

Medical Lab Technician Program



HANDBOOK

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Welcome

Utah State University would like to welcome you into the Medical Laboratory Technician (MLT) program.

The MLT program is designed to prepare you for employment in various positions within the medical and diagnostic industry. This handbook is designed to provide general information that is appropriate to the MLT program. It is the responsibility of each MLT student to review the handbook independently and to refer to it as needed during his/her enrollment.

This MLT handbook is meant to supplement the policies and procedures adopted by the USU Board of Trustees. In the event of any conflict between a Board of Trustees' policy and any policy or provision of this Handbook, the Board of Trustees' policies shall be construed as setting forth the minimum expectations, rule or procedure applicable. In other words, some components of the policies set forth in this Handbook may impose greater obligations, expectations or responsibilities on students in the MLT Program than are generally applicable to other students. If there are questions concerning information in this handbook, the Program Director should be consulted.

All statements in the student Handbook are announcements of the present MLT program's policies and are subject to change at any time. While every effort will be made to give advance notice of any change in the MLT program's policies, such notice is not guaranteed nor required. Any changes in policy will be reflected as an updated Student Handbook and notice will be sent to all students through LMS and new Student Handbook dispersed.

I wish you a very gratifying and rewarding experience as you master new skills and acquire the knowledge required for you to enter the field of medical laboratory technicians.

Sincerely,

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The USU MLT program utilizes the following training facilities:

- Ashley Regional Medical Center – Vernal, UT
- Blue Mountain Hospital – Blanding, UT
- Castleview Hospital – Price, UT
- Intermountain Health System – Provo, UT
- Moab Regional Hospital – Moab, UT
- Sage Memorial Hospital – Ganado, AZ
- San Juan Hospital – Monticello, UT

- Southwest Memorial Hospital – Cortez, CO

UtahStateUniversity[®]

HEALTH PROFESSIONS

Mission Statement

”With efficiency, innovation, diversity and excellence, Utah State University Health Professions prepare competent and compassionate health professionals which will sustain not only our region, but the State of Utah and the global community.”

I. Medical Laboratory Technician (MLT) Program Description

The MLT – AAS is designed for students who wish to complete their education within two years. It is offered through the Health Professions Programs. The MLT-AAS degree requires a total of 12 prerequisite credits that must be taken prior to being accepted into the Program. The total program consists of the 12 credits of prerequisite courses, plus 59 MLT program and elective credits for a total of 71 credits.

Our MLT students will train in clinical settings. After students demonstrate proficiency in all areas of clinical aspects through course work and practicums, student will be placed in clinical rotations to get the best experience possible. These clinical rotations are an important part of the program. Students must commit to attending all clinical rotations that they are scheduled to participate in.

II. Medical Laboratory Technician (MLT) Program Goals and Objectives

GOALS

1. USU has a quality and sustainable program that is career focused and will fill the needs of the community with regards to medical lab technician jobs.
2. USU Medical Lab Technician program will lead to employment of our graduates as entry-level medical laboratory technicians upon completion of the program.
3. The program will enhance the reputation of the University for learning, discovery and engagement.
4. The program will strengthen the recruitment, retention, graduation and placement of students, and as part of that goal, decrease the faculty to student ratio.
5. To foster new partnerships both internally and externally.

OBJECTIVES

Upon completion of the MLT Program, the students will meet the requirements for an Associate of Applied Science (AAS) Degree in Medical Laboratory Technician and shall, at the entry level, be able to:

1. Conduct collection and preparation of clinical specimens for laboratory examinations
2. Perform and interpret laboratory testing accurately utilizing appropriate standard operating procedures.
3. Record and/or report laboratory testing and quality control results accurately, and in a timely manner.
4. Trouble shoot laboratory equipment according to standard operating procedures.
5. Recognize safety in governmental regulations as applied to clinical laboratory services.
6. Determine commitment to the patient and profession by displaying ethical and moral attitudes.
7. Demonstrate the ability to individually express and interpret written and oral communication.

III. Medical Laboratory Technician (MLT) Program Measurable Outcomes

Utah State University follows the NAACLS required benchmarks for measurable outcomes for the MLT Program. The following outcome benchmarks help us to determine the effectiveness of the program:

- 70% of those entering the MLT Program will go on to successfully complete the program.
- 70% of students completing the program will sit for the national certification exam.
- 75% of those students who sit will pass the certification exam.
- 70% of graduates will find employment in the field or a closely related field or continue their education within one year of graduation.
- 70% of graduate survey responders will “Strongly Agree” or “Agree” when asked to rate the overall quality of the program and faculty.
- 70% of employers will “Strongly Agree” or “Agree” when asked “Overall, is this graduate well-prepared employee”?
- 70% of students will “Strongly Agree” or “Agree” that they were satisfied that the program prepared them to qualify for an entry-level medical lab technician position.

IV. Admissions

To be considered a "qualified applicant" for the Medical Laboratory Technician program, one must achieve the minimum scores on USU's Placement Tests or multiple measures requirements as listed for the college and in the Medical Laboratory Admission Application for specifics of the program.

After testing, an appointment should be made with the Program Advisor or a Student Advisement/Career Counselor to discuss Placement Test scores and the courses needed.

A student must achieve a minimum of 3.0 GPA on each relevant USU or transfer course. Only grades of “C” or better will be accepted for point earning, transfer purposes, and program completion.

Admission Requirements/Process

Admission to Utah State University Medical Laboratory Technician Program is based on objective data of the applicant's achievements. Having achieved the status of "qualified applicant," one must meet the minimum academic requirements listed below:

1. Complete and submit an [Application for Admission](#) along with a \$50 one-time nonrefundable application fee to Utah State University. ****Please note: there is not an application fee required for the MLT Program.****
2. Bring or send an official high school transcript and official post-secondary transcripts. Student must be a high school graduate or equivalent GED recipient.
3. Achieve minimum English, Math, and Reading competencies by taking the placement evaluation exam, ACT and/or Accuplacer exam.
4. Achieve the required minimum cumulative grade point average of 3.0 or better to be accepted into the MLT Program. However, throughout the MLT Program, the student must maintain a GPA of 2.67 or higher to move forward in the program.
5. Transfer students will not be matriculated until official transcripts of all previous college or university work are submitted to USU Blanding.

6. A transfer student cannot transfer credits with D or E (F) grades or credits from developmental or remedial courses. Grades of C- or better will be allowed for all classes required for the Program. Credits from remedial classes will not be accepted.
7. The student must be in good standing and eligible to re-enroll at the college or university where they were most recently registered.

Special Admission Circumstances

A. Re-admission

A re-admission applicant is defined as an individual who withdrew or was dismissed from any Medical Laboratory Technician program. Re-admission is limited to one time to the program. Programs are not required to accept any re-admission applicants and the number of slots, if any, filled by re-admitted students is at the discretion of the Medical Laboratory Technician Program Director. Readmission applicants are considered separately and on an individual basis. Applicants seeking re-admission will be considered on a space available basis, as well as other multiple considerations, with the final decision for readmission at the discretion of the Medical Laboratory Technician Program Director.

Any former Medical Laboratory Technician student from USU's program or any other Medical Laboratory Technician program desiring re-admission to the Medical Laboratory Technician program must complete the following items that will be used in consideration of their re-admissions application:

- 1) Meet the current admission requirements and procedures required of all Medical Laboratory Technician applicants by the designated date.
- 2) Submit a detailed, professionally written letter with their application to the Program Coordinator of the program stating:
 - a) the reasons for previous withdrawal or dismissal from the program;
 - b) the reasons he/she desires to be re-admitted;
 - c) the circumstances that have changed to indicate that the applicant would successfully complete his/her Medical Laboratory Technician education at this time.
- 3) The MLT director and faculty will review the request and make an recommendation regarding readmission.
- 4) Applicants seeking re-admission will be required to:
 - a) Have a pre-admission interview with Medical Laboratory Technician Program Director
 - b) Demonstrate competency of certain knowledge, skills, appropriate for the point of re-entry by taking a standardized test.
- 5) A re-admission applicant will be required to repeat any Medical Laboratory Technician program courses not completed within the previous two years. The admission entry point of re-admission applicants will be determined by the Program Director.
- 6) In the event two or more applicants are eligible for re-entry at the same point of an academic calendar, and if insufficient space is available for all, selection will be based upon the order in which the applicant appears on a waiting list.

B. Transfer of Credits

Any individual desiring to transfer credit to enter the Medical Laboratory Technician Program must:

- i. Follow the same procedure required by USU for all transfer students as outlined in the USU catalog.
- ii. Meet the same admission criteria required of all Medical Laboratory Technician students
- iii. Request the following items from his/her former Medical Laboratory Technician program and have them mailed to the Medical Laboratory Technician Program Director
 - Course outlines (syllabus) of those Medical Laboratory Technician courses for which one is seeking to receive transfer credit
 - Scores from any tests, psychomotor or affective assessments, or other standardized assessments taken at former schools
 - Letter of recommendation from Medical Laboratory Technician instructor or program coordinator who most recently supervised applicant
 - Have been enrolled in a Medical Laboratory Technician program within two years immediately preceding transfer to USU's Medical Laboratory Technician program
 - Satisfy the USU resident requirement by completing at USU a minimum of twenty-five percent of the credit hours for a degree
- iv. Transfer credit for MLT courses is granted only in the following instances:
 - Space is available to accommodate the applicant
 - The MLT Director, in consultation with appropriate faculty recommends acceptance of the specific Medical Laboratory Technician course(s).
 - Final course grade in any Medical Laboratory Technician course(s) is 74 or C with a 2.75 GPA or better
 - Psychomotor and affective competencies included in the course were each successfully completed.
 - Final course grade in required non-Medical Laboratory Technician course is C or better.

Returning Students

A student who has been away for more than 2 semesters, must submit a new application for admission along with a \$20.00 reapplication admission fee. Those who have attended other colleges or universities in the interim will be asked to submit transcripts of all college credits.

Post-Secondary GPA

Achieve and maintain the minimum cumulative grade point average on the USU transcript of record (most recent transcript with 12 credit hours or more) when applicable. Achieve a minimum of "B" grade on each relevant USU or transfer course. Only grades of "B" or better will be accepted for point earning, transfer purposes, and program completion.

Submit the completed health sciences **ADMISSION APPLICATION** by 5:00 p.m. on the deadline date indicating application to the Medical Laboratory Technician program.

Number of Applicants

The maximum number of applicants annually accepted for the Medical Laboratory Technician Program is 20. Ten students on the Price campus and 10 between the Blanding and Moab campuses.

- If the number of qualified applicants exceeds the number listed above, then the admission process becomes competitive and the selection criteria of the top applicants for the program are based on a ranking system. This system is utilized to determine the most qualified students based on their performance on the Placement, ACT or Accuplacer exams (50%), college or high school cumulative GPA (25%), and points awarded for courses completed in the Medical Laboratory Technician pre-requisites, previously earned degree(s), and health care related work experience (25%). The program does not grant advanced placement for experiential learning.
- If the number of qualified applicants does not exceed the maximum number of applicants than no pre-admission meeting will be held. Instead, the applicants will be required to attend a mandatory orientation meeting.

Acceptance Interview Process

Once a student has been accepted into the program they will be invited to attend an interview with the Program Director and faculty.

V. PROGRAM CURRICULUM

The Medical Laboratory Technician curriculum prepares students for entry level medical laboratory technician positions. Course work of the program includes instruction in Pre-analytical, analytical and post analytical area of Clinical Lab services.

Prerequisites

Course #	Course Title	Credit Hours
ENGL 1010	Introduction to Writing	3
CHEM 1010	Introduction to Chemistry	3
CHEM 1015	Introduction to Chemistry Lab	1
STATS_1045	Introduction to Stats w/Elements of Algebra OR	5
STATS 1040	Introduction to Statistics	3
Total		12-15

Semester One

ENGL 2010	Intermediate Writing	3
BIOL 1010	Biology and the Citizen	3
BIOL 1013	Biology and the Citizen Lab	1
PSY 1010	General Psychology	3
MLT 1010	Introduction to Medical Laboratory	3
Total		13

Semester Two

CHEM 1110	General Chemistry I	4
CHEM 1115	General Chemistry I Lab	1
MLT 2230	Urinalysis and Other Body Fluids	4

MLT 2240	Hematology	6
Total		15
Semester Three		
CMST 2110	Interpersonal Communication	3
MLT 2270	Immunology/Serology	3
MLT 2430	Clinical Chemistry I	3
MLT 2570	Clinical Microbiology I	5
Total		14
Semester Four		
MLT 2280	Immunohematology	5
MLT 2450	Clinical Chemistry II	4
MLT 2580	Clinical Microbiology II	5
MLT 2550	Practicum in Medical Technology	3
Total		17

*There are 120 hours of practicum required.

- Students may not take Medical Laboratory Technician courses out of sequence, and must comply with all departmental policies.
- All students who successfully complete the required courses will be eligible to apply for an Associate of Applied Science Degree in Medical Laboratory Technician.
- All courses required in the Medical Laboratory Technician program must be taken in the sequence outlined in the curriculum. General education courses may be taken prior to enrollment in the Medical Laboratory Technician courses.
- In order to progress to the next semester's course, the student must successfully complete (1) each Medical Laboratory Technician course with a final grade of 74 or better, (2) each general education course with a final letter grade of "C" or better, and (3) must maintain a minimum cumulative grade point average (GPA) of 2.67 each semester.

Criteria for successful completion of the MLT Program:

To successfully complete the MLT Program, students must maintain a GPA of 2.67 throughout all of the MLT required courses. Upon successful completion of these courses, the student will be awarded a Medical Laboratory Technician Associate Degree of Applied Sciences from Utah State University.

Graduation from the USU MLT program is contingent on completing all of the requirements for graduation and successful completion of the program. Although students are encouraged to sit for the National Certification Exam, a student's graduation is not contingent on sitting for the exam.

National Certification and Examination:

The Utah State University Eastern, Utah State University Moab and Utah State University Blanding Medical Laboratory Technician programs are under "**Serious Applicant Status**" for accreditation through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Students are now eligible to sit for national certification exam through American Society of Clinical Pathology (ASCP) or American Medical Technologists (AMT).

NAACLS is committed to being the premier agency for international accreditation of educational programs in the clinical laboratory sciences and related health care disciplines.



NAACLS
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Rosemont, IL 60018-5119
info@naacls.org

VI. General Policy Information

A. Health Requirements

1. Physical Health

Physical health is defined as being free of disabling and contagious disease, being able to perform fine and gross motor skills, being able to perform normal weight-bearing ambulatory activities as well as abstaining from illegal use of controlled substances or abuse of alcohol or prescribed medication.

Assessment of the physical health of the applicant is made through the use of a physical examination performed by the applicant's physician, physician assistant, or nurse practitioner and required tests as stated on the Student Health Form. If a physical condition threatens to prevent satisfactory performance, the applicant is counseled and referred to an appropriate professional. See "Americans with Disabilities Act" at <https://catalog.usu.edu/content.php?catoid=12&navoid=3175>.

2. Emotional Health

Emotional health is defined as reacting appropriately to stressful situations, coping with every day environmental stresses with little difficulty, using healthy coping mechanisms, and understanding one's own ability to cope with stressful situations.

Assessment of the emotional health of an applicant is made through the use of physical examinations, personal conferences, references, and letters from mental health care providers if intensive therapy is in progress or has occurred, and psychological evaluations if necessary.

3. Health Problems and Admission

An applicant who has had an existing problem(s) (physical or emotional) must provide certification from a physician that the condition(s) is/are stable and the student is able to participate fully in the program. A plan of treatment for said condition(s) is to be in the applicant's file in the Medical Laboratory Technician Program Director's Office, which is kept in a locked file drawer.

See also "Americans with Disabilities Act" at <https://catalog.usu.edu/content.php?catoid=12&navoid=3175>.

If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires reasonable accommodation, that student should contact the Disability Resource Center (DRC) for information on appropriate policies and procedures.

Students may contact the DRC to determine if they qualify for accommodations.

Disabilities covered by ADA may include learning, sensory, emotional, physical or

medical impairments. Students may call directly to the USU DRS at 1-435-797-2444. Students should contact the DRC as early in the semester as possible

4. Immunizations and Health Requirements

Each individual is required to complete the immunization section of the Student Health Form prior to registration in the Medical Laboratory Technician program. Immunization requirements are subject to change as a result of any practicum agency's policy revisions. **It is the ongoing responsibility of the student to monitor and comply with immunization and health requirements. Failure to do so will result in the student's inability to participate in practicum rotation and meet the requirements of the Medical Laboratory Technician program.**

B. Uniforms

Applicants are given information and requirements regarding uniforms at the Orientation Session. Each applicant is responsible for purchasing the required uniforms by the designated time.

C. Medical Laboratory Technician Orientation Session

Attendance is **required** at the Medical Laboratory Technician Program's Orientation Session. If an applicant cannot be present due to extenuating circumstances, a waiver must be obtained from the Program Coordinator prior to the Orientation Session.

D. HIPAA and Blood borne Pathogens

Each student will **be required to print a copy** of the Health Profession Program's Exposure Control Plan on Blood borne Pathogens and HIPAA/Confidentiality statement. Each student will sign a statement reflecting that they have received and understand the Blood borne Pathogen Exposure Control Plan. This statement will be filed in the student's folder located in the Medical Laboratory Technician Program Office. Each student will be required to attend blood borne pathogens training after the orientation session.

E. Criminal Background Check and Drug Screen

Medical Laboratory Technician students will be required to have a criminal background check and a drug screen prior to application to the program and again before practicum if necessary. By applying for admission to the Medical Laboratory Technician program, a student consents to drug and alcohol screening and criminal background checks. A written consent form must be signed by each student prior to the performance of a background check and drug screen. Information obtained within the criminal background check and sex offender check will be provided to any hospital or other practicum facility prior to practicum. USU does not guarantee the admission of any student to a practicum facility or practicum site. A student's acceptance, participation and continuation at any practicum site are subject at all times to the approval and consent of the practicum site. For these reasons, all Medical Laboratory Technician students must understand that it is critical that they comply with all policies and procedures of these practicum sites and that they must satisfactorily perform and conduct themselves at any practicum site. Students are under a continuing obligation to supplement the information provided to USU and any practicum facility concerning background checks, criminal histories or convictions or any other background information. Failure to promptly provide updated or corrected information may be cause for removal from a practicum facility or practicum site and/or from the Medical Laboratory Technician program.

F. Estimated Program Fees

All fees and charges are subject to change or may vary by year. Please refer to the current year fee schedule located at:

https://www.usu.edu/budget/files/tuition_and_fees/2021-22-USU-tuition-fee-schedule.pdf

Please make sure you scroll down to TECHNICAL EDUCATION

Blanding, Moab and USU Eastern campuses

G. Attendance Policy

The general attendance policy for Utah State University as stated in the College catalog will apply to all courses. Medical Laboratory Technician students are expected to meet all scheduled classes, labs, and practicum learning experiences. Excessive absences is defined as in excess of ten percent (10%) of total class hours, ten percent (10%) of total lab hours, or ten percent (10%) of total practicum hours.

Excessive absences in one course or across multiple Medical Laboratory Technician courses may result in disenrollment from the program. These Medical Laboratory Technician requirements will be strictly enforced.

Tardy is defined as not being on-site at the beginning but entering within the time of any hour of instructional time. Three (3) tardies = 1 hour of absence. Not being present during any time of an instructional hour is counted as an hour of absence. Excessive absences or habitual tardiness may be cause for dismissal.

If a student knows in advance that he/she will be absent, especially for any type of testing, the instructor is to be notified prior to the absence. Whenever a student is ill and/or absent from class, lab, or practicum, it is the student's responsibility to obtain assignments and materials missed. When a student is unable to attend a practicum session, he/she is to notify the assigned affiliating agency and the instructor per the practicum instructor's guidelines. If a student is absent for any testing, no makeup exam will be offered unless the absence is excused or the instructor is notified prior to the exam. Make up exams may or may not be the same format as the original exam.

When inclement weather occurs (snow, storms, etc.), students should check the local radio stations, area TV stations, or text, email and phone for CODE BLUE alerts regarding information about the closing of the College. Students are encouraged to enroll in the USU CODE BLUE Alert system for updates about changes to the normal college operating schedule. Individual instructors will discuss with students the procedure to follow when trying to ascertain road conditions for safe travel.

If a student knows in advance that he/she will be absent, especially for any type of testing, the instructor is to be notified prior to the absence. Whenever a student is ill and/or absent from class, lab, or practicum, it is the student's responsibility to obtain assignments and materials missed. When a student is unable to attend a practicum session, he/she is to notify the assigned affiliating agency and the instructor per the practicum instructor's guidelines. If a student is absent for any testing, no makeup exam will be offered unless the absence is excused or the instructor is notified prior to the exam. Make up exams may or may not be the same format as the original exam.

VII. Non-progression policy

A. Withdrawal

If a student, for any reason, desires to withdraw from the program, he/she is required to follow the procedure outlined below in order to maintain a complete academic record:

1. Confer with both his/her faculty advisor and course instructor;
2. Write a letter of resignation to the Program Director stating the reason(s) for withdrawal;
3. Complete the necessary withdrawal forms available in Enrollment Management
4. Confer with Director of Financial Aid, if applicable, in his/her case.
5. Any student who exits the Medical Laboratory Technician program for any reason should complete an exit interview with the program director.

B. Dismissal

The Medical Laboratory Technician faculty reserves the right to recommend the dismissal of a student from the Medical Laboratory Technician program. The Program Director has the right, authority, and responsibility to decide on such a recommendation.

Causes for Dismissal

The following reasons, though not intended to be all-inclusive, constitute due cause for a student to be dismissed from the Medical Laboratory Technician program.

Failure to meet the academic standards as set forth in the College Catalog and the Medical Laboratory Technician Student Handbook.

Excessive absences or habitual tardiness as defined in the attendance policy found in this handbook.

Student performance behavior in the practicum setting that (1) indicates difficulty in making appropriate judgments in the practicum setting or (2) conflicts with patient safety essential to safe Medical Laboratory Technician practice leading to unsatisfactory clinical performance and failure. Such behavior is defined as a failure to assess or act appropriately on information that another, or a majority of students at the same level would recognize as important to patient health and safety. Any student who requires an inordinate amount of instructor's time in the practicum setting because of poor judgment, poor decision-making skills, or safety violations will be subject to dismissal from the program.

Falsification of information in any form – verbal or written. Any student who submits false, incorrect, and/or incomplete information, as part of the Medical Laboratory Technician Program Admission Process, or while enrolled in the program, may be dismissed from the program.

Cheating. It is expected that all Medical Laboratory Technician students will be honest in their dealing with members of the faculty and staff at USU as well as with staff members and patients at all practicum facilities. Students are expected to report any observed instances of dishonesty to the instructor in charge. Failure to do so makes the observer morally as guilty as the one who is cheating. Any instructor who discovers possible cheating or to whom it is reported will investigate the matter fully according to USU Policy. If after careful consideration of all evidence the instructor documents that cheating has occurred, the evidence will be presented to the Program Director who will meet with all parties involved.

Plagiarism is the use of someone else's words, writings, thoughts, or ideas without giving proper credit. Taking a section of a book, Internet, or magazine article

and copying it essentially word for word without giving proper credit to the author is one example of plagiarism.

The instructor who detects plagiarism will review with the student the circumstances that constitute plagiarism.

The student will be required to re-submit the work to receive credit and the student's grade will be adjusted accordingly. A second instance of plagiarism during any period of the Medical Laboratory Technician program will be considered cheating and treated as such. **Refer to the College Catalog on Plagiarism.**

Violation of the patient's right to confidentiality. The Medical Laboratory Technician student is legally (privileged health information and HIPAA regulations) and ethically (AAMA Code of Ethics and AMT Standards of Practice) obligated to maintain confidentiality regarding any information concerning a patient's illness or treatment that is obtained in the normal course of his/her professional duties. No patient information is to be revealed without the patient's permission. It is appropriate to discuss patient condition/Medical Laboratory Technician care in a learning situation such as instructor/student conference with the understanding that said discussion will not be repeated outside of the conference setting.

Negligent acts resulting in harm to patient.

Drug/Alcohol Use

The presence, purchase, sale, consumption or use, and/or being under the influence of alcoholic beverage or controlled substances (except when used in strict compliance with the prescription) is strictly forbidden at campus sponsored functions, at clinical laboratory experiences or any time while in the USU Medical Laboratory Technician uniform. Violations of the chemical abuse policy of the Program will render a student subject to disciplinary action including immediate dismissal from the Program with a grade of "F" and removal from all Program courses.

Any student who diverts any controlled substance from a practicum facility will be dismissed from the Medical Laboratory Technician program.

Any student whose behavior or appearance provides reasonable suspicion that the student is under the influence of alcohol or non-prescribed controlled substances, any chemical that alters cognitive functions, and/or is abusing prescribed medications may be required to submit to a breath analysis, saliva test, urinalysis, or blood analysis. Medical Laboratory Technician faculty may make the determination that reasonable suspicion exists. Refusal to offer the required sample will be grounds for dismissal from the program. A positive test indicating use of controlled substances, mind-altering chemicals, or alcoholic beverages will be grounds for dismissal from the program. The student will be responsible for the cost of testing.

The Dismissal Process

Any student who is recommended for dismissal from the USU Medical Laboratory Technician Program will require a conference with the Program Director to discuss the reason(s) for the dismissal.

Refund Policy

When a student withdraws from classes through the fifteenth day of the semester (for full-semester classes) **or** before completing twenty percent of the session (for partial-semester classes), he or she is entitled to a 100 percent refund of registration tuition and student body fees, as well as class and lab fees. Weekends and holidays are excluded in calculating deadlines. Refund deadlines are listed in the [Registration Calendar](#).

All refunds will be mailed to the student *or* be deposited directly into the student's bank account. The application and evaluation fee for an undergraduate or graduate applicant is nonrefundable.

For exact dollar amounts, click on one of the Tuition & Fee tables links at: <http://www.usu.edu/registrar/payment/>

How do I drop or withdraw from a course?

Refer to the [registration calendar](#) for drop/withdrawal deadlines.

1. Login to [Access \(Banner\)](#).
2. Select *Student* from the main menu (Skip if using the link above).
3. Select *Registration* from the student menu (Skip if using the link above).
4. Select *Add or Drop Classes* from the registration menu.
5. Select the term for which you wish to drop a course.
6. Select *Drop Web* from the action menu for the course you wish to drop.
7. Click *Submit Changes*.

Appeals Process

Students facing dismissal from the program shall have the right to appeal his/her dismissal, suspension or removal as provided in the disciplinary appeals procedure set forth in the USU policy on Student Code of Conduct.

Students are encouraged to follow the following recommendations should conflict arise related to academics:

1. Discuss the situation with your instructor. Make sure you have read and understand the course syllabus before contacting the faculty member. Address your instructor by their title and succinctly explain the situation. Express your request clearly. Be respectful and thank the faculty for their time.
2. Contact the Department Head. If you are unable to resolve the issue with the faculty instructor, contact the department head where the instructor is located. Use the same tips listed above.
3. Contact the Dean of the College. If you are unable to resolve the issue with the faculty instructor, contact the Dean of the College where the instructor is located. Use the same tips as above.

For all academic grievances, the channel is:

1. The instructor, or graduate supervisory committee if the grievance pertains to committee action
2. The academic department head.
3. The dean of the college. For graduate students, it is the Dean of the School of Graduate Studies, who will consult and coordinate with the academic dean

4. Grievance Board
5. The Hearing Officer
6. The Provost
7. The President of the University

The full student code and process for academic grievances can be found at studentconduct.usu.edu/studentcode/article7.

Program Closure Teach Out Plan

Should there be a need for unforeseeable closure of the program, USU Health Professions has developed the following teach out plan. Students will be informed of intentional closure of the USU MLT Program as soon as possible.

Prospective students:

- Will be communicated that the program will not take a new cohort due to program closure
- will be advised regarding alternative MLT majors or areas of study
- Will be advised in applying to other local MLT programs
- Program closure information will be posted on Health Professions website

Current students:

- Will be informed of program closure
- Will be allowed to complete MLT courses if closure is announced mid-academic year
- MLT faculty will work with clinical sites and other colleges/universities to facilitate completion of clinical experience

VIII. Graduation

Graduation Requirements

A student is subject to the graduation requirements of the college. In addition, students must:

1. Progress satisfactorily through the Medical Laboratory Technician curriculum as defined in the Progression Policy.
2. Maintain a minimum grade point average of 2.67 in the required courses of the curriculum.
3. Demonstrate physical and emotional health which underscores their ability to provide safe Medical Laboratory Technician care to the public.
4. Students will apply for graduation after receiving notification from the registrar's office that they have been successful in completing the University's requirements for graduation.
5. Although students are encouraged to sit for their national certifying exam, a student's graduation and degree are not contingent on sitting for this exam.

IX. PROFESSIONAL BEHAVIOR REQUIRED BY MLT STUDENTS

General Guidelines

- Develop cooperative and respectful relationships with fellow students, clinical affiliates and faculty
- Safeguard patient information and test results as confidential, except as required by law
- Perform my duties in an accurate, precise, timely and responsible manner including being punctual to assigned rotations.

- Strive to maintain a reputation of honesty, integrity, and reliability
- Maintain professional appearance at all times including: closed toe shoes; no facial piercings; no ear gauges; short, clean fingernails; clean pressed USU uniform with good personal hygiene; USU student ID badge; long hair pulled back and secured. The student must also comply with the teaching facility's code of conduct
- No eating, chewing gum or drinks in the lab.
- No cell phone allowed in the clinical or lab setting.

**For further information on the ASCLS Code of Ethic, please visit the following link:
<https://ascls.org/code-of-ethics>

X. STUDENT INJURY IN PRACTICUM AREA

Students will be assigned to an on-site supervisor for the practicum. Students MUST follow agency protocol for patient care and fire and safety regulations. Should a Medical Laboratory Technician student sustain personal injury while participating in a practicum assignment, he/she should report immediately to the supervisor and the Medical Laboratory Technician instructor. If the student is unable to summon the supervisor, he/she must notify the Medical Laboratory Technician instructor. An agency incident report with specific details of the injury must be completed. A USU incident report is to be completed and directed to the Medical Laboratory Technician Program Director to be filed in the student's record.

XI. SEXUAL HARASSMENT

Refer to current USU Unlawful Harassment Policy and Procedures.

XII. EXPOSURE CONTROL PLAN

If Medical Laboratory Technician students find themselves in a situation where there is a suspected infection exposure, they must immediately report to their supervisor/ practicum instructor for implementation of the Exposure Incident Evaluation and Follow-up as noted in the Health Professions Program's Exposure Control Plan for Blood borne Pathogens.

XIII. PRACTICUM EVALUATION

A student will be provided with a clinical rotation portfolio that contains objectives and checklists for instructors and practicum supervisors. During practicum, students must initiate conferences with their supervisors to determine evaluation of procedures done and procedures that are yet to be done. Grades will be determined by a combination of practicum supervisors' evaluation, instructors' evaluation, student journal and any other assignments. Students who are performing less than satisfactory (i.e., consistently not meeting objectives, delivering care that is unsafe, showing unprofessional conduct) may be terminated. Students receiving a grade of 80 or less on the practicum supervisor's evaluation will need to repeat their practicum.

A. LABORATORY and CLINICAL LAB ROTATIONS

1. Laboratory Practice

Due to the nature of the Medical Laboratory Technician program it will be necessary for students to practice skills before starting their clinical rotation experience.

2. Medical Lab Technician Laboratory & Clinical Rotations

Our MLT students will train in clinical settings. After students demonstrate proficiency in all areas of clinical aspects through course work and practicums, students will be placed in clinical rotations to get the best experience possible. These clinical rotations are an

important part of the program. Students must commit to attending all clinical rotations that they are scheduled to participate in. Every attempt will be made to secure clinical sites for students so that they do not have to wait to complete their clinical rotations, however, should student enrollment exceed clinical affiliate site availability, students will be assigned slots based on the following:

- Students must meet the required GPA of 2.67 to remain in the program. Those students who have the highest GPA based on core curriculum for the MLT Program will be given priority for placement. If there is a tie in core curriculum GPA, then the cumulative GPA will be used.
- Students have completed the competency checklist to faculty satisfaction
- All required documentation is submitted to faculty prior to clinical rotations
- Students who have continuously been enrolled in the program following the course of study without interruption will be given precedence for placement over students who have interrupted their course of study.

3. STUDENT EMPLOYMENT POLICY

Students will be placed in a clinical rotation setting. Students will work directly under the supervision of an experienced medical lab professional. The clinical rotation is not a paid clinical experience nor should student be substituted for regular employees. Students are not to perform any type of service work while attending clinical rotations.

4. TRANSPORTATION

Reliable transportation to and from the University, clinical site and field trip assignments is mandatory. Student is responsible for clinical travel costs to and from the clinical site. Clinical sites can range from a few blocks to one hundred miles from your home depending on the location of the availability of the clinical site. Request for specific clinical placement will be taken into consideration; however, there is no guarantee this will be possible.

5. ETHICS POLICY

The Medical Laboratory Technician students at Utah State University are expected to conduct themselves as a professional at all times. Medical Laboratory Technician students are expected to adhere to the Code of Conduct established for all USU students. The college reserves the right to dismiss any student who demonstrates behavior which conflicts with safe and ethical Medical Laboratory Technician practice.

XIV. STUDENT ACTIVITIES/RESPONSIBILITIES

1. STUDENT RESPONSIBILITIES

Medical Laboratory Technician students are subject to the same student responsibilities, regulations, and conduct as stated in the USU catalog.

2. COMPLAINT POLICY

Students have rights and responsibilities to express concerns regarding faculty-student matters and perceived problems. Students are encouraged to follow the chain of command and seek assistance from faculty members and academic advisors to resolve issues at the lowest level of authority. If the matter cannot be resolved at the level of occurrence, the student is to use the established policies for grievances and complaints in the college catalog. Complaints are defined as any written appeal that has been filed by a student in accordance with the student grievance procedures for Disciplinary,

Sexual Harassment, or Non-disciplinary issues as noted in the college catalog of the current year or any written complaints filed with agencies that have governance over the Medical Laboratory Technician program. A record of the student complaint and its resolution will be placed in the program's student file and a copy kept in a Complaint file located in the locked file cabinet that serves the Medical Laboratory Technician program.

**Medical Laboratory Technician
FORMS**

Handbook & Code Policy Agreement of Understanding

Laboratory Procedures Agreement
Venipuncture/Micro-Collection Exemption

Hepatitis B Status

ent Contractual Agreement

Confidentiality and Non-Disclosure

**Handbook and Code Policy
AGREEMENT OF UNDERSTANDING**

Please sign and return this portion to the Health Professions Department or your instructor.

I, the undersigned, have read and understand the writings in this handbook. I realize that failure on my part to comply with the policies and expectations of USU Health Professions Department, and my role as a Medical Laboratory Technician student could result in disciplinary action.

I understand that failure to attend scheduled lectures and lab could result in my being dropped from the course.

I understand that to achieve national certification, I should meet the required lecture, lab and clinical hours successfully in order to be allowed to take the national certifying examination.

I further understand that this handbook and code policy agreement of understanding must be on file in the Medical Lab Technician instructor's file in the USU Blanding, Moab or Price campus before I will be allowed to participate in this course.

Name _____ Date _____

Signature _____ Birthdate _____

*Signature of parent or guardian _____
(Required for students under the age of 18)

UtahStateUniversity
HEALTH PROFESSIONS
Medical Laboratory Technician Program

Laboratory Procedures Agreement

I, the undersigned, volunteer for venipuncture and micro-collection procedures to be performed on me as part of the MLT Program procedures.

I am aware that these are invasive procedures and there are risks such as Hepatitis, HIV, and other diseases. I have no knowledge of having any communicable disease such as Hepatitis, HIV, or other diseases such as anemia, cancer, TB, etc.

I understand that I may only perform venipunctures and micro-collections within the lab/practicum setting and under the supervision of the instructor(s) or practicum supervisor(s).

I do not hold Utah State University, faculty, or classmates responsible for any untoward effect from these procedures.

If applicable, I will obtain a physician's excuse which will exempt me from either (or both) venipuncture and/or micro-collection procedures to be performed on me before the beginning of any of the MLT courses. The physician will need to specify which technique(s) I will be exempt from.

My grade will not be jeopardized by an exemption from these procedures.

I agree to follow all lab rules and procedures as explained in the MLT Handbook and the additional rules and procedures listed below for my protection and safety of others:

- Wear Personal Protective Equipment (PPE) when handling any biohazard specimen or chemical
- Disinfect the work area before and after procedures, immediately if there is a spill
- Discard all contaminated materials into an appropriate labeled biohazard container. A rigid puncture-proof (Sharps) container, must be used for disposal of any objective that would puncture a garbage bag, ie. needles and lancets
- Wear safety goggles when working with chemicals or what splashes are likely to occur
- Avoid testing, smelling, or breathing chemicals
- Follow the manufacturer's instructions for operating equipment
- Handle equipment with care and store chemicals properly
- Discard any broken glassware into a "Sharps" container
- Use appropriate chemical spill kits to clean up spills
- Report any accident to your instructor
- Report any broken or frayed electrical cord(s) or other safety hazards to your instructor

Student Signature _____

Date _____

Emergency Contact _____

Phone Number _____

UtahStateUniversity
HEALTH PROFESSIONS
Medical Laboratory Technician Program

Venipuncture/Micro-Collection Exemption Form

TO WHOM IT MAY CONCERN:

The following student, _____, is exempt from
venipuncture procedures to be performed on him/her

Primary Health Provider Signature

Date



The following student _____, is exempt from
collection procedures to be performed on him/her.

Primary Health Provider Signature

Date

UtahStateUniversity
HEALTH PROFESSIONS
Medical Laboratory Technician Program

Hepatitis B Vaccine Status Form
(To be completed by student's personal care physician)

I have provided my patient _____, with the opportunity to be
Vaccinated with the Hepatitis B Vaccine.

The patient has declined the vaccine.

Primary Health Provider's Signature

Primary Health Provider's printed name

Date

Address

Phone

UtahStateUniversity
HEALTH PROFESSIONS
Medical Laboratory Technician Program

Medical Laboratory Technician Student Contractual Agreement

I, the undersigned, have

1. Received a copy of;
2. Read
3. Received an explanation of;
4. And, have had the opportunity to have my questions answered regarding the policies and guidelines as stated in the Medical Laboratory Technician Student's Handbook and USU's Health Professions Programs Exposure Control Plan for Blood-borne Pathogens.

I understand that I must comply with and follow these guidelines and policies during my enrollment as a Medical Laboratory Technician student at USU.

I also understand that this signed agreement will be filed in my student file.

Signature

Student A#

Date

Signature of MLT Program Director

Date

UtahStateUniversity
HEALTH PROFESSIONS
Medical Laboratory Technician Program

Confidentiality and Non-Disclosure Agreement

I hereby certify that I have been granted access to patient and facility Protected Health and Financial Information.

This access is dependent on the following:

- HIPAA initial and on-going training
- Understanding of Policy/Procedure
- Understanding the need for confidentiality
- Understanding my role in the share/usage/disclosure of information
- Understanding my responsibility regarding the security of confidential information
- Understanding that failure to comply with these conditions may result in the denial of access to patient or facility information

Understanding that if the terms of this agreement are violated, they may lead to:

- Grounds for disciplinary action, including:
 - Termination of clinical access
 - Loss of privileges
 - Legal action for monetary damages, injunctions or both
 - Any other remedy available to the facility

Student Name (Printed)

Date

Student Signature

Title/Position

Original of these signed agreement to be filed in the student's file and a copy will be provided to the student.