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Program Purpose Statement

Medical Laboratory Technology Education Philosophy

The increased application in use of clinical laboratory procedures for diagnosis, combined with the advanced technology of the medical laboratory technology equipment, has prompted the use of specialized personnel to insure the production of quality laboratory procedures. Thus, the role of the medical laboratory technologist as an important member of the medical team has also been enhanced.

Continuing education is encouraged by the MLT program in an effort to motivate the technologist, or prospective technologist, to keep up to date on the latest technical and procedural advances in the field of medical laboratory technology. Continuing education is mandatory for license renewal in the State of Florida.

Goals and Outcomes

The IRSC Medical Laboratory Technology program seeks to provide education in Medical Technology that meets, but is not limited to, the standards for accreditation as set forth by the National Accrediting Agency for Clinical Laboratory Sciences. This education will provide the student with the skills, knowledge, and experience to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains as performed by medical laboratory technicians.

Program Outcomes:

1. Perform routine laboratory procedures encompassing all major areas of the clinical laboratory -- hematology, chemistry, immunology, microbiology, urinalysis, and transfusion services.
2. Comprehend and follow procedural guidelines in the performance of laboratory tests to include pre-analytical, analytical, and post-analytical processes.
3. Recognize unexpected results and instrument malfunctions and take appropriate action.
4. Correlate laboratory findings to common disease processes.
5. Comply with safety procedures and ethical standards of practice.
6. Demonstrate professional and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and the public.
7. Recognize continuing education as a function of growth and maintenance of professional competence.
8. Prepare students to take the national certification examination offered by American Society for Clinical Pathology (ASCP) and American Association of Bioanalyst (AAB).

Program specific outcomes for a five (5) year period are available on the IRSC website at www.irsc.edu.

Essential Functions of the Profession

MLT students will also be expected to meet the technical standards that are necessary to perform the "essential functions" of a medical laboratory technician. These technical standards are as follows:

Strength:

Environmental Conditions: The MLT student may be exposed at different times to human blood, urine, body tissues or fluids; grease or oil; toxins, cytotoxins or poisonous substances; dust, mold, respiratory and contact allergens; other hazardous materials such as chemicals; e

4. The student must meet all requirements established by the College for the Associate in Science (A.S.) Degree. The maximum time for completion of the MLT program is 5 years.
5. This is a competency based program. At the beginning of each course, the student will be given a list of behavioral objectives by the instructor. Each objective must be based on the degree of achievement and minimum competency achieved.
6. All numerical grades at the end of the course will be transposed to a letter grade using the following scale:

A = 93 - 100	4 quality pts./semester hour
B = 85 - 92	3 quality pts./semester hour
C = 76 - 84	2 quality pts./semester hour
D = 70 - 75	1 quality pts./semester hour
F = 69 and below	0 quality pts./semester hour

Prerequisites for each MLT course are listed in the College Catalog and are available from MLT instructors. Check the student calendar for deadlines regarding filing for graduation.

Requirements for Progression

The Medical Laboratory Technology program is cohort based, meaning that students work through a curriculum together to achieve the same degree. Students must progress


Students should check with the Financial Aid Office concerning eligibility for the above. In addition, the MLT instructors and Financial Aid Office may know of other available forms of financial aid.

Additional scholarships may also be available to both MLT students through the national professional organizations, including the American Society of Clinical Pathologist. Additional information is available in the MLT Department.

College Activities

Rules for Clinical Education and MLT Classroom

General

1. Safety glasses must be worn in the laboratory at all times, even when not performing laboratory testing.
2. Eating, drinking, and smoking are not allowed in any laboratory.
3. Appropriate clothing must be worn in the lab (scrub top, pants, clean sneakers and name tag).
4. No chemicals or equipment may be removed from the lab without specific permission.
5. Wash your hands often during the lab, and wash them thoroughly upon leaving the lab.
6. In the case of an injury, notify your instructor immediately. All injuries, no matter how small, must be reported.
7. The clinical liaison or their representatives will supervise clinical experience.
8. Questions or problems incurred in the lab should be taken to the appropriate individual in charge if it concerns rules or regulations. Questions concerning procedures, techniques and testing theory may be directed to the technologist in the department.
9. Students must observe hospital and lab regulations for routing work and written communications.
10. Students must not discuss lab results with any staff member outside of the lab, with family members, friends or patients.
11. Questions concerning the diagnosis of disease states or evaluation of therapy should be directed to the Pathologist.
12. Physicians and other medical professionals should be addressed by their title.
13. Classroom etiquette is a set of guidelines for maintaining civilized, professional, and effective communication in a classroom. Instructors and students will demonstrate appropriate etiquette when interactive with each other. Written communication will be conducted using standard business English. Here are some basic rules:
 - x Treat your peers and the instructor in a polite and respectful manner.
 - x Model the same standards of behavior online as you would follow in a face-to-face discussion.
 - x 
 - x Remember, some comments may be taken the wrong way without facial expressions.
 - x Be careful in wording your emails.
 - x The use of emoticons might be helpful in some cases.
 - x Respect the privacy of other class members.

These guidelines apply to all means of communication, including email, course messages, discussion boards, and Blackboard Collaborate sessions.

11. Preparation for class means completing all study activities required for that week. Attendance in an online course means logging into the Learning Management System (Blackboard) regularly and participating in all the activities posted in the course.

1. Preparation for the clinical rotation means completing all competency checklists and clinical hours required each week.
2. Complete the daily journal in Blackboard.
3. Late and Tardy notices must be called to the clinical site. The instructor should receive an email.
4. All absences must be documented in the weekly journal.
5. Make-up hours should be arranged with the clinical rotation department supervisor.

Students MUST be present for all exams. All exams will be announced at least one class meeting before the examination. The instructor will give make-up exams only for persons who notify and are cleared in advance as an absence probability. To remain in the program, students must score 76% or better on all exams. For each course:

1 st Failed exam	Written warning
2 nd Failed exam	Consultation and placed on academic probation.
3 rd Failed exam	Expulsion from program.

Students are expected to attend each class session and follow the attendance policies described in the MLT student handbook. Should a student find it unavoidable to miss class or a lab session, the student is responsible for arranging to make up all missing assignments.

3 Tardy	1 Absence
3 Absences	Written Warning
4 Absences	Consultation with Administration
5 Absences	Expulsion from program.

Conduct and Attire

1. Any student caught in the act of cheating on an exam, quiz or lab report will receive a failing grade for that exam, quiz or lab report and will be dismissed from the program.
2. Any student willfully creating a hazardous situation for himself and/or others in the laboratory will be dismissed from the class with an unexcused absence. Continual practice of this nature will result in dismissal from the program.
3. The student must exhibit courtesy and respect for the instructors and fellow students while in class or the clinical facility.
4. Students must wear a lab coat for each laboratory class. For purposes of safety, open-toed shoes or sandals are not permitted during a laboratory period.

To avoid introducing potentially harmful microorganisms into the environment or otherwise injuring the patient or self, the clinical laboratory student always:

5. Exhibits a clean body and hair (head and facial)
6. Wears clean clothes
7. Styles hair in well-controlled manner, e.g. off-the-collar and not falling long or loose about the face or shoulder
8. Keeps mustache/beard (if permitted) short and neatly trimmed
9. Keeps nails clean and well-manicured e.g., short to moderate in length and smoothly filed
10. Wears minimal and modest ornamentation/jewelry. No dangling neck chains or long earrings. No body jewelry.
11. Uses perfume or cologne (light fragrances) only very sparingly

To promote the professional image of clinical laboratory science, the student always:

12. Wears well-fitting clothes, neither too tight nor too baggy; wears appropriate undergarments and wrinkle-free clothing
13. Keeps shoes in good condition, e.g., clean and well-polished
14. Wears makeup that is appropriate for the workplace, e.g., minimal in application and modest in effect
15. Wears only intact, clear/pale nail polish (if appropriate or permitted)

Professional Values

To demonstrate behavior consistent with the value of NON-MALFEASANCE (TO DO NO HARM), the clinical laboratory student always:

1. Recognizes limits of own competence by seeking assistance as necessary
2. Reports own errors and omissions to appropriate persons
3. Delegates assignments consistent with caregiver capabilities

To demonstrate behavior consistent with the value of BENEFICENCE (TO DO GOOD), the clinical laboratory student always:

1. Accepts constructive feedback as a means for improving personal growth
2. Supports peers and other personnel
3. Willingly accepts assignments
4. Exhibits adaptability and flexibility
5. Handles stressful situations calmly, constructively, and tactfully
6. Delegates difficult assignments fairly

To demonstrate behavior omissions to 209 (demonstrate)JJEe

Student Health

Clinical Education Assignments

During enrollment in the Medical Laboratory Technology program, students will be assigned to a clinical education site. This assignment is made by the IRSC MLT Faculty. All clinical education sites are recognized by **NAACLS**.

Efforts will be made to assign students to the clinical education center closest to their place of residence; however, this cannot be guaranteed. Appointments to a clinical education site will not be changed without the agreement of all parties involved, (the Program Director, Clinical Coordinator, the representatives of both clinical education centers and the student).

~~during any semester, the total for student cannot exceed, without instructor approval,~~
number of clinical education hours required for that particular semester. Overtime will not be considered, nor can it be accrued or banked, then later accepted for time off, make-up days, personal leave, illness, early completion of the program, etc.

Currently, the ten (10) clinical sites are:

1. **Cleveland Clinic Indian River Medical Center**

IRMC is located 21 miles north from the IRSC Massey Campus in Fort Pierce. The laboratory is housed on the 4th floor of BT/T1_0 12 Tf436.48 394.24 Td(in)-24treW313475.4 Cente3ID 14 BDC q0 0 612 792 reW*nBT/T1_0 12 Tf72352.2(Cente(2.)TjETOq0 0 612 792 reW*nBT/

2. **Lawnwood Regional Medical Center**

LRMC is located 2 miles from the IRSC Massey Campus in T2 792 reW*nBT/T1_0 12 Tf43

7. **Jupiter Medical Center**
JMC is located 45 miles south of the IRSC Massey Campus. The laboratory is located on the second floor.
8. **Good Samaritan Medical Center**
GSMC is located 52 miles south of the IRSC Massey Campus. The laboratory is located on the fourth floor.
9. **St. Mary's Medical Center**
SMC is located 58 miles south of the IRSC Massey Campus. The laboratory is located on the main floor.
10. **Florida Hospital Heartland**
FHH is located 100 miles west of the IRSC Massey Campus. The laboratory is located on the main floor.
11. **Sebastian River Medical Center**
SRMC is located 38 miles north of the IRSC Massey Campus. The laboratory is located on the main floor.

The first clinical assignment will begin in the Fall semester (Hematology/Coagulation) of the first year and continue to the end of the term. The second clinical assignment will begin in the Spring (Blood Bank) and continue for the first 10 weeks. The Summer I (Serology) is the third clinical session. The fourth clinical assignment will begin the Fall semester (Clinical Chemistry) of the second year and continue to the end of the term. The fifth clinical assignment will be the first ten weeks of the Spring semester (Medical Microbiology) in the second year. The final rotation will begin the last 6 six weeks of the Spring term (Clinical Practicum) and continue to the end of the Summer I term (Clinical Practicum), concluding the Medical Laboratory Technology program.

In the event that a clinical facility cannot take a student, a wait list will be created. The MLT Program Director will rank the students on the list using the students overall MLT GPA. Students on the wait list will be placed in the next available site where the wait time will not exceed one semester.

Teach Out Plan

NAACLS requires the MLT Program to have in place a "teach out" plan in case of program closure. If the MLT Program at IRSC closes, it will be immediately communicated to all attending students.

All prospective MLT students will be told that the program will not be taking a new cohort due to program closure and information regarding other MLT programs in the area will be available.

All current students in the MLT program will be informed of program closure. All current students will be allowed to complete the MLT courses and final clinical practicum if completed with the normal entry and exit time frame of 24 months. Students who do not,

or cannot, complete within that time frame will be given assistance in applying to other local MLT programs for completion of their education.

The Dean of Health Sciences will be designated to clear students for the certification exam in the event faculty in the MLT program are unavailable.

In the event of a disaster when MLT labs and classrooms are damaged or unavailable, labs and lectures will be moved to another room or building or even to another campus (IRSC has 5 separate campuses in different areas of the 5 counties they serve.)

Patient Confidentiality

All hospital and patient records are confidential in nature. Request for information concerning a patient must be referred to the Lead Clinical Instructor. Students are expected to maintain confidentiality in a professional manner. You will be asked to sign a confidentiality statement upon admittance to the program.

Social Media sites such as Facebook, Instagram, Twitter etc. are subject to the same professional standards related to HIPAA, FERPA and clinical affiliation confidentiality. Violations of this nature will be subject to the same disciplinary action as Section 2.01 Health Science Statement of Ethics in the Health Science Division Student Handbook.

Criminal Background Checks

Health Science students at Indian River State College (IRSC) involved in direct patient care during externship/clinical in a hospital or related medical facility are required to request and submit their individual Civilian Criminal Records Inquiry form to the Florida Department of Law Enforcement (FDLE) in Tallahassee. This is a requirement mandated under the guidelines cited in the current Florida Statutes: Chapter 435, by health care agencies with which IRSC has clinical and externship agreements.

IRSC

All records must be sent directly from the FDLE to the Health Science Division Office and will be kept in a confidential file and not made part of the student's College record.

Student Drug Screen, Background Check & Medical Records

When submitted, these records will become the property of the College and will not be available for copying or for use to meet the requirements of outside employers. Students

Disciplinary Process for MLT Students

1. The Clinical Liaison will report in writing any student who violates these code or hospital regulations. This is especially important in matters concerning confidential patient information. The report should include the nature of the infraction, the date,
2. The report will be sent to the MLT Instructor and MLT Program Director and reviewed with the student and the Clinical Liaison.
3. If the MLT Program Director and Clinical Liaison determine that the incident is of a serious nature and agree,

APPENDIX A:

Forms

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INDIAN RIVER STATE COLLEGE

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Indian River State College
MLT PROGRAM
Statements of Understanding

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INDIAN RIVER STATE COLLEGE

WAIVER OF LIABILITY
AND
INFORMED CONSENT

Name _____ Member of Class of _____

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Grounds For Dismissal

I verify by my signature below that I understand that I may be dismissed from the IRSC program for the infractions involving:

- 1.