.
- Arrive on time from class and from breaks.
- Demonstrate courtesy by letting the instructor know about the absence and making up work promptly when allowed.
- Participate in class discussions.

**GUIDELINES FOR ATTENDANCE AND PUNCTUALITY (100 points)**

<u>Absence</u>	<u>Penalty</u>	<u>Tardy/Leaving Early</u>	<u>Penalty</u>
1 day absence (16 wk course)	25point deduction	Tardy <30 minutes (16 wk course)	10point deduction
2 day absence (16 wk course)	50point deduction	Tardy >30 minutes (16 wk course)	20point deduction
3 day absence (16 wk course)	75point deduction	Leaving <30 min early (16 wk course)	10point deduction
4 day absence (16 wk course)	No points earned	Leaving >30 min early (16 wk course)	20point deduction
1 day absence (8 wk course)	50point deduction	Tardy <30 minutes (8 wk course)	20point deduction
2 day absence (8 wk course)	No points earned	Tardy >30 minutes (8 wk course)	40point deduction
		Leaving <30 min early (8 wk course)	20point deduction
		Leaving >30 min early (8 wk course)	40point deduction

GUIDELINES FOR PARTICIPATION (10 points)

Participation	Marginal 0-3 pts	Good 4-7 pts	Superior 8-10 pts
<ul style="list-style-type: none"> <li>- Student participates in class discussions.</li> <li>- Student contributes content relevant information</li> <li>- Student responses show connection between new and previous content.</li> <li>- Asks thoughtful questions</li> </ul>			

**II. Professionalism Grade**

**110 points possible**

Students will be graded based on the following characteristics instructors feel are critical for healthcare professionals.

1. Quality of Work and Productivity (20 points)

- Strive to turn in work that is accurate and neat.
- Work independently and with others under time constraints.
- Research problems or questions as they arise and collaborate with classmates on projects.

2. Organization of Work (10 points)

- Prioritize workload, sequence tasks, and organize lab space and notes to perform multiple tasks at once.

3. Problem Solving Ability (10 points)

- Apply knowledge, skills, and values learned from course work and life experiences to new situations.

4. Technical Skills (10 points)

- Exhibit proper manual dexterity skills, including proper handling of equipment.

5. Safety (20 points)

- Always adhere to safety guidelines such as proper disposal of contaminated materials, use of proper PPE, etc.

6. Communication Skills (10 points)

- Listen actively to instructors and classmates, ask questions where needed, empathize and respect the opinions of others.
- Convey messages in respectful, polite ways.
- Appropriately assess nonverbal and verbal communication.

7. Professional Appearance (10 points)

- Project an image of professionalism including dress (correct college uniform to include clean, wrinkle free, program specific scrubs and closed-toe shoes), appearance (appropriate hygiene to include hair and fingernails), college rules and policies (no smoking on campus), and confidence.

8. Initiative (10 points)

- Demonstrate diligence, conscientiousness in completing work, and overall level of motivation.

9. Integrity (10 points)

- Student concern for validity of lab results
- Student documentation of observed results not expected result

Total loss of points will occur with situations including, but not limited to, academic dishonesty, harassment, bullying, intimidation or harmful misconduct of any kind deemed by the instructor.

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I have read and understand the MLT Behavioral & Affective Evaluation policy.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_