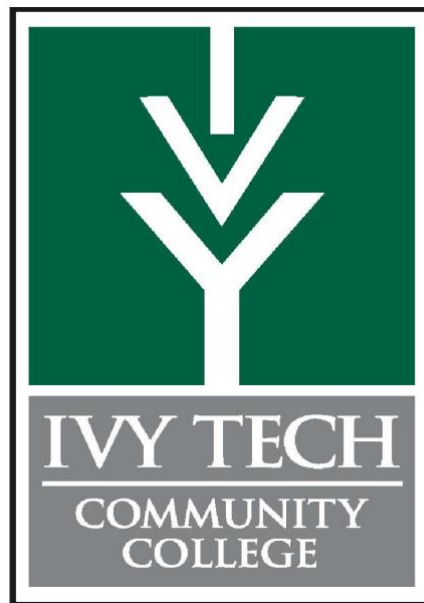


IVY TECH COMMUNITY COLLEGE  
Sellersburg  
SCHOOL OF HEALTH SCIENCES



MEDICAL LABORATORY PROGRAM  
STUDENT HANDBOOK  
ACADEMIC YEAR  
2026-2027

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

**Non-Discrimination and Equal Opportunity Policy**

Ivy Tech Community College offers open access to degree-credit programs, courses, community services, and student support for individuals of all protected classes. 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 Please see Ivy Tech's [Non-Discrimination Policy](#) for more information.

**Booklet Disclaimer**

This MEDL 2026/2027 handbook is intended to supply accurate information to the reader. The embedded 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.

## Table of Contents

### Contents

<a href="#">Non-Discrimination and Equal Opportunity Policy</a> .....	2
<a href="#">Booklet Disclaimer</a> .....	2
<a href="#">Introduction</a> .....	6
<a href="#">Accrediting Organizations</a> .....	6
<a href="#">Ivy Tech Student Handbook</a> .....	7
<a href="#">School of Health Sciences Mission Statement</a> .....	7
<a href="#">School of Health Sciences Vision Statement</a> .....	7
<a href="#">Program Philosophy</a> .....	7
<a href="#">Online Application Process</a> .....	8
<a href="#">College General Education Outcomes</a> .....	8
<a href="#">General Education Outcomes</a> .....	8
<a href="#">Terminal Program Objectives – Medical Laboratory Technology</a> .....	8
<a href="#">Licensure/Certification Identification Requirement</a> .....	9
<a href="#">Facilities</a> .....	9
<a href="#">Teaching Facilities</a> .....	9
<a href="#">Clinical/Externship Facilities</a> .....	9
<a href="#">Student Support Services</a> .....	9
<a href="#">Advising</a> .....	9
<a href="#">Health Services</a> .....	10
<a href="#">Ivy + Career Link</a> .....	10
<a href="#">Housing</a> .....	10
<a href="#">Transportation</a> .....	10
<a href="#">Disability Support Services (DSS)</a> .....	11
<a href="#">Financial Information</a> .....	11
<a href="#">Tuition and Fees</a> .....	11
<a href="#">Financial Aid</a> .....	12
<a href="#">Financial Obligation</a> .....	12
<a href="#">Liability Statement</a> .....	12
<a href="#">Student Accident Insurance</a> .....	12

<a href="#"><u>Withdrawals and Refunds</u></a> .....	13
<a href="#"><u>Withdrawal Policy</u></a> .....	13
<a href="#"><u>Refund policy</u></a> .....	13
<a href="#"><u>Progression/Readmission/Stop Outs</u></a> .....	13
<a href="#"><u>College Progression and Readmission Policy</u></a> .....	13
<a href="#"><u>Progression in the Medical Laboratory Technology Program</u></a> .....	13
<a href="#"><u>Stop Outs</u></a> .....	14
<a href="#"><u>Re-enrollment Requirements</u></a> .....	14
<a href="#"><u>Credit for Prior Learning</u></a> .....	14
<a href="#"><u>Transferring</u></a> .....	14
<a href="#"><u>Application for Transfer Within the School of Health Sciences</u></a> .....	15
<a href="#"><u>Graduation</u></a> .....	15
<a href="#"><u>Attendance</u></a> .....	15
<a href="#"><u>College Policy</u></a> .....	15
<a href="#"><u>Classroom and Lab Attendance Policy</u></a> .....	15
<a href="#"><u>Externship/Clinical Attendance Policy- Medical Laboratory Technology Program</u></a> .....	15
<a href="#"><u>Title IX Statement</u></a> .....	16
<a href="#"><u>Sexual Harassment and Assault</u></a> .....	16
<a href="#"><u>Students Experiencing Pregnancy, Childbirth, or Related Conditions</u></a> .....	16
<a href="#"><u>Student Complaint Procedures</u></a> .....	17
<a href="#"><u>Student Rights and Responsibilities</u></a> .....	17
<a href="#"><u>College Rules of Conduct</u></a> .....	18
<a href="#"><u>Guidelines for Professional Conduct in Clinical Settings</u></a> .....	18
<a href="#"><u>Purpose</u></a> .....	18
<a href="#"><u>Group I</u></a> .....	18
<a href="#"><u>This Category Addresses Major Compliance Issues and Appropriate Measures for Patient Care in an Educational Setting</u></a> .....	19
<a href="#"><u>Group II</u></a> .....	20
<a href="#"><u>This Category Relates to General Protocol and Guidelines:</u></a> .....	20
<a href="#"><u>Group III</u></a> .....	20
<a href="#"><u>This Category Is Specific To Medication Administration:</u></a> .....	20
<a href="#"><u>Social Networking Guidelines</u></a> .....	21
<a href="#"><u>Professional Attire – Medical Laboratory Technology</u></a> .....	21
<a href="#"><u>Academic Honesty Statement</u></a> .....	22

<a href="#"><u>Grading Practices- Medical Laboratory Technology</u></a> .....	23
<a href="#"><u>Evaluation of Student Learning- Medical Laboratory Technology</u></a> .....	23
<a href="#"><u>Methods of Evaluation in Courses</u></a> .....	23
<a href="#"><u>Technical Outcomes Assessment</u></a> .....	25
<a href="#"><u>Certification/Licensure</u></a> .....	25
<a href="#"><u>Student Requirements Associated with Clinical Affiliation Agreements</u></a> .....	25
<a href="#"><u>Criminal Background and Drug Screening</u></a> .....	25
<a href="#"><u>Eligibility for Clinical Experiences in Campus-Based Clinical Services</u></a> .....	26
<a href="#"><u>Reasonable Suspicion Drug and Alcohol Policy and Testing Guidelines:</u></a> .....	26
<a href="#"><u>Physical Examination and Health Records</u></a> .....	26
<a href="#"><u>Essential Functions</u></a> .....	27
<a href="#"><u>Standard Precautions</u></a> .....	27
<a href="#"><u>Bloodborne and Airborne Pathogens Exposure Protocol</u></a> .....	27
<a href="#"><u>What are Bloodborne Pathogens</u></a> .....	27
<a href="#"><u>What to Do When a Bloodborne Pathogen Exposure Occurs</u></a> .....	27
<a href="#"><u>Where to Seek Treatment</u></a> .....	28
<a href="#"><u>What Happens Next?</u></a> .....	28
<a href="#"><u>What are Airborne Pathogens?</u></a> .....	28
<a href="#"><u>What to do When an Airborne Pathogen Exposure Occurs</u></a> .....	28
<a href="#"><u>Confidentiality</u></a> .....	29
<a href="#"><u>College/Program Costs</u></a> .....	30
<a href="#"><u>Collegewide Curriculum of Record</u></a> .....	31
<a href="#"><u>Other Program Specific Information</u></a> .....	35
<a href="#"><u>Medical Laboratory Technology Program Admission Policy</u></a> .....	35
<a href="#"><u>Clinical Assignment Policies &amp; Placement Criteria</u></a> .....	38
<a href="#"><u>Program Closure Plan</u></a> .....	39
<a href="#"><u>Signature Pages</u></a> .....	40

## **Program Introduction**

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.

## **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)

## **Ivy Tech Student Handbook**

The purpose of the School of Health Sciences Handbook is to apply concepts of The Ivy Tech Community College Student Handbook to students enrolled in the School of Health Sciences. See the [Full Student Handbook](#) for more information.

### **School of Health Sciences Mission Statement**

The School of Health Sciences faculty and staff develop and empower students through excellence in healthcare education. We prepare professionals who embrace integrity, safety, diversity, respect, and collaboration to meet Indiana's evolving community and workforce needs.

### **School of Health Sciences Vision Statement**

To be the leading catalyst for healthier Indiana communities through outstanding education, graduating highly-skilled healthcare professionals.

### **Program Philosophy**

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 students 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 graduates 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.

## **Online Application Process**

All Selective Admission Program applicants must use the School of Health Sciences and Nursing Online Application system. In order to be considered for admission into one of these limited enrollment programs, an application must be submitted during the application window. No paper or emailed applications will be accepted. For further information please go to this link:

[Health Sciences and Nursing Application User Guide](#)

## **College General Education Outcomes**

### **General Education Outcomes**

The College has identified six general education areas of focus, in accordance with the state's definition of a general education, designed to provide students with the tools to be productive, responsible citizens and lifelong learners. The general education areas are:

1. Written communication
2. Speaking and listening
3. Quantitative reasoning
4. Scientific ways of knowing
5. Humanistic and artistic ways of knowing
6. Social and behavioral ways of knowing

### **Terminal Program Objectives – Medical Laboratory Technology**

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.

## **Licensure/Certification Identification Requirement**

Many Health Science Programs have Technical Program Outcomes of certification or licensure examinations. Students may be required to have a Social Security Number and/or a State Issued Photo Identification Card to take these examinations. Students not possessing these should begin working on appropriate documentation with their campus International Student Advisor/Disability Support Office early in the program.

## **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 on campus, as well as online. 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 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: Norton's King's Daughter's Health (Madison, IN), Schneck Medical (Seymour, IN), Johnson Memorial (Franklin, IN), Baptist Health Lagrange (Lagrange, KY), Norton's Clark (Jeffersonville, IN), Veterans Hospital (Louisville, KY), Baptist Health Floyd (New Albany, IN), Baptist Health Louisville (Louisville, KY), Harrison Co Hospital (Corydon, IN), UofL Hospital (Louisville, KY), Jasper Memorial (Jasper, IN), Nortons Scott (Scottsburg, IN), Norton's Downtown (Louisville, KY), Norton's Women's & Children's (Louisville, KY), Norton's Audubon (Louisville, KY). Each MLT student is required to complete **640** unpaid hours as part of the program requirement for graduation.

## **Student Support Services**

You can find more information on student support services at our [Local Enrollment Centers](#) website.

### **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 or as needed during each semester.

For more information, please visit our [Advising](#) website.

## 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. 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 services. Medical and mental health services are available at local hospitals and clinics.

## Ivy + Career Link

Ivy+ Career Link is available to help in a number of ways:

- Individual coaching to develop your interests, strengths, and career objectives.
- Tools to explore today's careers that provide meaningful insight into the labor market.
- Resources to develop employability skills needed to become career ready in today's global workforce.
- Support in securing career experiences in and out of the classroom.
- Employers and career opportunities in fields of interest.

For more information, go to our [Ivy+ Career Link](#) website.

## 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 visitor 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.
- Students assume all risks in connection with "ride-alongs" 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 so 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)

The mission of [Disability Support Services](#) (DSS) is to ensure equal access to college programs, services, activities, and facilities for students with disabilities. DSS is committed to supporting student success through advocacy, collaboration, and the promotion of an inclusive and accessible campus environment for students, faculty, staff, and visitors.

Students seeking accommodations are encouraged to contact their campus Disability Support Services representative as early as possible. DSS works collaboratively with students to identify reasonable accommodations that support equitable access and full participation in academic and campus experiences. All disability-related information shared with DSS is kept confidential and will only be released with the student's written authorization or as otherwise permitted by law.

To receive accommodations, students must submit appropriate documentation of their disability to the Disability Support Services office prior to services being implemented. Requests submitted close to the start of the semester or after classes begin may result in delays in the implementation of accommodations. Accommodations are not retroactive and cannot be applied to coursework, exams, attendance, or grades completed prior to the approval and notification of accommodations. In accordance with federal disability laws and privacy guidelines, accommodations and services cannot be provided until a student formally requests them and completes the required process.

Students can begin the process by completing the [Accommodation Request Form](#) and connecting with their campus DSS representative to discuss individual needs and available supports.

Students are encouraged to review the College's Disability Support Services policies and procedures for additional information regarding eligibility, documentation requirements, rights and responsibilities, and the process for requesting reasonable accommodations.

## Financial Information

For more information, visit our [Financial Aid](#) website.

## Tuition and Fees

Tuition and fees are set by the State Board of Trustees and are subject to change. Two recent programs have been established to assist students with tuition and textbook costs:

- **Ivy+ textbooks** means all required textbooks are one price.
- **Ivy+ tuition** means the student gets the same tuition rate if you enroll in 12 or more credits per semester. Visit our [Tuition & Fees](#) website for up-to-date information.

Expenses for the Health Science student may include fees, educational materials, uniforms, and other materials/equipment for use in the clinical and classroom 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.

## **Liability Statement**

The College maintains specific Medical Professional Liability Insurance to qualify eligible medical professionals, students, and faculty with the Indiana Patient Compensation Fund (INPCF). This policy is designed to cover Wrongful Acts resulting from conduct of the following individuals performing Professional Services in the State of Indiana in a clinical setting: employed Dentists, Dental Hygiene and Dental Assisting students and faculty, Paramedic Science students and faculty EMTs, Nursing students pursuing and/or faculty having RN and LPN licensure. Limits of liability are \$500,000 per claim and \$1,500,000 in the annual aggregate as prescribed by the Indiana Medical Malpractice Act. The College's qualification with the INPCF provides protection in the form of a cap on damages resulting from medical malpractice claims as per the Indiana Medical Malpractice Act.

Health Science programs students and faculty not covered under this policy are covered under the Internships & Professional Services Liability policy. The limits of liability are \$1,000,000 for each claim and \$3,000,000 in the annual aggregate.

This coverage does not apply to employment situations that fall outside of the requirements of the College training program. Each student may obtain additional individual liability insurance at the student's expense.

## **Student Accident Insurance**

For students registered in credit courses, the College provides no-fault accident insurance in a designated amount of \$5,000 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 **do not** represent an acceptance of liability from the College.

Once the maximum policy benefit of \$5,000 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 representative.

## **Withdrawals and Refunds**

### **Withdrawal Policy**

Visit our [Withdrawals](#) website for up-to-date information on withdrawal deadlines.

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 My Ivy 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 program.

### **Refund policy**

To receive a 100% refund of tuition and fees, students must drop the course by dates posted at our [Refunds](#) website. 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.

## **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 Medical Laboratory Technology Program must be in good academic standing according to College [Academic Standing Policy](#).

### **Progression in the Medical Laboratory Technology 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. See the College's [Progression Policy](#) for more information.

## **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. See the College's [Stop Out Policy](#) for more information.

## **Re-enrollment Requirements**

If accepted for re-enrollment the student is responsible for completing all necessary requirements prior to enrollment in the new cohort (examples include: initial or updated criminal background check, drug/alcohol screening, physical/immunization requirements and any other changes implemented during the student's absence from a cohort and resolution of any holds).

## **Credit for Prior Learning**

Ivy Tech Community College acknowledges 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.

## **Application for Transfer Within the School of Health Sciences**

Once a student accepts a position in a selective admission program, he/she/they must remain at that campus who offered the position. Due to accreditation requirements, it would be rare that a student would be able to transfer from one campus to another. Please see your Program Chair/Dean for more information.

## **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.

See the College's [Graduation Info](#) page for more details.

## **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 IvyConnect Student Success & Support 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.

### **Externship/Clinical Attendance Policy Medical Laboratory Technology**

- 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.**

## **Title IX Statement**

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-sexualviolence/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. When contacted, students are not required to speak with the Campus Title IX Coordinator. Students also have the option to speak with confidential resources 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**

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.

Students seeking accommodations due to medical conditions related to pregnancy should contact their campus Disability Support Services (DSS) office in order to receive information about possible accommodations and to assist in making plans for coursework. Students will provide any medical documentation directly to DSS and/or the Title IX Coordinator, not to faculty. For more information visit Ivy Tech’s [Pregnancy, Childbirth and Related Conditions Policy](#).

## **Student Complaint 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 they have a legitimate general complaint against the College, faculty, or staff, they should make an appointment with that individual to discuss the matter.

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, or if students believe it is not appropriate or safe to address directly with the individual, the student can express their complaint in writing to the individual’s supervisor which may be found in the course syllabus or from your campus Student Affairs Officer. If the issue is not resolved to the student’s satisfaction by the supervisor, the student may submit their complaint, in writing, to the campus student affairs officer or designee. A written complaint shall be initiated within seven (7) calendar days of the incident or course.

The campus 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 their complaint, then they may submit their 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**

[Code of Student Rights and Responsibilities](#)

### **Grade Appeal**

The grade appeal process provides a mechanism for review when a student believes the final grade they received in a course is inaccurate. The appeal process is outlined in ASOM [04.18.00 – Grade Appeals](#).

## College Rules of Conduct

The reputation of the College and the College community depends in large part upon the behavior and academic achievement of its students. Students enrolled at the College are expected to conduct themselves in a mature, dignified, and honorable manner. While enrolled at the College, students are subject to College jurisdiction. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of College representatives, is in violation of the College's Code of Student Rights & Responsibilities. Students who are found responsible for violating the Code should expect to find their sanctions enforced at all Ivy Tech campuses. All students are expected to abide by the College rules of conduct. Please refer to the [Code of Student Rights and Responsibilities](#). Expectations for student behavior in clinical settings are governed by clinical agency affiliation agreements and College policy.

## Guidelines for Professional Conduct in Clinical Settings

### 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. Please discuss any questions you may have 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

### 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.

## **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.

## **Group III**

### **This Category Is Specific To Medication Administration:**

**Note: Administration of medication without faculty and/or preceptor approval is addressed in Group I and will be subject to the ACTIONS described for that Group.**

1. A potential medication error that is prevented by the clinical faculty and/or preceptor, designated clinical facility staff or the electronic medication administration system, will still be considered a medication error on the part of the student.
2. The student will ensure that medications are administered on time and in accordance with patient's plan of care.

3. The student will follow correct medication procedures as summarized in the “Six Rights of Medication Administration” listed below:

### **SIX RIGHTS**

Right Patient  
Right Medication  
Right Dose  
Right Time/Date  
Right Route  
Right Documentation

4. The student will be prepared to verbalize knowledge of medication uses, side effects, adverse reactions, interactions with other patient medications, and the relationship to the patient and one or more diagnosis.
5. The student will calculate proper medication dosage or safe dosage in the clinical learning environments.
6. The student will report any medication error to their Ivy Tech clinical faculty member and/or preceptor, and clinical facility staff immediately in order that appropriate action may be taken to care for the involved patient and so that appropriate clinical agency policies are followed.

Failure to meet the expectations listed above may impact the student’s course grade, progress in Health Science Programs, and/or may result in disciplinary action in accordance with the College’s Code of Student Rights and Responsibilities.

### **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 are encouraged to be mindful that anything you post on a social media site may be seen by anyone. Students should be aware that information posted on any social media or website that violates the College’s Student Code of Rights and Responsibilities or Guidelines for Professional Conduct outlined in this handbook may result in disciplinary action up to and including termination from the program. Furthermore, the discussion of patient information through any of these venues is a violation of patient confidentiality and HIPAA. Students are reminded NOT to post photographs from clinical and laboratory settings as this is considered a breach of confidentiality.

### **Professional Attire – Medical Laboratory Technology**

#### **UNIFORMS**

MLT students are required to purchase program specific colored Scrub tops & pants to be worn during laboratory days on campus and at Clinical Assignments. The uniform consists of Navy-blue pants, navy blue V-neck top, soft sole shoes. No

Croc-type, backless, or open-toe shoes. Scrub tops and pants can be ordered through eCampus however, a student can purchase these offsite if they are in the approved MLT program color. Student I.D. badges must be worn in conjunction with the program specific-colored scrubs (Navy Blue).

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

Required the designated Navy-Blue program specific color and Ivy Tech student MLT badges must be worn at all times while at the clinical facility.

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.

### **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.

All work submitted at Ivy Tech Community College must be original work that is initiated and completed by each individual student. Therefore, in an effort to promote and maintain an ethical academic experience, students may not use or engage with AI (artificial intelligence) like ChatGPT or other similar programs or software at any point in the academic process *unless specifically permitted* by their instructor. For that reason, students are strongly encouraged to communicate with their instructors early and often about individual policies.

In the event that an instructor *does permit* such technology, the student must document such tools in their work just as

they would any other source. Any breach of this statement will be considered plagiarism and therefore a violation of the Academic Honesty Statement.

## **Grading Practices- Medical Laboratory Technology**

All students will be graded the same for every course in the program including all clinical courses using the following grading scale:

A= 93-100

B=85-92

C=77-84

D=75-76

F=0-74

## **Evaluation of Student Learning & Methods- Medical Laboratory Technology**

### **On Campus**

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.

### **(Example)**

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

**Competencies:** Competencies are 10% of the final grade. There are \_\_\_ x \_\_\_ 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 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 the need for a remediation/second attempt are required, an automatic percentage deduction will be applied. The highest obtainable score on a repeat attempt is an 80%. This means students scoring 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 given in most courses which also must be passed with 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>
	<b>100%</b>

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

**\*It is against program policy to copy, photograph, or remove any exam materials from the designated course classroom or lab. Failure to comply could result in dismissal from the program.\***

**Clinical Section**

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 percentage score to each of the above areas. The percentage 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**

## Technical Outcomes Assessment

Technical outcomes will be measured using the overall BOC pass rates the students take once successful completion of the program has been obtained. These metrics are posted publicly on the school specific website on <https://www.ivytech.edu/medical-laboratory-tech/index.html>

## Certification/Licensure

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 and Drug Screening

Students are responsible for reviewing the [Criminal Background Checks and Drug Screening policy \(ASOM 4.14\)](#). Requiring criminal background checks and drug screenings ensures students meet the same standards as health care facility employees. This will also provide consistency for Ivy Tech School of Health Sciences and School of Nursing programs. Health care 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.

Completion of criminal background and drug screening are required for admission and/or clinical placement in most School of Health Sciences and all Nursing programs. Criminal background and drug screening may be done before enrollment in the professional/technical core courses, prior to the first day of clinical or externship or as required by the clinical facility and as specified by the Health Sciences or Nursing program. Additional criminal background and/or drug screenings will be required in Health and Nursing programs for students enrolled in clinical courses for 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 his/her enrollment in the Health or Nursing program 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 program.

Students who are not continuously enrolled in a program until completion may be required to complete additional screenings 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 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 non-negative findings on criminal background or drug screenings may reapply to the same or different School of Health Sciences or School of Nursing program the next available semester but will need to comply with additional criminal background 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.

### **Reasonable Suspicion Drug and Alcohol Policy and Testing Guidelines:**

Students are responsible for reviewing the [Reasonable Suspicion Drug and Alcohol Policy and Testing Guidelines \(ASOM 4.14.1\)](#). The purposes of the Schools of Nursing and Health Sciences Drug Screen Policy are to comply with regulations of area health care agencies, to provide optimal care to patients, and to maintain the policies set forth by the ASOM 4.14, and Ivy Tech's Code of Students Rights and Responsibilities.

### **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 Program Specific Information). The student's healthcare provider must complete a physical assessment to determine if the student is capable of undertaking the Essential Functions of Medical Laboratory Technology Students (included on the following pages). Records of current immunization status and tuberculosis screening are required by affiliating clinical institutions and the Indiana State Department of Health. 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. For information related

to declination process, see [the Immunization, Tuberculosis Screening, Physical Examination and Essential Functions Requirements Policy](#), ASOM 4.15

## Essential Functions

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as the 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 Program Specific Information).

## 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 Medical Laboratory Technology Program will 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

Bloodborne pathogens are infectious 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. Students are encouraged to reference the ASOM policy related to Bloodborne pathogen safe handling. Any student who may have experienced an exposure to bloodborne or airborne pathogens should notify their instructor. Consult the Bloodborne Pathogens policy for additional information: [Policy Management - ASOM 04.15.01 - Bloodborne Pathogens](#)

## 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 infectious 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, diagnosis, 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 examinations 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's 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 outlined in Guidelines for Professional Conduct, as well as civil and criminal penalties.***

## College/Program MEDL

College/Program Costs Item	Cost
Tuition*	Fall 2026 In-state: \$178.38/credit hour Spring 2027 In-state: \$178.38/credit hour Summer 2027 In-state: \$178.38/credit hour
Technology Fee	\$Included
Books	\$18.25 per credit hour (206-27 rate)
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	\$190
Certification Examination Fees	\$225

*\*Tuition and fees subject to change without prior notification*  
To see all tuition rates please see the College's [Tuition & Fees](#) webpage.

\*\*\*CPR requirement: Documentation of current Basic Life Support (BLS) for Healthcare Providers certification (accept only American Heart Association (BLS) or American Red Cross Provider) with hands-on skill assessment.

## Collegewide Curriculum of Record

**COLLEGEWIDE CURRICULUM OF RECORD  
SCHOOL OF HEALTH SCIENCES  
MEDICAL LABORATORY TECHNOLOGY  
ASSOCIATE OF APPLIED SCIENCE  
PROGRAM INTEREST CODE:  
PROGRAM CODE:  
2026-2027**

**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 include 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>Immunoematology Techniques</u></b>	<b>4</b>
Studies immunoematology 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		



		Pathology, MEDL 209- Routine Analysis Applications, MEDL 212- Immunology Applications, MEDL 221- Microbiology Applications, MEDL 213- Immunohematology Applications, MEDL 210- Hematology Applications, MEDL 224- Chemistry Applications *And any other courses not able to be covered by adjunct faculty.
Bussaba (Bea) Thomyakaew MLT(ASCP) <sup>CM</sup>	Adjunct Faculty	MEDL 214- Medical Chemistry
Jessica Sabelhaus, MLS(ASCP) <sup>CM</sup>	Adjunct Faculty	MEDL 203- Immunohematology Techniques
Victoria Hunter MLT(ASCP) <sup>CM</sup>	Adjunct Faculty	MEDL 200- Hemostasis

## Other Program Specific Information

### Program Admission

#### Program 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 & prior to their clinical rotation.
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.

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 fully standardized and is nondiscriminatory. 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, 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

- Admission offers are sent to applicants' Ivy Tech email at 6:00 AM. Applicants have until 11:59 PM the next day to accept or reject the offer. If there is no response, the offer expires. If an offer is rejected or expires three times, the program choice is removed from the selection pool. It may still be considered later if seats remain. Accepting an offer automatically removes the application from consideration for other programs or campuses. After the selection rounds are complete, information about program orientation date, time, and location will be provided prior to the start of the program. Admission offers to health sciences or nursing programs are not transferable to another campus. Students must complete the program at the campus where they were accepted. Applicants who DO NOT receive or accept an offer may apply again in the next application cycle. All application steps must be completed in the new cycle.
- May 21<sup>st</sup> – June 2<sup>nd</sup>
  - Round 1 – May 18<sup>th</sup> @ 6:00am – Offers Released    May 19<sup>th</sup> – Offer Expires at 11:59pm
  - Round 2 – May 20<sup>th</sup> @6:00am – Offers Released    May 21<sup>st</sup> – Offer Expires at 11:59pm
  - Round 3 – May 22<sup>nd</sup> @6:00am – Offers Released    May 23<sup>rd</sup> – Offer Expires at 11:59pm
  - Round 4 – May 25<sup>th</sup> @6:00am – Offers Released    May 26<sup>th</sup> – Offer Expires at 11:59pm
  - Round 5 – May 28<sup>th</sup> @6:00am – Offers Released    May 29<sup>th</sup> – Offer Expires at 11:59pm
  - Round 6 – June 1<sup>st</sup> @6:00am – Offers Released    June 2<sup>nd</sup> – Offer Expires at 11:59pm

## **CLINICAL ASSIGNMENT POLICIES & PLACEMENT**

### **Placement Considerations**

Students will be placed into their clinical rotations within a participating facility based on availability. There is no expressed guarantee on clinical location assignments for any student at any time. Students are placed at the discretion of the program director and available sites at the time of clinical rotations. Vaccines are required to be on clinical sites and must be maintained for placement in clinical and not by Ivy Tech. In the event a situation arises there are not enough spots for all students the available spots will be assigned based on the GPA program. The students with a higher programmatic GPA will be assigned to the first available spots with that given clinical cycle. Those students who are under the acceptable threshold will have to wait until the following semester to fulfill their clinical requirement. Be advised there could be a \$15 cost associated with this placement to facilitate records and placements within certain facilities. This cost will be the responsibility of the student to cover before the start of the clinical cycle.

### **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:**

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 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)

## **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.

## **Signature Pages**

## School of Health Sciences Physical Examination Form

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

**Instructions:**

- This completed and signed form, including any additional documentation, must be completed after admission to the program and submitted **at least four (4) weeks prior** to starting any clinical course. **Campus due dates may vary based on clinical affiliate needs.**
- Required documentation includes immunity status, tuberculosis screening, physical examination and validation of student’s ability to perform the **functional abilities on the School of Nursing and School of Health Sciences Physical Exam form.**
- The health care provider must complete **and sign all sections as indicated.**
- It is the student’s responsibility to ensure that the form is complete and signed in all required areas prior to submission to the program.

<b>THIS SECTION TO BE COMPLETED BY THE STUDENT</b>					
Student Name:		Student ID:	C	DOB	_ / _ / _
Address:					
Phone Home:		Work:		Cell:	
Email:					
<ul style="list-style-type: none"> <li>• I understand that the information on this form or the form itself may be given to clinical affiliate sites as required for institutional accreditation.</li> <li>• Qualified applicants to the School of Nursing/School of Health Sciences are expected to meet all admission criteria as well as the Essential Functions of Nursing/Health Sciences Students. Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative.</li> <li>• By signing this agreement, I affirm that I meet all requirements listed below and I do not have any physical or mental limitations which would prevent me from performing the essential functions described below.</li> </ul>					

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<b>Name of Student (PRINT)</b>	<b>Student Signature</b>	<b>Date</b>
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Rev. July. 2025

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

**SECTION I: IMMUNITY STATUS**

Documentation of immunity requires proof of immunization or serologic evidence of immunity.

If the initial titer is negative, vaccination according to CDC guidelines is required.

If the student declines one or more of the following vaccinations due to a medical or religious reason, a Student Vaccination Declination Form must be completed and signed by the student. Medical Declinations must also be signed by a health care provider (M.D., D.O., PA, or N.P.). Forms are available from the Nursing or Health Sciences Office.

Although the College may accept a declination request, Clinical facilities may deny the request and deny the student admission to the facility.

If a clinical affiliating agency refuses admittance to their facility because of declination from a vaccine it could impact the ability to progress through

**Students are expected to provide proof of the following items while enrolled in the health sciences or nursing program which may include, but are not limited to:**

- Annual flu shots;
- All required immunizations including Hepatitis B series; MMR, Varicella, Tetanus, Diphtheria, Pertussis
- Baseline TB Risk Assessment and skin testing (Mantoux) or other documentation for positive tests per CDC guidelines; ([Clinical Testing Guidance for Tuberculosis](#); [Baseline Tuberculosis Screening and Testing for Health Care Personnel](#))

**Students are encouraged to make copies of all health-related forms prior to submission as health forms or copies of health forms will not be provided to students once submitted.**

NAME OF STUDENT \_\_\_\_\_

Vaccination:	Date of Vaccination(s)	Date of Titer(s) Showing Immunity if No Vaccination (Lab Report Required)
Hepatitis B #1		
Hepatitis B #2 (1 month following #1)		
Hepatitis B #3 (5 months following #2) (Not applicable for HeplisavB - only requires 2 doses 4 weeks apart)		
Measles (2 doses, at least 4 weeks apart) Mumps (2 doses, at least 4 weeks apart)	MMR 1:	
	MMR 2:	
Rubella (1 dose)		
Varicella (2 doses, at least 4 weeks apart)	1:	
	2:	
Tetanus, Diphtheria, & Pertussis (Tdap) – (1 dose)	Tetanus:	(Titer not accepted)
	Diphtheria:	(Titer not accepted)
	Pertussis:	(Titer not accepted)
Tetanus (Td) Booster (every 10 years after Tdap)		(Titer not accepted)
Influenza (1 dose annually per CDC recommendations available at: <a href="https://www.cdc.gov/flu/prevent/vaccinations.htm">https://www.cdc.gov/flu/prevent/vaccinations.htm</a> )	Date of Vacc. Manufacturer:	Lot #: Exp. Date: Facility:
COVID-19: In accordance with Centers for Disease Control Covid-19 vaccination recommendations available at: <a href="#">Staying Up to Date with COVID-19 Vaccines</a>	Date of Vaccination(s): Manufacturer:  Date of any boosters:  Booster Manufacturer:	

*Students who decline one or more vaccinations due to medical or religious reasons must complete the college approved declination form. Clinical affiliates may deny placement, which can impede a student's ability to complete program requirements. Students are encouraged to review site-specific requirements prior to program entry. Please note: if required, this is a requirement of our affiliate organizations and supported in our affiliation agreements.*

Provider Signature \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION II: TUBERCULOSIS SCREENING

**Initial Screening** may be met by the following methods:

- Baseline TB Risk Assessment & Symptom Evaluation

**And one of the following options:**

- Two-Step Tuberculin Mantoux test: first step deadline date will be determined by campus and program, followed by a second step in 1-3 weeks if the first step is negative. Positive result requires chest x-ray.
- Blood Test: IGRA; interferon-gamma release assay. Positive result requires chest x-ray. Indeterminate result requires Mantoux test (per ISDH)
- Proof of results through Two-Step Tuberculin Mantoux skin testing in the past 12 months
- Proof of two consecutive annual Tuberculin Mantoux skin tests

**In case of positive TB test:**

- If a TB test (TST or IGRA) is positive, a chest x-ray must be obtained. If the x-ray is abnormal or the student has TB symptoms, additional evaluation is required, including sputum testing (e.g., smear, culture, and NAAT) to rule out active TB disease.
- Students with a history of a previous positive result will be managed by the clinical affiliate requirements (this may include annual chest x-ray, sputum testing, blood testing, or completion of the affiliate site's screening tool).

**ANNUAL** screening may be met by:

- Annual screening will be managed by the clinical affiliate requirements (this may include skin testing, blood testing, chest x-ray, or completion of a screening tool.)

### Baseline Tuberculosis Assessment

Indicators of risk for tuberculosis (TB) at baseline health care personnel assessment.

Health care personnel should be considered to be at increased risk for TB if they answer "yes" to any of the following statements.

1. Temporary or permanent residence (for  $\geq 1$  month) in a country with a high TB rate (i.e., any country other than United States, Canada, Australia, New Zealand, and those in Western or Northern Europe):

\_\_\_Yes or \_\_\_No

2. Current or planned immunosuppression, including human immunodeficiency virus infection, receipt of an organ transplant, treatment with a tumor necrosis factor (TNF)-alpha antagonist (e.g., infliximab, etanercept, or other), chronic steroids (equivalent of prednisone  $\geq 15$  mg/day for  $\geq 1$  month), or other immunosuppressive medication:

\_\_\_Yes or \_\_\_No

3. Close contact with someone who has had infectious TB disease since the last TB test:

\_\_\_Yes or \_\_\_No

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**Name of Student**

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**Student Signature**

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**Date**

(PRINT)

NAME OF STUDENT \_\_\_\_\_

**TUBERCULIN SKIN (MANTOUX) TEST:**

- Students **with** a documented negative tuberculin skin test (TST) within the preceding 12 months, the last annual results may be recorded for first test and the current test may be recorded for second test. Students will be required to show proof of the original TST within the preceding 12 months.
- Students **without** a documented negative tuberculin skin test in the preceding 12 months, will be required to obtain baseline tuberculin skin testing employing a two-step method, with the second test repeated in 1-3 weeks after the initial TB skin test, with **results read not earlier than 48 hours or after 72 hours of placement.**

**SKIN TESTING:**

**FIRST TEST:**

Date given: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ time: \_\_\_\_\_

Date Read: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ time: \_\_\_\_\_ Results: \_\_\_\_ mm

Negative       Positive (chest x-ray required)

**PROVIDER PRINTED  
NAME:** \_\_\_\_\_

**PROVIDER SIGNATURE:** \_\_\_\_\_

**DAT  
E:** \_\_\_\_\_

**SECOND TEST:**

Date given: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ time: \_\_\_\_\_

Date Read: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ time: \_\_\_\_\_ Results: \_\_\_\_ mm

Negative       Positive (chest x-ray required)

**PROVIDER PRINTED  
NAME:** \_\_\_\_\_

**PROVIDER SIGNATURE:** \_\_\_\_\_

**DAT  
E:** \_\_\_\_\_

NAME OF STUDENT \_\_\_\_\_

**BLOOD TEST (IGRA; interferon-gamma release assay): SUBMIT copy of test results**

Results: Date of test: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Negative  Positive (chest x-ray required)

**PROVIDER PRINTED NAME:** \_\_\_\_\_

**PROVIDER SIGNATURE: DATE:** \_\_\_\_\_

**CHEST X-RAY: (Required if Tuberculin skin test (TST) or blood test (IGRA; interferon-gamma assay) test is POSITIVE)**

Date of chest x-ray: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  Normal (submit copy of results)  Abnormal

**PROVIDER PRINTED NAME:** \_\_\_\_\_

**PROVIDER SIGNATURE: DATE:** \_\_\_\_\_

\*If the x-ray is abnormal or the student has TB symptoms, additional evaluation is required, including sputum testing (e.g., smear, culture, and NAAT) to rule out active TB disease.

(References: [TB Screening & Testing](#); [Clinical Testing Guidance for Tuberculosis](#))

**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, Sellersburg. 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 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

---

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 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 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 \$190.00 and is subject to change. I will be required to pay for this on my own.
4. I will be required to abide by HIPAA 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 always behave in a professional manner.
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. (Absences & Tardies will be assessed a point deduction based on the explanation with the attendance section of this document and against the scale on the sign off sheet within this booklet)
- 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 results 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 are 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 receive 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 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 to pass the course. Please make every effort NOT to miss lab a competency. Any missed lab competencies will be automatically assessed as 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 percentage score to each of the above areas. The percentage 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 actions.
- 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 always 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

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**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. By signing this I am acknowledging that I understand the implications of HIPAA as it relates to a healthcare setting and the consequences that could come from me breaking these laws.

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**

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 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.

\_\_\_\_\_  
Student’s Printed Name

\_\_\_\_\_  
Student’s Legal Signature

\_\_\_\_\_  
Program

\_\_\_\_\_  
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 Program Policy.

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

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

Date \_\_\_\_\_

**Ivy Community College MLT Program**  
**Cell Phone Usage Policy**

**Policy Statement**

Students are expected to use cell phones, smart watches, tablets, earbuds, and other personal electronic devices responsibly and professionally while participating in MLT program activities.

**Classroom Use**

- Cell phones must be placed on silent or vibrate mode during lecture or other classroom activities.
- Personal phone calls, texting, social media use, gaming, or other non-course-related activities are prohibited during class unless specifically authorized by the instructor.
- Electronic devices may be used for educational purposes when approved by the instructor (e.g., polling activities, reference materials, calculators, learning management systems).
- Students who repeatedly use electronic devices inappropriately may be asked to leave the classroom and may receive an absence for the session.

**Laboratory Use**

- Cell phone use is prohibited during laboratory exercises unless specifically authorized by the instructor for educational purposes.
- Personal electronic devices must not be handled while wearing gloves or while performing laboratory procedures.
- Students must follow all safety procedures regarding contamination prevention and laboratory hygiene.
- Earbuds, headphones, or similar devices may not be worn during laboratory activities unless approved as an accommodation.

**Clinical Education Sites**

- Students must comply with all cell phone and electronic device policies established by the clinical affiliate.
- Personal use of cell phones during clinical rotations is prohibited except during designated breaks and in approved areas.
- Students may not use personal devices in patient care areas, laboratory workstations, or areas containing confidential information unless specifically authorized by the clinical site.
- Clinical site policies supersede program policies when more restrictive.

**Confidentiality and Professionalism**

To protect patient privacy and comply with HIPAA regulations:

- Photography, video recording, audio recording, or screen captures are strictly prohibited in classrooms, laboratories, and clinical facilities without prior written authorization.
- Students may not photograph or record patients, specimens, laboratory results, medical records, computer screens, instruments, faculty, staff, or fellow students without permission.
- Any violation involving patient information may result in immediate removal from clinical activities and referral for disciplinary action.

**Smart Watches and Wearable Devices**

- Smart watches and wearable technology capable of communication, recording, internet access, or information storage are subject to the same restrictions as cell phones.
- Such devices may not be used during examinations, quizzes, practical assessments, or competency evaluations unless authorized by the instructor.

**Testing and Assessment**

During examinations, quizzes, practical examinations, and competency assessments:

- Cell phones, smart watches, earbuds, and other communication devices must be turned off and stored as directed by the instructor.

- Possession or use of an unauthorized electronic device during testing may be considered academic misconduct and handled according to the college's Academic Integrity Policy.

### **Emergency Situations**

Students anticipating an emergency communication should notify the instructor before class, laboratory, or clinical activities begin. Instructors may make reasonable accommodations when appropriate.

### **Violations**

Failure to comply with this policy may result in one or more of the following:

1. Verbal warning.
2. Loss of effective evaluation points.
3. Referral through the MLT Program disciplinary process.
4. Referral under the College Student Conduct or Academic Integrity policies.
5. Removal from clinical placement for serious confidentiality or professionalism violations.

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

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

Date \_\_\_\_\_

**Policy Management - ASOM 04.15.01 - Bloodborne Pathogens**

**Ivy Tech Community College of Indiana**

**Health Sciences and Nursing Programs**

**Student Acknowledgement on the Safe Handling of Blood and Other Potentially Infectious Materials (OPIM) and Training Verification**

Students enrolled in health sciences and nursing programs (see above referenced ASOM) may have direct contact with blood or other body fluids as part of meeting their course objectives. For this reason, students must understand and follow safe handling procedures for blood and other potentially infectious materials (“OPIM”), as well as the Universal Precautions that help prevent the transmission of communicable diseases from bloodborne pathogens and OPIM.

Students in the health sciences and nursing programs must complete annual training on bloodborne pathogens, Universal Precautions and the safe handling of specimens, how to properly use personal protective equipment (“PPE”), methods that will prevent or reduce exposure, and the protocol to follow if an exposure occurs in a campus-based setting. This form will be retained in the health sciences and nursing program offices as documentation of training on these topics. [1: Ivy Tech’s health sciences and nursing programs include Dental Hygiene and Dental Assisting, Medical Assisting, Medical Laboratory Tech, Phlebotomy, Nursing, and Paramedic Science. This listing may be modified from time to time as program offerings change.]

I understand and acknowledge that my instruction may require that I safely and accurately perform invasive procedures, such as injections, drawing blood, starting intravenous fluids, and handling of blood and OPIM during the laboratory and clinical components of my health sciences or nursing program. I recognize the importance of practicing these procedures under faculty supervision in the learning laboratory, as well as in the clinical environment. I am aware of the dangers inherent with invasive procedures and the handling of blood and OPIM. I acknowledge the required use of Universal Precautions, sterile techniques (as applicable), and use of PPE at all times when performing parenteral procedures and handling blood and OPIM.

I acknowledge that I have reviewed the Safe Handling of Blood and Other Potentially Infectious Materials (OPIM) in Campus-based Settings Policy and understand and will comply with its contents. I understand that violations of such policy and related procedures may result in discipline, up to and including immediate dismissal from the program in which I am enrolled.

By signing below, I acknowledge that I have completed the assigned annual training and instruction on bloodborne pathogens, Universal Precautions and the safe handling of specimens, and how to properly use PPE, and I accept responsibility for consistent application of Universal Precautions, sterile techniques (as applicable), use of PPE, handling medical equipment or contaminated equipment only as instructed, and practicing invasive procedures/handling of blood and OPIM in the learning laboratory setting only under the supervision of faculty.

**DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THE ABOVE INFORMATION**

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

Student Printed Name \_\_\_\_\_

**Ivy Tech Community College of Indiana**  
**Health Sciences and Nursing Programs**  
**Voluntary Consent and Release for Participation in Educational Parenteral Procedures**

I accept responsibility for and hereby voluntarily consent to having classmates in my program practice parenteral procedures on me under faculty supervision in the learning laboratory. I understand that providing my consent is optional and accept all risks associated with participating in such parenteral procedures in the learning laboratory setting, including but not limited to, fainting, dizziness, exposure to bloodborne pathogens or other potentially infectious materials (“OPIM”), and risk of serious injury or illness.

I further agree to release and hold Ivy Tech Community College of Indiana, its faculty, staff, students, and agents harmless should an incident, illness, or injury occur related to my voluntary participation in parenteral procedures and educational activities in the learning laboratory setting. I further understand I am responsible for following applicable College policies and procedures relating to bloodborne pathogens and exposure to OPIM, and am financially responsible for any medical evaluation, treatment, and follow up required pursuant to such policies and procedures.

I agree to cooperate with Ivy Tech, its faculty, staff, and agents should an exposure or other incident occur in the learning laboratory setting, including but not limited to, execution of appropriate consents and authorizations for laboratory testing to assist in determining whether postexposure prophylaxis (“PEP”) is required for the exposed student.

I HAVE READ AND VOLUNTARILY SIGN THIS CONSENT AND RELEASE

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

Student Printed Name \_\_\_\_\_



## **Medical Laboratory Technology**

### **Behavioral, Affective & Attendance 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 and attendance practices (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.

## Attendance/Participation Evaluation Form

**NOTE:** Each student will be evaluated during the semester on the following attendance and participation criteria. Descriptions are on the back of this form. This evaluation will constitute 2.5% of your final grade. A maximum point value of 110 can be awarded. The final grade will be expressed as a point value in the grade center at the end of the semester. A breakdown of each of these categories are listed on the back side of this form.

Type of Occurrence	Penalty Deduction	Date of Occurrence

**Total Absences:** \_\_\_\_\_      **Total Tardies:** \_\_\_\_\_

**Total Points Awarded:** \_\_\_\_\_

### 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>			

**Total Evaluation Points Earned:** \_\_\_\_\_

## Attendance Grading Rubric (100 Points)

<u>Absence</u>	<u>Penalty</u>	<u>Tardy/Leaving Early</u>	<u>Penalty</u>
1-day absence (16 wk course)	25-point deduction	1-Tardy >3 minutes, Leaving early 3min before end  (16 wk course)	10-point deduction
2-day absence (16 wk course)	50-point deduction	2-Tardies >3 minutes, Leaving early 3min before end  (16 wk course)	30-point deduction
3-day absence (16 wk course)	75-point deduction	3-Tardies >3 minutes, Leaving early 3min before end  (16 wk course)	50-point deduction
4-day absence (16 wk course)	No points earned	4-Tardies >3 minutes, Leaving early 3min before end(>4-Tardies= 0 points awarded)  (16 wk course)	70-point deduction
1-day absence (8 wk course)	50-point deduction	1-Tardy >3 minutes, Leaving early 3min before  (8 wk course)	20-point deduction
2-day absence (8 wk course)	No points earned	2-Tardies >3 minutes, Leaving early 3min before(>2-Tardies= 0 points awarded)  (8 wk course)	40point deduction

### 1. Attendance and Punctuality

- a. Attend class regularly, prepared to discuss course material, with course materials completed.
- b. Arrive to class at the designated start times and when returning from breaks.
- c. Staying until officially dismissed from class or labs.
- d. Demonstrate courtesy by letting the instructor know about the absence and making up work promptly when allowed.

I have read and understand that I will be evaluated on the above policy during my time as an MLT student.

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

## Behavioral/Affective Evaluation Form

**NOTE: Each student will be evaluated during the semester using the following criteria. Descriptions are on the back of this form. This evaluation will constitute 2.5% of your final grade. A maximum point value of 110 can be awarded. The final grade will be expressed as a point value in the grade center at the end of the semester. A breakdown of each of these categories are listed on the back side of this form.**

<u>Professionalism Category</u>	<u>Maximum Points</u>	<u>Points Earned</u>
1. Quality & Productivity	20	_____
2. Organization of Work	10	_____
3. Problem Solving Ability	10	_____
4. Technical Skills	10	_____
5. Safety	20	_____
6. Communication Skills	10	_____
7. Professional Appearance	10	_____
8. Initiative	10	_____
9. Integrity	10	_____

**Total Points Earned:** \_\_\_\_\_

Notes:

**Note: Students will be graded on the following criterium.**

**1. Quality of Work & Productivity (20 points)**

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

**2. Organization of Work (10 Points)**

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

**3. Problem Solving Ability (10 Points)**

- a. Apply knowledge, skills, and values learned from course work and life experiences to new situations with minimal outside help.

**4. Technical Skills (10 Points)**

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

**5. Safety (20 Points)**

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

**6. Communication Skills (10 Points)**

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

**7. Professional Appearance (10 Points)**

- a. 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)**

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

**9. Integrity (10 Points)**

- a. Student concern for validity of lab results
- b. 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.**

I have read and understand that I will be evaluated on the above policy during my time as an MLT student.

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

