

*Medical Laboratory
Technology Program
Student Handbook
2021-2022*



STUDENT HANDBOOK Table of Contents

- I. Welcome p. 5
- II. Accreditation Status p.6
- III. MLT Program Director and Faculty Contact Information p.6
- IV. Foreword p.7
- V. MLT Program Specifics
 - 1. History p.8
 - 2. Mission and Philosophy p.8
 - 3. Goals of the Program p.9
 - 4. Scope of Practice p.9
 - 5. Program Outcomes/Assessment Modalities p.10
 - 6. Curriculum p.11
- VI. Admission
 - 1. Bridge Valley Admission policies p.12
 - 2. MLT Program-specific admission requirements
 - 1. Technical standards p.12
 - 2. Essential observational, movement , intellectual, communication and behavioral requirements p. 13-14
 - 3. Signature form p. 15
 - 4. Affective Domain
 - 3. Disability guidelines p. 16
 - 4. MLT Application Process p. 16
 - 5. Equal Opportunity/Affirmative Action Policy p.17
 - 6. Transfer Requests and Readmission p. 17-18
- VII. Academic Policies and Procedures
 - 1. Credit Hours p.18
 - 2. Registration and Advising p. 18
 - 3. Progression in MLT program and Program Completion p. 19
 - 4. Graduation requirements p. 19-20
 - 5. MLT Pinning Ceremony p. 20
 - 6. Grading Policy and Final Grade Appeal p. 20
 - 7. Withdrawal / Leave of Absence p. 20-21
 - 8. Program dismissal p. 21
 - 9. Academic calendar p. 21
- VIII. Program Policies
 - 1. Attendance and Tardiness p. 21
 - 2. Inclement Weather p. 22
 - 3. Cell Phones and Electronic devices p.22
 - 4. Examinations and Make-Up Policy p. 22-23
 - 5. Academic Dishonesty p. 23
 - 6. Social Media p. 24
 - 7. Contractual Learning p. 25
 - 8. MLT Student organization p. 25
 - 9. On-Campus Laboratory Policy – Lab Safety and Guidelines p.25-29

I. Welcome...

... To the Associate of Applied Science (AAS) Degree in Medical Laboratory Technology at BridgeValley Community and Technical College (BVCTC). Your admission to BridgeValley Community and Technical College and this program is evidence of your academic achievements and ability. The MLT and support faculty are committed to creating a supportive environment in which you will interact and learn the necessary skills to perform the tasks for a medical technology career. I trust that you will find your course of study exciting, yet challenging. This handbook was prepared to assist you in becoming familiar with the policies and procedures of the MLT program and will serve as an adjunct to the BVCTC College Catalog, and Student Handbook. I wish you every success at BVCTC and in your future professional medical technology career. Congratulations on taking an important step in your life to achieving your career goal!

Ruth Jacobs, MT (ASCP)

Allied Health Chair and MLT Program Director

II. Accreditation Status:

The Medical Laboratory Technology Program at Bridge Valley Community and Technical College is formally and officially accredited by the National Accrediting Agency for Clinical Laboratory Science. (NAACLS). This accreditation was awarded in April 2015 and will continue until April 30, 2020, at which time the program will apply for reaccreditation.

Contact information for the National Accrediting Agency for Clinical Laboratory Science is below:

Mr. Russell DeCaluwe, Accreditation Specialist

NAACLS

5600 N. River Road

Suite 720

Chicago, IL 60018

Email at www.naacls.org or phone 1-773-714-8880 or FAX at 773-714-8886

III. MLT Program Director and Faculty contact information

Ruth Jacobs, MLT Program Director

Bridge Valley Community and Technical College

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South Charleston, WV 25303

Email: ruth.jacobs@bridgevalley.edu

Phone: 304-205-6654

Cassie Chenoweth, MLT Clinical Coordinator/Adjunct Faculty

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304-539-8486

IV. Foreword:

The BVCTC MLT Student Handbook is designed to provide MLT students with a ready reference manual for the MLT program. This handbook deals specifically with the policies and procedures for the MLT program and serves to assist MLT students with successful completion in their course of study. As such, it is intended to supplement, not replace, the policy and procedure publications to which all students of BridgeValley Community and Technical College are subject, such as the:

Current BVCTC Catalog
Current BVCTC Semester Schedule of Classes
BVCTC Student Handbook

It is the responsibility of each student to review this handbook regularly and to understand its contents. MLT students may want to consult their course syllabi for further guidance with program policies. This handbook is not a contract expressed or implied and the contents herein are subject to change, revision, cancellation or withdrawal without published notice and without liability. The faculty reserves the right to modify, change, or delete any or all these policies and procedures, in whole or part- as such; students will be notified in writing in a timely fashion.

Contents of the 2021-2022 MLT Student Handbook supersede any prior published BVCTC MLT Handbooks.

V. *MLT PROGRAM*

1. History

Plans to develop a Medical Laboratory Technology program at BVCTC began with the gathering of information about the needed resources to start the program. Under the leadership of Angela Wilmink, Dean of Allied Health, we sought and obtained two grants in June 2012, totaling \$439,189 which enabled us to construct and equip an up-to-date MLT laboratory on the South Charleston campus of Bridge Valley Community and Technical College. Ruth Jacobs, MT (ASCP) served as the institution's first MLT Program Director, beginning July 1, 2012.

The MLT Program admitted its first group of 10 students in May 2013, culminating in graduation in May 2014. Many of the graduates were hired prior to graduation, emphasizing the critical need for medical laboratory technicians in our community.

On March 20, 2014 Bridge Valley Community and Technical College was founded with the consolidation of Bridgemont and Kanawha Valley Community and Technical Colleges. Existing campus locations were maintained in Montgomery and South Charleston, along with the addition of a new Advanced Technology Center in South Charleston.

2. Mission and Philosophy

It is the mission of the MLT program to provide the student with a course of study which incorporates both theoretical knowledge and technical skills needed for entry into the field of clinical laboratory sciences and fosters the development of good communication skills and creative and analytical abilities. The students are provided with a total educational experience by integrating general education courses into a science-oriented curriculum. The curriculum is designed to correlate theory and technique in the cognitive, psychomotor, and affective domains.

The program is designed to instill in the student the realization that continuing education is a necessity in developing a sense of professionalism. Students are encouraged to continue their education, and the program is designed so that graduates can career ladder into various programs offering the technologist level of training, with a corresponding Bachelor's of Science degree.

3. Goals of the Program

- a. Graduate students with entry level competencies to enter the medical laboratory technology profession.
- b. Demonstrate compliance with current essentials of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
- c. Provide an opportunity for students to gain necessary clinical and technical skills in all relevant areas of the laboratory, including chemistry, hematology, microbiology (including mycology and Parasitology), immunohematology, urinalysis, coagulation, phlebotomy, safety practices, and managerial tasks.
- d. Promote student awareness of professional conduct, medical ethics, interpersonal skills including compassion with patients and communication with other healthcare professionals.
- e. Provide graduates with the necessary academic preparation to qualify for a certifying examination.
- f. Promote student recognition for the need of continuing education to maintain licensure and acting upon that need as a function of growth and maintenance of professional competence.

4. Scope of Practice

- a. Clinical laboratory professionals, as members of the health care team, are responsible for:
 - i. Assuring reliable test results, which contribute to the prevention, diagnosis, prognosis, and treatment of physiological and pathological concerns and includes:
 1. Producing accurate test results
 2. Assessing and improving existing laboratory methodologies
 3. Designing, evaluating, and implementing new methodologies
 4. Integrating, correlating, and interpreting test data
 - ii. Designing and implementing cost-effective administrative and quality control procedures for laboratories, services, and personnel
 - iii. Designing, implementing, and evaluating processes for education and continued education of laboratory personnel.
 - iv. Developing and monitoring a quality assurance system to include:
 1. Quality control of services
 2. Competency assurance of personnel
 - v. Promoting an awareness and understanding of the profession to laboratory personnel, related professions, and to the consumer/public.

5. Program Outcomes

Outcome	Direct Assessment Measure	Satisfactory Performance Standard
Upon successful completion of this program, students will be able to:	Student performance with respect to this outcome will be measured by	Satisfactory student performance on the direct assessment measure will consist of
1. Demonstrate competency in performing tests and clinical laboratory tasks expected of an entry level MLT	Laboratory practicals Laboratory assignments Clinical rotation objectives Evaluations from clinical sites	An average score of at least 75% for laboratory practicals and assignments Successful completion of clinical objectives with an average score of 75%
2. Communicate verbally and nonverbally with patients, physicians, health care delivery personnel and peers in an effective and appropriate and capable manner.	Affective domain objectives/checklist Presentations –individual and group (grading rubrics)	An average score of at least 75% in all areas An average score of at least 75% on presentations
3. Exhibit professional conduct that reflects practice standards that are legal, confidential, ethical and safe.	Affective domain objectives/checklist Hospital orientation	An average score of at least 75% in all areas Successfully meeting hospital standards, policies, and regulations according to hospital criteria
4. Recognize the need for certification, licensure and continuing education and its importance in professional development	Mock certification exam and reviews Case studies	Participation in mock certification exam and attendance at review sessions A score of at least 75% on any case study assignments
5. Demonstrate cognitive learning basic to the medical laboratory profession	Written examinations/assignments/ Quizzes/worksheets Certification examination	An overall class average score of 75% Achieving the national average score on a certification examination

CURRICULUM

1. Sequence of courses

a. First Semester

- | | | |
|--------------------------|---------------------------------|-----------|
| i. BIOL 201 | Human Anatomy and Physiology I | 4 hours |
| ii. ENGL 101(E) | English Composition | 3-4 hours |
| iii. MATH 119,125 or 130 | College Algebra | 3-4 hours |
| iv. PSYC 201 | Life Span Development | 3 hours |
| v. GNST 115 | Career Exploration in Health | 1 hour |
| vi. MLAB 101 | Intro to Medical Lab Technology | 2 hours |

Semester total = 16-18 hours

b. Second semester

- | | | |
|---------------------|--|---------|
| i. BIOL 202 | Human Anatomy and Physiology II | 4 hours |
| ii. BIOL 230 | Principles of Microbiology | 3 hours |
| iii. BIOL 231 | Microbiology lab | 1 hour |
| iv. CHEM 110 | Fundamentals of Chemistry | 3 hours |
| v. CHEM 111 | Chemistry Lab | 1 hour |
| vi. MATH 125 or 130 | College Algebra (if not taken 1 st sem) | 3-4 hrs |

Semester total = 12-16 hours

(After being chosen for the MLT program the classes below will be taken)

c. Summer semester

- | | | |
|--------------|--------------------------------------|---------|
| i. MLAB 100 | Intro to Clin Lab Science | 2 hours |
| ii. MLAB 207 | Coagulation, Serology and Urinalysis | 3 hours |
- i. Semester total = 5 hours

d. Third Semester

- | | | |
|---------------|------------------------------|---------|
| i. MLAB 200 | Clinical Hematology | 4 hours |
| ii. MLAB 201 | Clin. Biochemistry | 4 hours |
| iii. MLAB 202 | Clinical
Immunohematology | 4 hours |
| iv. MLAB 203 | Clin. Microbiology | 4 hours |

Semester total = 16 hours

e. Fourth Semester

- | | | |
|---------------|---------------------------|----------|
| i. MLAB 205 | MLT Seminar
(Capstone) | 1 hour |
| ii. MLAB 206 | MLT Clin. Practicum | 12 hours |
| iii. MLAB 208 | Mycology and Parasit | 1 hour |

Semester total = 14 hours

2. Course descriptions
Please refer to the current BridgeValley Community and Technical College Course Catalog for a description of the individual courses listed above.

VI. ADMISSION

1. College admission

- a. Please refer to the current Course Catalog for admission requirements for Bridge Valley Community and Technical College.

2. Program-specific admission

The Associate Degree in the MLT Program at BVCTC is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. The purpose of this program is to prepare graduates to enter a variety of employment settings as medical laboratory professionals. Admission criteria do not discriminate against persons with disabling conditions. All candidates must meet minimum technical standards to function successfully as students. The technical standards set forth by the MLT program establish the essential qualities considered necessary for students to achieve knowledge, skills, and competencies of the program's accrediting agency, NAACLS. Appropriate auxiliary aids and services for persons with validated impaired sensory, manual, or speaking skills will be accommodated unless providing same would fundamentally alter the course or would result in an undue burden.

All accepted MLT students are expected to meet the following non-academic criteria (essential functions) in order to understand and meet the demands required to be successful as a student/graduate of the MLT program and its professional practice. Failure to meet the essential functions will result in dismissal from the program.

The following abilities have been identified as necessary to meet the technical standards for admission:

- Sufficient vision to effectively operate a microscope
- The ability to visually differentiate colors
- Motor functions sufficient to permit performance of venipuncture and manipulation of clinical laboratory instruments and equipment
- Communication skills adequate for transmitting to and receiving information from patients and hospital personnel
- Behavioral and social skills acceptable to the hospital setting

- Good general health and appropriate vaccinations or waivers for: MMR, Varicella, DTAP and Hepatitis B vaccine series. A rubella, varicella, and hepatitis surface antibody test demonstrating sufficient antibody titers may be submitted in lieu of the Hepatitis B vaccine series or any of the additional viral illnesses.
- A drug screen and background check and influenza and COVID vaccines will be required at some point before going to the clinical sites for rotations.

Essential Observational Requirements for the Clinical Laboratory Sciences

The MLT student must be able to:

- Observe laboratory demonstrations in which biologicals (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.
- Characterize the color, odor, clarity, and viscosity of biological, reagents, or chemical reaction products
- Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading and intensity) differences of microscopic specimens
- Read and comprehend test, numbers, and graphs displayed in print and on a video monitor

Essential Movement Requirements for the Clinical Laboratory Sciences

The MLT student must be able to:

- Move freely and safely about a laboratory
- Reach laboratory benchtops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture
- Travel to numerous clinical laboratory sites for practical experience
- Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing, over several hours
- Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients
- Control laboratory equipment (i.e., pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures
- Use an electronic keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information

Essential Intellectual Requirements for the Clinical Laboratory Sciences

The MLT student must:

- Possess these intellectual skills: comprehension, measurement, mathematical calculations, reasoning, integration, analysis comparison, self-expression, and criticism
- Be able to exercise sufficient judgment to recognize and correct performance deviations.

Essential Communication Requirements for the Clinical Laboratory Sciences

The MLT student must be able to:

- Read and comprehend technical and professional materials (i.e., textbooks, magazine and journal articles, handbooks, and instruction manuals)
- Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures
- Clearly instruct patients prior to specimen collection
- Effectively, confidentially, and sensitively, converse with patients regarding laboratory tests
- Communicate with faculty members, fellow students, staff and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunications)
- Independently prepare papers, prepare laboratory reports and take paper, computer and laboratory practical examinations

Essential Behavioral Requirements for the Clinical Laboratory Sciences

The MLT student must:

- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e., ambiguous test ordering), ambivalent test interpretation, emergent demands (i.e., “stat” test orders), and a distracting environment (i.e., high noise levels, crowding, complex visual stimuli)
- Be flexible and creative and adapt to professional and technical change
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals
- Adapt to working with unpleasant biological substances.
- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving and patient care
- Be honest, compassionate, ethical and responsible. The student must be forthright about errors and uncertainty. The student must be able to critically evaluate his/her own performance, accept constructive criticism, and look for ways to improve (i.e., participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.
- Follow attendance guidelines appropriate for an entry level healthcare provider.

Reference: Fritisma, G.A.; Fiorella, B.J., and Murphy, M.; **Essential Requirements for Clinical Laboratory Science**, Clinical Laboratory Science; Vol. 9, No. 1; Jan/Feb 1996, p. 40-43.

By signing this form I acknowledge that I understand and am able to perform all essential functions listed above and meet the health and safety requirements for the Medical Laboratory Technology Program at Bridge Valley Community and Technical College and at my clinical affiliates.

Student Name (Please Print)

Student Signature

Date

BVCTC MLT Program Classroom Evaluation of Affective Domain Name: _____ Date _____ Course _____ 10 points	1 pts Meets standards at least 90-100% of the time	0.5 pts Meets standard with few reminders or corrections	0 pts Needs improvement in this area See Comments
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1. Safety/Cleanliness			
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Complies with biosafety regulations by practicing disposal of biohazard materials	Comments:		
Adheres to all safety procedures			
Disinfects work area after lab procedures 100% of the time			
Wears appropriate PPE without being reminded			
Keeps work area/lab area neat, supplied and well organized			
Follows dress code regulations			

2. Participation in Classroom			
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Exhibits interest in subject by participating in lecture discussions	Comments:		
Volunteers for extra or related tasks for MLT program			
Asks pertinent questions and answers questions appropriately			
Aids instructor as needed in classroom and lab settings			

3. Appropriate response to feedback			
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Accepts instruction and constructive criticism maturely	Comments:		
Changes behaviors upon feedback			
Responds to others and instructor positively			

4. Motivation and Initiative			
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Demonstrates personal drive to achieve or improve on opportunities	Comments:		
Ability to keep going with persistence and effort to obtain goals in the face of setbacks			
Exhibits ability to work independently when appropriate			
Adapts cognitive knowledge to practical lab tasks and exercises			
5. Organization Skills /Preparedness			
Prepared for class by reading chapters and lab exercises	Comments:		
Keeps lab materials/notebooks organized			
Utilizes open lab time constructively			
Completes all lecture and lab assignments within time frames			
Exhibits good time management skills			
6. Exhibit appropriate self-confidence and independence			
Performs tasks with minimal supervision, after instruction/practice	Comments:		
Recognizes limitations			
Functions and performs well under stressful situations			
7. Integrity			
Admits and accepts responsibility for errors	Comments:		
Shows respect for instructor and other students			
Displays ethical conduct during classes and in interactions with instructors and other students			
Displays honesty and integrity			
Exhibits professionalism			
8. Attendance/Punctuality			
Attends class regularly and alerts instructor when absent	Comments:		
Arrives to class at designated time			

9. Communication			
Cooperates with instructor and others	Comments:		
Cooperates and communicates by helping other students			
Interacts with others in a positive manner			
Communicates effectively in all situations			
10. Classroom Etiquette			
Uses cell phone appropriately	Comments:		
Does not interrupt/talk while instructor is lecturing			
Uses appropriate language and volume control 100% of time			
Total Points			

DISABILITY GUIDELINES

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, certain accommodations are provided for those students whose disabilities may affect their pursuit of a college education. Disability services are provided by the Division of Student Services in a confidential manner and with no charge. Please refer to the BVCTC Course Catalog for additional information concerning individualized services available to students.

3. Application Process

- a. Admission requirements for the MLT Program specifically are listed on the MLT Program page in the current Course Catalog, both hard copy and online. These requirements are also available on the Application for the Program which is made available online in January for the coming year.
- b. Applicants should have a 2.75 GPA and have completed (or have in progress) the prerequisites for the MLT Program.
- c. Applicants must submit official (unopened/sealed) transcripts with their application and copies of any licenses, certifications, etc.
- d. ACT/Accuplacer scores must accompany the application unless the student is a current BVCTC student.
- e. Applicants will need to attach a detailed explanation and copies of any related court documents if ever convicted of a felony, misdemeanor, pled Nolo contendere, or have pending action to any crime involving laboratory practices. (If applicable).
- f. Applicants are objectively scored using a points system awarded for areas such as GPA, college credits completed, previous education, job experience and science grades and the applicants with the highest totals are chosen to participate in the MLT program.
- g. Applicants are notified by letter by the first week of April as to their status in being accepted into the program.

4. Equal Opportunity / Affirmative Action Policy

BridgeValley Community & Technical College (BVCTC) is an Equal Opportunity/Affirmative Action institution. BVCTC does not discriminate on the basis of

race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin in the administration of any of its educational programs, activities, or with respect to admission or employment.

5. Transfer Requests

Students transferring from other institutions are required to apply for admission to BVCTC through the admissions office. Transfer students without credit for MLT courses must apply to the MLT Program through the admission process described previously. Science courses taken within five years of beginning the MLT program will be accepted. Courses older than five years will have to be repeated.

Students with college credit for MLT courses from other institutions will be evaluated on an individual basis. The MLT Program reserves the right to evaluate all medical technology courses for transfer. Course syllabi from MLT courses successfully completed must be provided to the Program Director for transferability evaluation. A letter of “good standing” from the MLT Program Director/ Chair is required and is to be sent directly to the BVCTC Program Director. Medical technology courses which the student failed or withdrew from in previous institutions will be applied to the BVCTC MLT program readmission policy.

A cumulative college GPA of 2.75 is required to be eligible for transfer. Students are required to complete at least 16 of the last 22 credit hours of their degree at Bridge Valley Community and Technical College.

6. Readmission

Any student who “drops-out” of the MLT program, regardless of the reason, is subject to readmission criteria established by the MLT department. Meeting the criteria does not guarantee there will be space available for readmission.

In the event that there are more students seeking readmission than there are spaces, priority readmission is listed below. Within each category, students will be ranked according to GPA from highest to lowest. The procedure for selection will be as follows:

1. Students who stopped out of the program in good standing.
2. Transfer students in good standing.
3. Students who failed one MLT course in this program.
4. Transfer students who failed one MLT course in the transfer institution.

If a student fails or withdraws failing from one MLT course twice or from two separate MLT courses, the student will not be readmitted to the Program.

This policy includes failures in MLT courses from a transferring institution. To be considered for readmission, the student is required to have a 2.75 GPA.

For readmission the student must write a letter to the Program Director requesting readmission. The letter is required to include:

1. Student identification of the circumstances that led to the failure or withdrawal and the student’s plan of action to correct or rectify the circumstances.

2. If student is employed in the health field, what is the position and how long has he/she been in that position?
3. A plan for success in the program.

The Program Director will present the readmission letters to the faculty and Dean by the end of each semester (December and May). The faculty and dean will discuss the merits of the readmission request and vote. Readmission to the program is decided on a case by case basis and the decision of the faculty and dean is final.

Readmission of students who have been withdrawn due to clinical failure as a result of unsafe or unethical practice will be reviewed by the MLT Program Director, faculty and the Dean of Health. A final recommendation for readmission will be decided and the decision will be final.

VII. ACADEMIC POLICIES AND PROCEDURES

1. Credit Hours

In the MLT Program one contact hour in lecture class equals one credit hour while three contact hours in lab equals one credit hour.

2. Registration and Advising

Students are assigned to an advisor who will oversee their academic progression through graduation. Any change in schedule or withdrawal from a course must be with the knowledge and signature of your advisor and the Program Chair or Clinical Coordinator in the absence of Program Director.

The advisor is available for advising or consultation during posted office hours and specific advising times by appointment.

3. Progression in the MLT Program

Grading Scale

The grading scale for MLT courses consists of the following:

Percentage	Grade
100% to 90%	A
89% to 80%	B
79% to 70%	C
69% to 60%	D
Below 60%	E

Students must pass all MLT courses with a grade of “C” (with an average of 75%) in order to progress in the MLT program. Students must obtain a satisfactory rating for the clinical component of the course in order to successfully complete the course. An unsatisfactory rating in the course’s clinical component will result in failure of the class.

Promotion/Progression Criteria:

1. Students must achieve a minimum grade of “C” in all non-MLT courses in order to enroll in the MLT courses for which they are listed as pre-requisite in the catalog.
2. Students must achieve a minimum grade of 75% in all MLT courses in order to enroll in the next MLT course in the sequence or to be eligible for graduation.
3. All MLT courses must be taken in the sequence published in the Catalog. Prerequisites do not have to be taken in the order listed other than Anatomy/Physiology since they are sequential classes.
4. Students have one opportunity to repeat an MLT course. The second MLT course failure will result in dismissal from the program.
5. Students requesting to repeat an MLT course must have a 2.75 cumulative GPA, notify the Program Director in writing the semester prior to desired enrollment, and not displace first time enrollees

Program Completion

Students have a total of three years to complete the MLT Program after beginning their MLT courses. This includes leaves of absence, withdrawal, failures or transfers.

4. Graduation Requirements

BVCTC requirements –

1. A minimum of 2.0 (C) grade point average for all courses in the major, as well as overall, is required for graduation with an associate degree.
2. Students must have completed at least 16 of the last 22 credit hours of the total hours required at BVCTC.
3. Portfolio assessment of the general education core curriculum is required.
4. A formal application for graduation must be filed in the Office of Student Services by the date listed in the academic calendar.

MLT PROGRAM SPECIFIC REQUIREMENTS

1. Must have a 75% average in all clinical rotation evaluations
2. Must have completed all assignments and previous projects prior to finals week.
3. Students are required to complete 15 community service hours prior to graduation unless circumstances do not allow (such as with the Covid pandemic). These hours and venues for community service must be approved by the MLT Program Director before completion.

******NOTE: The granting of the Associate in Applied Sciences degree in Medical Laboratory Technology is not contingent upon the passing of a certification exam or obtaining licensure.******

5. Pinning/Graduation

Graduates are encouraged to participate in both Pinning and Graduation. Dress requirements for Pinning include a white lab coat and business casual dress. To participate in graduation the graduate is required to wear graduation regalia obtained from the Division of Student Services.

6. Grading Policy

Student achievement is assessed using a variety of assessment measures including written examinations and quizzes, laboratory practical examinations, individual and team course learning activities such as presentations, discipline specific computer assisted learning activities, and performance of clinical skills congruent with the MLT Program objectives.

Late work submission will be penalized by the instructor unless previous arrangements have been made by the student.

Students are expected to obtain an average of 75% on all written examinations and quizzes to be assessed as having “satisfactory” achievement of the course content. Tools used for assessment of student work may include a presentation rubric. Students will not be allowed to progress to the clinical site rotations if the 75% average has not been obtained.

Final Grade Appeal

The grade appeal process should only be initiated if the student believes the grade in the MLT course or clinical was a result of capricious, arbitrary or discriminatory evaluation by the instructor. Students wishing to appeal a final grade in the lecture or clinical portion of a MLT course must follow the procedure outlined in the BVCTC Catalog under Academic Appeal Policy.

7. Withdrawal / Leave of Absence

A leave of absence for one semester will be considered a withdrawal from the MLT program and require formal readmission. The student must submit a readmission letter which should clearly define the need for the absence and a plan for returning to the MLT program. **Students who return to a subsequent class for any reason, must meet the curriculum requirements currently in effect for the class with which they would graduate.**

8. Program Dismissal

If a student is dismissed from the MLT program for any reason whatsoever; they shall not be permitted to reapply. Students testing positive on a drug screen that are unable to provide required documentation from their health care provider are dismissed from the MLT program. Refusal to submit for drug testing is an automatic dismissal from the program as well. All drug testing costs are the responsibility of the student.

9. Academic Calendar

Please see BridgeValley Community and Technical College website for an updated academic calendar.

VIII. PROGRAM POLICIES

1. Attendance and Tardiness

- a. Students are expected to attend all classes, on-campus laboratories, and clinical site experiences. If an absence should occur, it is the student's responsibility to notify the instructor prior to the absence. For clinical site experiences, the student should also notify the clinical instructor of their absence. Please see course syllabi for individual course policies.
- b. Success in the MLT program requires attendance at all classes and clinical experiences. Unexcused absences, including failure to notify the instructor, will adversely affect your grade and may lead to failure of the course.
- c. For an absence to be excused, the student must bring documentation from an agency verifying the need for absence. Examples of excused absence include death of an immediate family member, personal or family illness or injury, or involvement with an activity that represents BVCTC. Documentation examples for an excused absence include a physician/nurse practitioner's excuse for illness or written notification from a funeral home for a death.
- d. Students who miss 20% of class hours (with excused absences) in the course will be encouraged to withdraw. Students who miss one clinical week during the course (with excused absences) must arrange to make up lab(s) at the discretion of the faculty. See course syllabi for the course policy regarding absence and its effect on the course grade.
- e. Students may not attend alternate clinical days without permission of the clinical instructor. Anticipated excused absences such as a funeral or college activity can be made up on an alternative day before the actual absence with instructor permission.
- f. In order to facilitate communication, all students must have or arrange for consistent reliable contacts.
- g. Each student will be held responsible for all class, on-campus laboratory, or clinical information or learning activities presented during the absence. When absent, it is the student's responsibility to obtain notes and materials provided during class from other students.
- h. Punctual attendance for class is also required. Individuals who are late for class or from class breaks cause a disruption in the classroom setting and may interfere with the learning of the other students in the course. See course syllabi for the course policy regarding tardiness and its effect on the course grade.

2. Inclement Weather

If BridgeValley classes are cancelled or campus closed due to weather or other emergency issues, MLT students should not report to the BVCTC campus for any scheduled “onsite” classes.

If a MLT student is scheduled for “offsite” clinical rotations and BVCTC classes are cancelled or campus closed, MLT students have the option to attend their clinical rotation sites if they can do so safely. If a student is unable to safely attend the rotation, no penalties will arise for the student. Students will still be expected to meet all applicable objectives for whatever rotation they are in.

The amount of time to be “made up” for missed rotation times will be at the discretion of the BVCTC MLT Program Director and BVCTC Clinical Coordinator in consultation with the clinical site preceptors. The decision as to the amount of “make-up” time will be relayed to the student and scheduled with the clinical site.

If BridgeValley is closed after a student has already arrived at his/her clinical rotation site the student will have the option to remain at the site or to return home, using safety and common sense as guidelines. Likewise, if BVCTC is closed early in the day, the student should use his/her best judgment as to whether it is safer to leave or remain at the site.

This policy pertains only to the closing of BridgeValley Community and Technical College in some type of emergency situation. All clinical rotations that are missed due to illness or personal reasons must be made up and will be scheduled between the student and the clinical site with approval from the MLT Program Director.

3. Cell Phones and Electronic Devices

Cell phones and electronic devices are expected to be turned off during all class, on-campus laboratory, and clinical site experiences since they interrupt the concentration and learning of the student. In the event of an emergency, students are to notify the instructor of the situation and maintain the cell phone or device in the “silent” mode. The student may then leave the classroom to communicate with the connecting party. All phone conversations should occur only outside the classroom setting. This includes text messaging as well. Cell phones are frequently prohibited in many clinical agencies due to the equipment disruption and/or the biohazardous contamination that may occur. Students should follow the policies of the agencies as per cell phone

use. Refer to the MLT course syllabi for policies on cell phones during testing. The use of cellular telephones is typically prohibited during testing.

4. Examinations

Since class attendance is required, students are expected to be present at the time of the examination and quizzes. Quizzes for courses may be scheduled or impromptu, but examinations will always be scheduled.

If you are ill or have a serious emergency and must miss a scheduled exam, you must contact the instructor **PRIOR** to the exam or quiz as directed in the specific course syllabi. If the instructor is not available when you call, leave a phone message on the answering machine or notify the instructor by e-mail. If you fail to notify the instructor, you may not be permitted to make up the exam.

Student access to exams is limited to the periods of testing and scheduled reviews in secure environments. Tests are SECURE materials and the property of the BVCTC MLT Program. It is illegal to reproduce these materials in any form, to have access to secure materials outside of the classroom, or to release secure materials or testing information to students or any other individual or group.

Students taking examinations in the Student Success Center will decide with the course instructor on an appropriate time for the student to schedule to take exams.

Make-Up Policy

Students will be able to take a make-up examination or scheduled quiz only if they have an excused absence. For an absence to be excused, the student must bring documentation from an agency that verifies the need for the absence as defined previously in Attendance Policies and in the MLT course syllabi.

A make-up exam must be taken within three days of your return to classes. Make-up exams will cover the same course content but may have different questions or format. Only students with an excused absence will be permitted to take a make-up examination or scheduled quiz.

If a student misses more than one examination or scheduled quiz during the course, it will be up to the instructor to decide whether the student will be permitted to take the make-up examination even if the absence is excused.

5. Academic Dishonesty

Students at BVCTC are expected to maintain academic honesty when completing all learning activities. BVCTC has zero tolerance regarding academic dishonesty.

Students will violate academic honesty when:

1. Committing plagiarism by representing the work of others as their personal work,
2. Failure to use quotation marks when directly quoting from the work of others,
3. Failure to document the ideas of others if paraphrasing a citation,
4. Inventing or providing false documentation of sources,
5. Altering the record of any grade or grade book,
6. Cheating on tests,
7. Sharing test content with other students who are to take the test,
8. The use of notes, text messaging systems, or sources of information during tests of any kind,
9. Unauthorized possession of a test or portion of a test prior to, during, or after completion of an examination or quiz,
10. Stealing, modifying or destroying materials which other students may need access to such as computer discs or library material,
11. Failure to report patient-care errors to the instructor in the clinical setting,
12. Falsifying all or part of any clinical record,
13. Copying and removing client records from the clinical setting,
14. Failure to maintain client confidentiality, and
15. Stealing drugs or clinical agency supplies.
16. The above list of offenses is not intended to be fully exhaustive of all potential instances of academic dishonesty. Faculty and administrators may identify cases of academic dishonesty not herein contemplated.

A violation of this policy will result in the initiation of the Academic Dishonesty Policy found in the BVCTC College Catalog.

Students in violation of this policy will be dismissed from the BVCTC MLT Program and receive the grade of an “F” for the course. Students dismissed from the MLT program are not eligible to reapply for readmission.

6. Social Media

Currently enrolled MLT students and / or faculty and staff may not say or suggest that the views and opinions they express related to BVCTC or any clinical agency creates the impression that they are communicating on behalf or as a representative of BVCTC or the clinical agency.

If a student and / or faculty or staff member publishes content to any social media that has anything to do with BVCTC or a clinical agency including but not limited to activities while in the role of a student MLT, faculty or staff, policies and procedures, performance or financial

information, photos or videos taken on the premises, clients and family, management, employees, physicians, or other members of the healthcare team, the students and or faculty member must adhere to the guidelines listed below:

- Do not disclose any proprietary or confidential information
- Do not make statements on behalf of or as a representative of BVCTC or a clinical agency
- Do not use BVCTC logos or trademarks without written consent
- Be respectful to the college, employees of all clinical agencies, customers, clients and their family, and members of the healthcare team
- Do not post derogatory / negative statements about BVCTC, its faculty, staff, or any clinical agency, customers, clients and their family or members of the healthcare team
- Use a personal email address on social media for your contact information and not your BVCTC email address
- Remember that “online” conversations are never private
- Remember that what is published may be public for a long time

Any students found to be non-compliant with this procedure will face disciplinary action up to dismissal from the MLT program. Any faculty or staff member found to be non-compliant with this procedure shall be referred to the MLT Program Director or their immediate supervisor.

7. Contractual Learning

Learning contracts are strategies that are part of the teaching / learning process that individualizes learning, fosters independence, promotes habits of lifelong learning and teaches students how to cope with change. Learning contracts are written documents developed by MLT faculty for the student who is experiencing learning challenges or adherence to program / course policies and faces the risk of course failure or dismissal from the nursing program. Learning contracts contain the following key elements:

- Learning Objective(s)- Goal
- Strategies and Resources- How is the goal going to be achieved?
- Timeline- When is the objective going to be met?
- Evidence- How has the objective been met?
- Criteria for Evaluation and Means of Validation- Has the objective been met or is revision necessary?

The overall goal of the learning contract is to allow the student to be active, proactive, and to take responsibility for his or her learning in order to be successful in the MLT program. For contractual learning to be effective, a climate of mutual respect, collaboration, trust, supportiveness, openness, and flexibility must exist between the student and MLT faculty member(s). Learning contracts, once written, are signed by the student, faculty member, and the MLT Program Director. Learning contracts are part of the student’s permanent file.

8. MLT Student Organization

Any student that is interested in Medical Laboratory Technology has the opportunity to participate in the MLT Club. The club exists to pursue community service hours as a group and to raise money for activities such as attending conferences, end-of-year pinning ceremony costs, etc.

9. On-Campus laboratory Policy

The MLT Student Laboratory (Room 140) provides an environment for the students to learn, practice and demonstrate skills and procedures utilized in laboratory practice. Students are expected to act in a professional manner during all on-campus laboratory experiences. All equipment should be handled safely and respectfully. Equipment should not be removed from the premises of the MLT Student Laboratory. After the on-campus laboratory experience, the student should leave the clinical work site neat, clean, and restored to previous condition unless otherwise instructed.

Food and drinks are restricted in the student laboratory area at all times. This area deals with Biohazards so all applicable safety rules apply. Students should always wear appropriate PPE when performing laboratory procedures.

Attached is a copy of the laboratory safety rules which is to be signed by the student and the Program Director will file this into the student's program file.

LABORATORY SAFETY GUIDELINES AND DISPOSAL OF CONTAMINATED MATERIALS

Basic Laboratory Safety

- To reduce the risk of infection, do not smoke, eat, drink, or bring food or drinks into the laboratory—even if lab work is not being done at the time
- Do not apply makeup and never handle contact lenses in the laboratory
- Wash your hands prior to beginning lab and just before leaving as well. Also, wash your hands after removing gloves and at any time you feel that you may have contaminated yourself.
- Tie back long hair. It is both a source of contamination and a hazard when running equipment.
- Be realistic if you feel you shouldn't be in lab because of health concerns. Conditions that may leave you vulnerable to infection such as a short-term illness, being immunocompromised, taking immunosuppressant drugs, or being pregnant should be candidly discussed with your instructor.
- Dress appropriately for lab. No open-toed shoes or sandals. Clothing with baggy sleeves that could be contaminated or hinder your movements should be avoided.
- Always wear a lab coat while in the lab. Even if you are not working yourself, another person in the lab could have an accident. This garment should only be used during lab and should remain in the laboratory.
- Wear disposable gloves while staining and handling microbes and blood products. Remove gloves each time you leave the laboratory. The proper method for removal is with the thumb under the cuff of the other hand's glove and turning it inside out without snapping it. Gloves should then be disposed of in the container for contaminated materials. Then, wash your hands.
- Wash with an antiseptic if your skin is exposed to microorganisms as a result of a spill.
- In the event of a spill, notify your instructor immediately.
- Never pipette by mouth. Always use mechanical pipettors.
- Know where the safety equipment is located in lab. Note the location of the eye wash, sinks, fire extinguisher and first aid kits. Take a moment to learn their operation.
- Do not remove any organisms or chemicals from lab.

Reducing Contamination of Self, Others, Cultures and the Environment

- Wipe the counter top with a disinfectant (10% chlorine bleach or other) before and after each lab period. Allow the disinfectant to evaporate; do not wipe it dry.
- Never lay down culture tubes on the table; they always should remain upright in a tube holder. Even solid media tubes contain moisture or condensation that may leak out and contaminate everything it contacts.
- Cover any culture spills with paper towels. Soak the towels immediately with disinfectant, and allow them to stand for 20 minutes. Report the spill to your

instructor. When you are finished, place the towels in the container designated for Biohazardous material.

- Place all nonessential books and papers under the desk. A cluttered lab table is an invitation for an accident that may contaminate what you are working on.
- When pipetting microbial cultures, place a disinfectant-soaked towel on the work area. This reduces contamination and possible aerosols if a drop escapes from the pipette and hits the table top.

Disposing of Contaminated Materials

- Dispose of broken glass, needles, lancets, wooden applicators and any other object that could penetrate the skin in a hard-sided sharps container. Do not overfill the container and never, ever force objects into the container.
- Dispose of plate cultures and other contaminated nonsharp disposable items in a Biohazardous Waste container.
- Dispose of all blood product samples and contaminated disposable gloves in the Biohazardous Waste container.
- Dispose of microscope slides in a Sharps container which is also treated as Biohazardous Waste.

I have read and understand the Laboratory Safety Guidelines and Policies and agree to abide with these guidelines.

Student: _____

Date: _____