



# Fletcher

TECHNICAL COMMUNITY

COLLEGE™

ASSOCIATE OF APPLIED SCIENCE MEDICAL LABORATORY TECHNICIAN  
STUDENT HANDBOOK

2023-2024

Department of Medical Laboratory Technology

Division of Nursing and Allied Health

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## **Equal Opportunity Statement**

Fletcher is an equal opportunity institution and is dedicated to a policy of nondiscrimination in employment or training. More information may be found in the college catalog.

## **Introduction**

The faculty and administration extend to you a warm welcome!

We hope that you will have an enjoyable and profitable personal learning experience at Fletcher Technical Community College (Fletcher). The Associate of Applied Science-Medical Laboratory Technician (AAS-MLT)-Clinical Program is a branch of the Division of Nursing and Allied Health. The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), approves and accredits programs such as the MLT program at Fletcher and allows for students successfully completing the program to sit for the American Society for Clinical Pathology-Board of Certification (ASCP-BOC) Medical Laboratory Technician exam <https://www.ascp.org/content/board-of-certification/apply-now-check-status-update-info> . Passing of the ASCP exam allows students to apply for State Certification through the Louisiana State Board of Medical Examiners (LSBME) for licensure as a Clinical Laboratory Scientist-Technician <http://www.lsbme.la.gov/content/application-instructions-initial-licensure-clinical-laboratory-personnel> .

This handbook is to be used in conjunction with the current Fletcher Catalog and Fletcher Student Handbook. All policies and procedures, as written in the College catalog and handbook, apply to every student enrolled at Fletcher including but not limited to the Alcohol, Drugs, Tobacco, and Firearms policy; Academic Honesty, Cheating, and Plagiarism policy; Standards of behavior policy; Safety and Emergency policy; and personal property policy. The Associate of Applied Science-Medical Laboratory Technician -Clinical Student Handbook has been prepared to orient students to the MLT program policies and procedures. There is information in this handbook that is applicable only to the AAS-MLT-Clinical Program. Please read this handbook carefully.

## **Mission**

The Medical Laboratory Technician program is dedicated to the intellectual development of students by mentoring them through the learning process. This is accomplished by offering quality programs that facilitate the acquisition of the skills and qualifications necessary for employment, career advancement, and future learning in the profession of clinical laboratory science.

## **Vision**

The Medical Laboratory Technician program strives to be recognized by the community, business and industry, and other educational institutions as a diverse educational community of faculty and students who are focused on providing exceptional care to the needs of the citizens.

## **Core Values**

The Medical Laboratory Technician Program supports the Core Values set forth by Fletcher Technical Community College and the Nursing and Allied Health Department. This graphic illustrates the shared values between the College and the Department of Nursing and Allied Health demonstrating congruence philosophically and programmatically. The faculty members of the MLT program are committed to providing an environment to all students conducive to learning that will prepare them to enter the workforce and provide competent and caring MLTs to meet the healthcare needs of the diverse community.

## Shared Values

College Values	Departmental Values
Personalized instruction and interaction; Active learning and interaction;	Communication
High Standards of excellence; Increased student access;	Competence/Confidence Creativity
Diversity in staff, student body, and curriculum; Partnerships with businesses, schools, colleges and universities, governments, and community-based organizations;	Commitment
Our cultural values of Transparency, Respect, People-Centered, Empowerment, Servant Leadership, Customer Service, Trust, and Innovation	Conscience/Compassion

### DEPARTMENT CORE VALUES:

#### COMMITMENT:

- Dedicated to the students and the citizens of the community
- Commitment to lifelong learning

#### COMPETENCE/CONFIDENCE:

- Hold self to a high standard of quality education and professional growth
- Confidence in knowledge and skills

#### CONSCIENCE/COMPASSION:

- Sense of moral responsibility
- Working consistently on the student's behalf
- Realize all have infinite worth

#### CREATIVITY:

- Respect diversity among individuals by providing an open-minded environment
- Embrace change through flexibility and innovative learning/teaching
- Think reflectively, critically and imaginatively to create a holistic learning environment

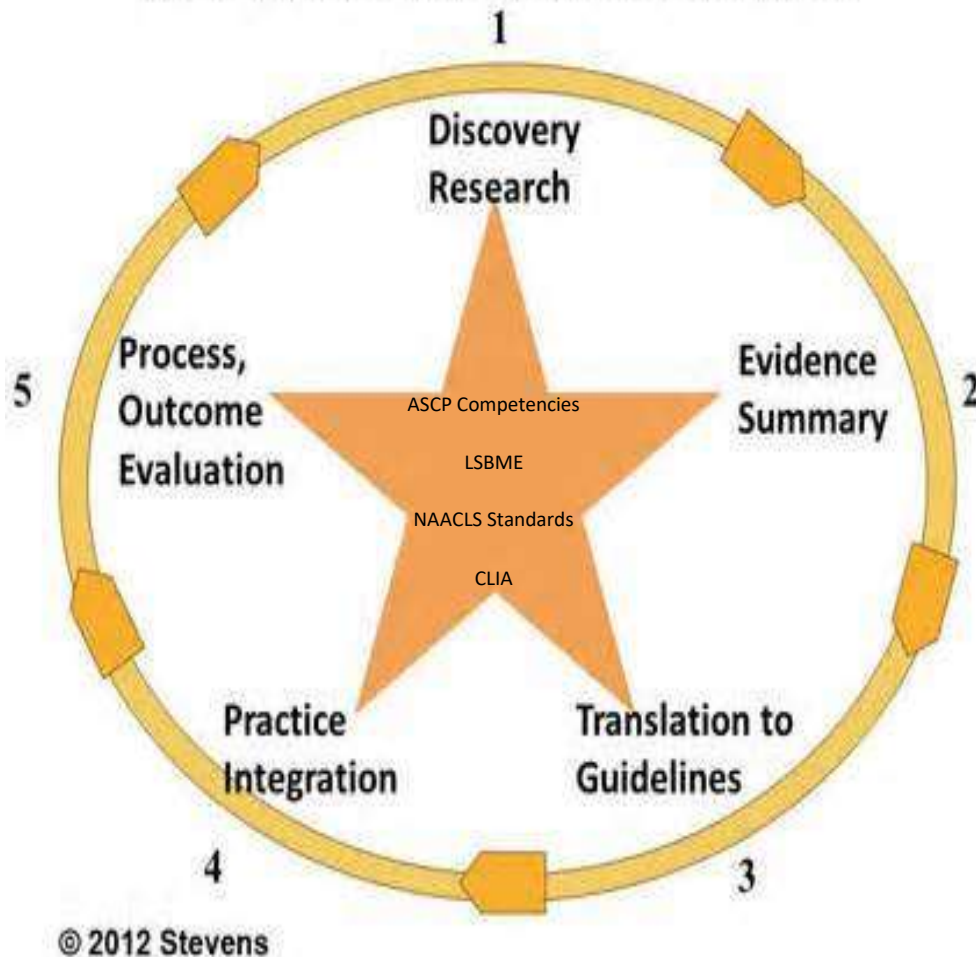
#### COMMUNICATION:

- Advocate for the needs of the students and the community through communication
- Provide collaboration/teamwork which encourages leadership skills

# Curriculum Organizing Framework

Recognizing that curricular concepts exist in an ever-changing environment and society where the individual is the core element, the program's curriculum organizing framework facilitates the placement and sequencing of concepts and content within the curriculum. The National Accrediting Agency for Clinical Laboratory Sciences standards provide further guidelines for curricular development and are incorporated into curricular content and evaluation.

## Department of Medical Laboratory Technology Curriculum Organizing Framework Model



## Program Description

The Associate of Applied Science Medical Laboratory Technician-Clinical Program consists of three semesters of classroom instruction, service-learning opportunities, and supervised clinical activities in accredited hospitals, and other healthcare agencies including the learning community at Fletcher Technical Community College. The program attained full accreditation in April 2021 by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018, phone (713) 714-8880, fax (713) 714-8886, website: [www.naacls.org](http://www.naacls.org).

The program content utilizes clinical laboratory processes aligned to NAACLS standards and incorporates the concepts of ethics, education, evidence-based practice and research, quality of practice and quality improvement, communication, leadership, teamwork and collaboration, professional practice evaluation, resource utilization, environmental health, patient-centered care, safety and informatics.

Classroom, laboratory, and clinical instruction includes, but are not limited to, an in-depth knowledge of the behavioral, biological, mathematical, and physical sciences which reflect society's concern with bioethical and legal parameters of health care and professional practice with application of the clinical laboratory professional process.

Upon graduation, the student is awarded an associate degree and is eligible to apply to take the Medical Laboratory Scientist-Technician licensure examination administered by the American Society of Clinical Pathology, website: <https://www.ascp.org/content/board-of-certification/apply-now-check-status-update-info>. It is important to understand that successful completion of the associates of applied science in medical laboratory technology degree does not guarantee eligibility to take the ASCP exam. Students are highly encouraged to obtain free student membership through the ASCP and to take advantage of the many review materials offered to increase their chances of success on the MLT exam and to reinforce the importance of continuing professional development and to stay current on principles and practices of professional conduct.

## Program Outcomes

1. Certification Rates: **Maintain graduate certification rates demonstrating an average of at least 75% pass rate for those who take the exam within the first year of graduation calculated by the most recent three-year period.**
2. Graduation Rates: **Maintain graduation rates demonstrating an average of at least 70% of students who began the program go on to successfully graduate as calculated by the most recent three years**
3. Job Placement Rates: **Maintain job placement rates demonstrating an average of at least 70% of respondent graduates either find employment in the field or a closely related field.**
4. Attrition Rate: **Maintain attrition rates demonstrating an average of at or below 10% of students are lost during the program as calculated by the most recent three years.**

## Student Learning Outcomes

MLTs are highly skilled medical laboratory professionals who perform the analysis of blood and body fluids, evaluate test results and correlate test results with patient conditions. Graduates of the Medical Laboratory Technology Program are expected to possess requisite knowledge and skills in all major areas of clinical laboratory practice. The analysis of blood and body fluids requires a basic understanding of the critical role laboratory test results play in the diagnosis and treatment of disease. Graduates of the MLT Program will have an in-depth understanding of anatomy and physiology as related to health and disease, the relationship of laboratory findings to common disease processes, proper procedures for performing laboratory analyses, instrumentation used in laboratory testing, factors that affect laboratory test results, proper procedures for reporting test results and will demonstrate this by achieving a minimum 80% competency rating in the following:

- Perform the routine analysis of blood/body fluids with minimal supervision;
- Demonstrate the ability to perform routine laboratory procedures in all major areas of clinical laboratory practice to include Clinical Chemistry, Hematology/Hemostasis, Urinalysis/Body Fluids, Microbiology, Immunology, Immunohematology and Laboratory Operations;
- Identify test principles, methodologies, significance of test results, reference ranges, alert values and sources of test variability;
- Assure accuracy and validity of test results by application of appropriate quality control and quality assurance procedures;
- Perform basic analytic techniques, demonstrate appropriate use of laboratory instrumentation; select appropriate trouble-shooting procedures when necessary;
- Comply with laboratory safety regulations to include proper handling of biologic specimens, safe use of chemicals and safe use of equipment in the laboratory;
- Identify sources of pre-analytic, analytic and post-analytic error; correlate test results with disease processes;
- Interpret quality control data and initiate appropriate corrective action when control results are not within acceptable limits;
- Respond appropriately to stress, time constraints and changes in the workplace;
- Accurately report test results using lab information systems and other means for communicating test results;
- Demonstrate a commitment to patients, to the profession and to professional development.

## Shared Governance

MLT students are represented at Fletcher Technical Community College by the Student Government Association (SGA). All Fletcher students are automatically members of SGA through fees paid each semester. Details regarding officers and meetings can be found through the SGA page on Fletcher's website. <http://www.fletcher.edu/student-government-association/>

MLT students also select a class representative to serve on the Advisory Council of the program as well as attend the first half of faculty meetings. The class representative is selected in the first semester of the program. Elections are held if more than one student volunteers. Meeting dates and times are emailed to the class representative.



## Rules and Regulations

### Convictions and Arrest

As adopted by the Louisiana State Board of Medical Examiners: "LSBME conducts a background check of applicants through the state "Louisiana Department of Public Safety and Corrections (DOC)" and the "Federal Bureau of Investigation (FBI)" as part of the application process as required by state law." Falsification or omission of criminal records to Fletcher Technical Community College will result in denial of entry or progression in the program. Falsification or omission of criminal records to the Louisiana State Board of Medical Examiners may result in denial of state licensure as a medical laboratory technician.

Any student admitted to the school of medical laboratory technology cannot be currently serving under any court-imposed order of supervised probation, work-release, school release or parole in conjunction with any felony conviction(s), plea agreement or any agreement pursuant to the Louisiana Code of Criminal Procedure, Article 893. Falsification or omission of criminal records to the Louisiana State Board of Medical Examiners and Fletcher Technical Community College will result in fines and denial of entry or progression in the program.

A student charged with a felony while enrolled in the AAS-MLT program will be dismissed and deemed ineligible to reapply to any nursing and allied health programs at Fletcher Technical Community College. A candidate for licensure who has been convicted of a felony may be required to have a hearing before the Board to determine eligibility to receive licensure to practice clinical laboratory science. Students shall not be eligible to enroll in a clinical laboratory course based on evidence of grounds for denial of licensure in accordance with state board regulations.

Any student arrested while in the program must notify the program coordinator and clinical instructor as soon as possible. The program coordinator will direct the student to forms to submit to report the arrest to the Board (LSBME). The arrest details will be reported to the clinical laboratory administrator of the clinical facilities the student is attending that semester. Ability to continue in the program will be determined by the clinical laboratory administrator of the clinical facility and the Dean of Nursing and Allied Health.

### Technical Standards

A qualified applicant is one who meets academic requirements and, with adequate instruction, can meet the required technical standards of clinical laboratory practice. Technical standards reflect the abilities required to provide safe, competent clinical laboratory practices.

The individual must possess sufficient:

- Communication skills in speech and writing in the English language, with some degree of grammatical competence
- Speaking ability to be able to converse with a client about his/her condition and to relay information about the client to others
- Hearing ability with auditory aids to understand the normal speaking voice without viewing the speaker's face (to ensure that the MLT can understand verbal conversations both in person and via telephone.)
- Visual acuity to distinguish varying hues of color.

Description of Entry Level Competencies of the Medical Laboratory Technician

- At entry level, the medical laboratory technician will possess the entry level competencies necessary to perform routine clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunochemistry/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis, and Lab Operations. The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of pre-

analytical, analytical, post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

- At entry level, the medical laboratory technician will have the following basic knowledge and skills in:
  - A. Application of safety and governmental regulations compliance;
  - B. Principles and practices of professional conduct and the significance of continuing professional development;
  - C. Communications sufficient to serve the needs of patients, the public and members of the health care team.

## **Health Policies/Procedures**

### **HIV/HBV Positive**

Students/applicants who have been diagnosed as HIV/HBV Positive must give notice to the Program Coordinator/Dean of Nursing and Allied Health as well as the Louisiana State Board of Medical Examiners within thirty (30) days of diagnosis in an envelope marked “personal and confidential” addressed to the Executive Director. This information will be kept strictly confidential.

### **Drug Screening and Procedures for MLT Students**

The policy regarding the use of alcohol and other drugs and screening procedures is as follows:

- A student with a positive drug screen must have documentation on file with Fletcher Technical Community College and the drug screening lab from a physician verifying that he/she is under supervised treatment. A written letter must be submitted to the program coordinator with an explanation for the necessity of the drug as well as a statement of the student’s ability to physically, mentally and/or emotionally progress through the MLT program. If the student failed to notify Fletcher Technical Community College of a prescription prior to the positive drug screen, the student will be dismissed from the program.
- Drug screens will be scheduled randomly and for cause with approved designated test sites. Students will be responsible for the cost of random drug testing, which is approximately an additional \$60. Drug screens for cause will be direct observation exams.
- The student will be responsible for the cost of additional testing if the initial test is positive and the sample is sent for further testing. Students must submit a medication list of drugs they are prescribed before any drug testing is done. Any time the student’s medication list changes it must be resubmitted immediately to the MLT Coordinator.
- Students who receive positive results for the following substances including but not limited to synthetic street drugs, amphetamines\*, barbiturates\*, cocaine, marijuana, benzodiazepines\*, opiates\*, phencyclidines\*, Ritalin\*, or Adderall\* will be dismissed from the program immediately if a letter was not presented to the department prior to testing. \*Positive results accompanied by a letter from the prescribing doctor will be reviewed by a Medical Review Officer who will determine validity of the result.
- If illegal drug use is identified, the student will be dismissed from the MLT Program.
- Refusal to submit to a drug testing will result in dismissal from the Department of Medical Laboratory Technician.
- Any attempt to adulterate a drug screen specimen will be handled as if positive. Drug screens that indicate a specimen is invalid as determined by creatinine and/or specific gravity will be treated as a positive unless the student can provide proof of a medical condition from a physician.
- If a positive drug screen is received or if the student submits an invalid or adulterated (tampered with) specimen, the student will be dismissed from the program and will not be eligible for acceptance into any Nursing and Allied Health program at Fletcher Technical Community College for one (1) year. Upon acceptance/reacceptance into any Nursing and Allied Health program, all subsequent drug screens will be by direct observation at the cost of the student. Subsequent positive drug screens will result in the student being removed from the MLT program

effective on the date of testing. The student will not be eligible for acceptance/reacceptance into any Fletcher Nursing and Allied Health program for a duration of three (3) years.

## **Student Health/Pregnancy**

All students must be in a sound state of physical, mental, and emotional health to enter and remain in school. A student whose state of health is not satisfactory will be asked to withdraw from the school until such time that improvement enables a resumption of the course of study. All students are expected to exert ordinary measures to maintain good health, including a balanced routine of activities and rest.

With any change in health status, a statement from the student's physician stating that "continuance in classroom/lab/clinical practice is permissible" in line with our Technical Standards must be obtained and submitted by the student to the MLT department prior to the student being allowed back in class, lab, or clinical. Forms needed for the Department of Medical Laboratory Technology when a student is pregnant can be found in the MLT Student Handbook. Due to hazards in the clinical laboratory, students must notify the instructor and/or clinical coordinator immediately upon suspicion of pregnancy. Clinical practices will be continued during pregnancy unless contraindicated by a physician.

## **Student Progress**

### **Special Accommodations**

Fletcher adheres to Title I and Title II of the American Disabilities Act. The department will make reasonable alterations in facilities, services, policies, and practices in order that qualified individuals with disabilities may have access to both employment and training. Students should contact the Student Success Center before attending classes to request these services. Once accommodations are in place, the student must notify the instructor using the forms on the Fletcher website that they are requesting the accommodations for an exam. Forms must be received no later than one (1) week prior to an exam. If the student is allowed to take an exam in another room using a video proctor, the exam must be left at the desk and will be picked up by the instructor once the exam is complete.

According to the ASCP: "An applicant who wishes to request modifications in the examination environment because of a disability must notify the ASCP Board of Certification office in writing before the submission of a paid application and provide a letter of diagnosis from an appropriate professional specifying the needed modification. The ASCP Board of Certification will consider modification of the testing conditions on a case-by case basis. The ASCP Board of Certification will work directly with the applicant and proctors at the test centers to make modifications in the testing environment which make it possible for an individual with a disability to take an examination under conditions which will accurately reflect the individual's aptitude or achievement level. Such modifications may include providing auxiliary aids and services to an applicant with a disability. Note: Once a candidate has received their Admission Notification, requests for testing modifications will not be accepted."

### **Incompletes**

If a student is unable to complete the courses in a semester, he or she can request a grade of an "I". If approved, all coursework required to complete the semester must be completed successfully by the start date of the following semester. If unable to do so, the student must withdraw from the MLT program.

### **Employment**

Due to the difficulty as well as time constraints, the faculty of the Department of Medical Laboratory Technician strongly encourages MLT students to not pursue or engage in outside employment while studying in the MLT program. Students will not be placed for clinical in a facility to which they are employed except as a last resort in extreme circumstances.

## Chain of Command/Grievance

The Department of Medical Laboratory Technician follows the judicial system policy for all students as outlined in the Fletcher Student Handbook found on the Fletcher website. If the student is required or wishes to meet with an instructor or has a grievance, it is the student's responsibility to make an appointment with the appropriate instructor first. If the student is not satisfied with the outcome of the conference, the student has the right to schedule an appointment with the program coordinator. If the matter remains unresolved, an appointment may then be scheduled with the Department Head of Medical Laboratory Technician and then the Dean of Nursing and Allied Health. To take the matter further, students are to follow the policy stated in the Fletcher Technical Community College Student Handbook.

## Attendance Policy

### Trajecsys

Trajecsys is the tool used to monitor attendance in the clinical setting. Students **MUST** enable GPS and sign in when they arrive at the lab, not the facility. They must also sign out at the end of the day at the lab as well. Failure to do either or both of these will require the student to immediately submit an exceptions report that must be verified by a supervisor at the facility. Exception reports that cannot be verified will not be accepted and will count as an absence or tardy (depending on the situation). See the policy on absences and tardies for further information. Students who consistently forget to sign in (three or more times) will receive tardies after the 3<sup>rd</sup> time regardless if a supervisor can verify they were there on time. Additionally, students will sign in and out for breaks. Any student not signed out using Trajecsys while accessing their phone during the day will be considered in violation of the Fletcher MLT Program cellphone policy.

### Absences

Learning between the instructor and the student is an interactive process by where both parties are active participants. The department of Medical Laboratory Technician defines an absence as missing at least one-half of class, lab, or 8-hour clinical day. Students are expected to attend all lecture, lab, and clinical days while in the program in order to meet the objectives of the course and program.

#### Excused:

- *Student MUST inform instructor prior to start of class, lab or clinical. Failure to do so will result in an unexcused absence.*
- *Student MUST provide acceptable documentation for absence. Failure to do so will result in an unexcused absence. See Makeups below.*
- *All absences beyond 2 days will be considered unexcused regardless of the reason and will endanger the student's standing in the program.*
- *See Makeups below for information on missed assignments.*

#### Unexcused:

- *1<sup>st</sup> offense: Verbal warning, AND-*
  - *Clinical: 10-point deduction for clinical grade*
  - *Lab or class: Zero for all assignments and class activities*
- *2<sup>nd</sup> offense: Written counseling by the instructor with the student AND-*
  - *Clinical: Another 10-point deduction, and academic probation for clinical course.*
  - *Lab or Class: Zero for all assignments, possible academic probation*
- *3<sup>rd</sup> offense: Meeting with the dean, department head, and student;*
  - *Dismissal from clinical, lab, or class.*
  - *NOTE: this can result in permanent dismissal from the program.*

## Makeups

### Labs:

- *Cannot be made up. Missing a lab will result in a zero for all activities scheduled for that lab period. **This includes practicums.***

### Clinical

- All clinical time must be made up regardless if excused or unexcused.
- Missed clinical time must be made up during the TWO makeup days set prior to the start of the semester.
- There is no provision to make up more than two days. Students will be penalized regardless of the reason for missing more than two days.
- Clinical time that has not received prior approval IN WRITING as makeup is forbidden and will not be counted as makeup time.

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### Class:

- Makeup exams are not given.
  - 1<sup>st</sup> offense-The final exam grade may be substituted for the missed exam grade IF the absence was excused. If unexcused, the exam grade is recorded as a zero.
  - 2<sup>nd</sup> offense and beyond: Any subsequent missed unit exams will be recorded as zero regardless of documentation.

### Documentation of excused absences is required as follows:

- Unexpected personal or immediate family member illness/injury..... Doctor's statement
- Jury Duty/Scheduled court date.....Copy of Summon/Subpoena
- Military Duty..... Copy of Orders
- Death in Immediate Family \*\* ..... Death notice from newspaper
- Involvement in Vehicular accident.....copy of police report
- \*\* Immediate family consists of parents, siblings, spouse, grandparents, In-laws and children.

## Tardies

Per course: Students who arrive after the start of class, clinical, or lab, but before the halfway mark will receive a tardy mark for the class, clinical or lab. Leaving a class, clinical or other school activity early but not before the halfway mark will also result in a tardy mark for that class.

- *1<sup>st</sup> offense: Verbal Warning*
- *2<sup>nd</sup> offense: Written counseling between the student and instructor.*
- *3<sup>rd</sup> offense: Meeting with the dean, department head, and student; removal from the course.*
- *4<sup>th</sup> offense: Meeting with the dean, department head, and student; removal from the program.*

## Dismissal

A student who commits any of the following acts may be subject to dismissal from the program:

- Failure to pay tuition by the enrollment census day of the current semester
- Failure to comply with school or program regulations
- Violation of school policy including but not limited to plagiarism and cheating, Illegal possession, use, sale or distribution of drugs; illegal possession of weapons; theft; Chemical (drugs or alcohol) impairment in the school/clinical setting; Conduct which is unrelated to the learning and inappropriate for either clinical or classroom (e.g. abusive language, threats, assault and battery, disruptive attitude or talking, use of cell phone or other device during classroom/ lab instruction)
- Falsification of information given on official school or state board document

- Falsification of records regarding patient care
- Unauthorized possession of an examination
- Commitment of any act which would result in ineligibility for licensure or certification
- Failure to meet expectations relating to student behavior as defined in the Fletcher Student Handbook and the Medical Laboratory Technician Student Handbooks
- Failure to perform clinical duties and responsibilities as assigned by an instructor
- Failure to maintain confidentiality both in and out of the clinical facility
- Failure to maintain satisfactory progress
- A pattern of behavior throughout the curriculum which is in violation of the policies of the handbook
- Violation of the attendance and/or tardiness policy
- Leaving the clinical or classroom without proper notification to the instructor
- Failure to maintain current scope of practice in clinical.
- Receiving 2 Counseling Notices during a single summer semester or 3 Counseling Notices during a single Fall or Spring semester.
- 3 Counseling Notices over multiple semesters will warrant automatic probation with dismissal should a 4<sup>th</sup> Counseling Notice be necessary.
- Blatant disrespect or dishonesty to any instructional personnel
- Violation of Clinical Site regulations regardless of the practices of site personnel
- Harassing or aggressive behavior or language towards other students or personnel including through digital means.

## **Program Progression-See MLT Admission Guide for More Information**

### **Year 1**

#### **Pre-Petition Phase-Summer and Fall 2023 Classes**

Must have a high school diploma or equivalent and be at least 18 years of age prior to the start of the Summer or Fall 2023 semester. Must be eligible to take OR have taken the following:

- ENGL 1000 or 1010, BIOL 1030, BIOL 1031, MATH 1103 or 1104 or 1213 or 1214
- If the above is satisfied, student may enroll in MLTS 1011 and 1012

### **Year 2**

#### **Active Phase**

Student has passed MLTS 1011 and 1012, ENGL 1000 or 1010, BIOL 1030, BIOL 1031, MATH 1103 or 1104 or 1213 or 1214 with a minimum of a C in each and is taking the remainder of any core courses. Fall 1 and Spring 1 MLT courses as well as any pre-requisite core courses are mandatory for these students to be eligible to apply in Spring 1. Fall 2 and Spring 2 MLT courses (except for clinical components) are optional for students who have completed all core courses.

#### **Repeating Courses**

*Core Courses:* The most recent grade on file is used to determine the GPA for admission into the clinical component. Only Pre-petition and Active Phase courses are used in this GPA.

*MLT Courses:* Up to two Active Phase MLT courses (except clinical classes) may be repeated for any reason. Although the last grade can make a student eligible for admission, both scores will be used to calculate ranking

for placement in the clinical program. All MLT courses are used to determine admission GPA.

Example: Student makes a D in MLTS 1020; the student is not eligible to apply for clinical. Student retakes MLTS 1020 and makes a B; the student is now eligible to apply for clinical, but both grades are averaged to rank the student against other students to determine if they will be accepted into the program for that year.

## **Clinical Phase-Apply in Spring 2024**

### **Application for Admission to the Medical Laboratory Technician Program**

A completed [Application for Admission](#) to the Medical Laboratory Technician Program must be submitted along with the other required documents listed in this guide to the Department of Nursing and Allied Health by the deadline. This document is completed and submitted **electronically** on the program page. Hand delivered applications will not be considered.

Clinical courses must be completed within 5 years of entry into the program.

### **GPA (Grade Point Average) Requirements**

To apply for admissions into the clinical program, applicants must achieve at least a 2.75 grade point average (GPA) of all Year 1 coursework AND a minimum of C or higher in each. The most recent grade on file will be used to determine the GPA for admission into the clinical component for core courses. **ALL Fletcher MLT courses, including repeated courses will be used in the GPA for clinical applications. Students dropping and/or failing more than TWO MLT courses will not be eligible to move forward in the program even if the student dropped with a W except in extreme circumstances with MLT Program Director approval.**

## **Evaluation Methods**

Students will be evaluated through examinations, laboratory and clinical skill performance, and other special assignments and projects.

Exams are based upon student learning outcomes and course objectives. It is the department's policy to ensure that all exams are a valid and reliable measure of a student's achievement, as well as a mechanism to teach students successful test-taking skills (promoting success for ASCP licensure).

Exams:

- Test students' critical thinking and various levels of learning in accord with Bloom's taxonomy
- Consist primarily of multiple choice, fill in, select all that apply, and math
- Will be given face-to-face or online through Respondus with Lockdown Browser or in a proctored lab.
- Are timed in the same manner that ASCP MLT exams are timed. All scratch paper must be turned in to the faculty member at the end of all exams/reviews.
- Will be examined for content that has been adequately covered in class and/or in the assigned reading and class assignments
- Undergo item analysis for each exam.
- Are scheduled regularly throughout the semester.
- Include a comprehensive final exam that is similar to the other exams in structure and delivery. Changing the date and/or time of the written final examination after the start of the semester requires approval from the Dean.

Laboratory and Clinical Skills:

- Will be evaluated by direct observation using a competency checklist.
- Evaluation tools will be developed to mimic the competencies necessary to function as a Medical Laboratory Technician within a clinical setting.
- Site specific checklists may be developed for individual clinical sites to aid in ensuring the student receives the highest quality clinical experience.

#### Quizzes:

- Will be given online.
- Are considered formative assessments and if given will be allowed to be retaken one time for each quiz.
- If utilized, will be graded based on the student's highest or last attempt at the discretion of the instructor.
- Will have a date and time range to be completed.
- May be timed at the discretion of the instructor.
- May be embedded in videos.

## Grading System

Students will be graded through written, objective and subjective tests, special assignments, projects, clinical evaluations, and job-related skills and practices. Written tests are based upon performance objectives given to the student in the course syllabus at the beginning of each course of study. A minimum of 80% must be maintained in each course of study. Failure to make the academic minimum score is interpreted as failure to successfully perform to a minimum standard for the Medical Laboratory Technician program. In order to ensure that students are knowledgeable about their grades, a notice of grade performance will be given to students scoring less than the minimum score of 80% at intervals throughout the course. Students are encouraged to maintain records of their grades for verification and continuous documentation of status.

#### GRADING SCALE:

100 – 94 =	A
93 – 87 =	B
86 – 80 =	C
79 – 73 =	D
72 – 0 =	F

Course exams will be truncated one (1) decimal point. Weighted items will be truncated two (2) decimal points.

**IMPORTANT:** The final grade will not be rounded up. Ex- 79.5=79=D. 86.5=86=C. Grades are weighted depending on the course. Students should refer to the course syllabus for specific information.

## Final Exams

In each course throughout the curriculum, students will be given a comprehensive final exam that will constitute a certain percentage of their grade as written in the course syllabus. Material from any prior course may be seen on a course's final exam. Students are encouraged to review Case Studies and Practice Tests which correspond to the course and Final Exam. Students may bring their personal calculators as some questions require calculations and cell phones cannot be used during testing. An online calculator is available for computerized exams.



## **Final Semester Comprehensive Final Exam**

All final-semester Medical Laboratory Technician students will be expected to pass a comprehensive final exam in MLTS 2200 in preparation for the ASCP exam. This exam will be the final exam for MLTS 2200 and will count the same as any other final for any other class. To prepare for this exam, information from other classes will be spiraled into both regular exams and final exams to ensure students are reviewing past material. A practice exam will be given in MLTS 2100 as well.

## **Unsatisfactory Progress Documentation**

Unsatisfactory progress, academically or clinically, may warrant a conference between the student and the instructor to discuss additional actions. This includes unsatisfactory behavior in the classroom and/or lab and/or clinical area. A written and signed statement indicating the reasons for the action, time limit and expectations for students will be presented to the student at the time of the conference. The student may be asked to develop a written contract stating mechanisms to be utilized to achieve satisfactory performance.

If progress remains unsatisfactory, the student may be terminated from the program. Informal, verbal counseling and/or formal counseling, with written, signed counseling documents are conducted as indicated by student behavior, conduct, or academic progress. These forms are considered part of the student's permanent record and a copy can be found at the end of this handbook.

## **Cloaking Ceremony**

All graduating Medical Laboratory Technician students are strongly encouraged to participate in purchasing of a white lab coat and Medical Laboratory Technician pin, taking class pictures, and attending the cloaking ceremony, which will be held in the summer each year.:

## **Change of Name, Address, or Phone**

When a name/phone/address change occurs, students must change their name with Enrollment Services, and bring official documents necessary to do so (social security card with new name, marriage license, and divorce decree). Mailing address, phone number, and email can be changed through Lola. Communications will be mailed to students at the address currently on file. Name changes become effective at the beginning of the next semester for school documents. In order to be approved to sit for the ASCP exam, you must have a driver's license with the correct name listed with the BOC.

## **Classroom Code of Conduct**

- Sleeping during class will not be tolerated.
- No hats, caps, or hooded sweat-shirts will be allowed during a test.
- Cell phones and smart watches are not allowed during class or clinical instruction. Cell phones and smart watches are to be turned off or they will be confiscated by the instructor and the offender disciplined by the Dean. Personal phone calls should be made during break times only unless cleared with faculty first.
- Cell phones should not be brought into the clinical setting without prior approval from the site director and this should be limited to rare emergency situations.
- Cell phone usage is not allowed by students in any clinical setting regardless of the behaviors of site personnel.
- Except for bottled water, no food or drinks are allowed in classrooms. NO food and drink are allowed in labs, computer labs, or the clinical setting-
- Use of profanity is not permitted.
- Reckless operation of personal vehicles within the confines of Fletcher Technical Community College and/or off-campus activities will not be permitted.

- Conversations must be kept professional. Students participating in conversations on campus or through digital means that are deemed offensive in nature (sexual, racial, or otherwise hateful or offensive), will face disciplinary action up to and including dismissal from the program.

### **Classroom Dress Code**

Fletcher Technical Community College conducts programs to prepare individuals for employment. The appearance and behavior of the student affects the image and prestige of the College and the Medical Laboratory Technician Program. Therefore, the Department of Medical Laboratory Technician endorses the following policy. Students are to be clean, well-groomed, and free of body odor and halitosis. The instructor has the responsibility to enforce the policy.

- The Fletcher Technical Community College ID badge must be carried at all times during school activities both on campus and off and presented upon request. Badges must be worn at all times in clinical settings.
- Students are required to exercise suitable personal hygiene appropriate to the professional nature of clinical laboratory science. Self-discipline, appropriate conduct, and approved safety practices will be required at all times.
- Students, both male and female, are to wear conservative hair styles which are clean and neat. Beards, mustaches, and sideburns should be short, neatly groomed and worn in a conservative manner. Hair may not be dyed unnatural colors (e.g., colors other than those that could be present at birth).
- Students are prohibited from wearing tight or ill-fitting outer garments or see-through clothing. The wearing of clean, pressed, setting-appropriate attire with proper opaque, neutral under-garments is required.
- Wearing clothing that exposes the back, chest, midriff, abdominal or buttock area is unacceptable. Undergarments are not optional.
- Clothes should be neat and clean upon reporting to class and should be maintained accordingly.
- Blue jeans are permissible. Frayed-edged jeans, patched jeans or jeans with holes in them are not permissible. Shirts and pants with inappropriate slogans are prohibited.
- Excessively tight clothing and short skirts/shorts are unacceptable. Knee-length dresses or skirts and Capri pants are acceptable in the classroom setting. Students deemed inappropriate will be sent home to change clothing. If leggings are worn, they must be worn with a shirt and/or skirt to cover the buttocks. Modesty is the key.
- Undershirts (muscle) are not to be worn as outer clothing.
- The student should not be wearing a work-related uniform to class, as this poses a safety and infection control issue.
- In all questions regarding dress and grooming, if the instructor decides that the student's attire or appearance is disruptive to the learning process, then the attire or appearance will not be allowed.
- Failure to adhere to the dress code regulation:
  - First offense- the student will receive a verbal or written notice
  - Second offense- the student will be sent home and counted absent for the time missed.

### **Insurance**

The student is personally responsible for any expenses incurred from accidents or injuries, either in clinical area or at Fletcher Technical Community College. While at the clinical facility the student must follow the facility's policies for

injury or accident. Personal liability insurance is provided under the policy of the college liability insurance. Students may purchase additional coverage prior to starting clinical. All students in clinical must provide proof of current health insurance.

## **Faculty-Student Relationships**

Faculty members are allowed to socialize with MLT students outside of class time both at lunch during clinical and/or lunch after clinical as long as the entire group is invited. Faculty members are discouraged from socialization activities that only involve part of a group or class, which can open the faculty member up for criticism of favoritism.

## **No Venting Policy**

Students enrolled in the Nursing and Allied Health programs are expected to avoid venting about the program, the college, or any clinical facility in public spaces. The department of nursing and allied health defines “public” as any person(s) NOT involved in the situation including face-to-face, phone calls, and social media sites. The department defines “venting” as any loud, angry, negative, and/or abusive language. Examples of venting include but are not limited to “I hate...” and “the facility is always...” Students are encouraged to vent in “safe zones” including a faculty member’s office behind a closed door where one can surface issues, collaborate on solutions, and address individual problems, needs or ideas. Any student caught publicly venting about the program, the college, or a clinical facility can face immediate dismissal from the program.

## **Prerequisite Knowledge and Skills**

The student is responsible for the retention and application of all concurrent and previously complete clinical laboratory courses and similar courses.

## **Clinical Facilities**

Clinical laboratory practice under the supervision of the MLT faculty is provided through formal contracts with the school and local health care agencies. The formal contracts are binding to MLT students and faculty. Failure to adhere to these regulations may forfeit the school’s privileges in the agency and the student in violation will be dismissed from the MLT program. **Clinical Sites:** Cardiovascular Institute of the South, Children’s Hospital, Leonard J. Chabert Medical Center (Ochsner-Chabert), Ochsner Clinic Foundation, Ochsner Foundation, Omega Diagnostics, Ochsner-St. Mary (Formerly Teche Regional), Terrebonne General Medical System, Thibodaux Regional Health Systems, University Medical Center In the event a clinical facility terminates its agreement with the program, students will be reassigned to another approved clinical affiliate in order to complete the program requirements.

## **Work Service**

As part of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) accreditation regulations, no student may engage in **service work** during his/her clinical experience. All laboratory test results generated by students during their clinical hours must be directly supervised by clinical laboratory staff. While the student is performing their clinical hours, they must be performing duties as a student, and not an employee. **Definition of Service Work:** Providing or generating results of clinical tests on patient samples without direct supervision of clinical staff or supervisor managers which exceeds the expected component required for the educational process.

## **Clinical Assignments**

The instructor is responsible for the student's actions and must ascertain the knowledge and skills of the student when considering student's clinical assignments. The instructor must supervise all procedures, testing and specimen processing.

### **Clinical Student Health Care Requirements**

1. All students must be in sound state of physical, mental, and emotional health to enter and remain in school. Proof of good health must be documented and maintained.
2. All students are expected to exert ordinary measures to maintain good health, including a balanced routine of activities and rest.
3. Students must provide a negative drug screen upon admission to the program.
4. Students must provide written proof of negative TB test yearly or a negative chest x-ray.
5. Students must provide written proof of measles, mumps, rubella, and unexpired tetanus vaccines. Positive titers can substitute for vaccines.
6. Students must provide proof of COVID-19 fully vaccinated status OR complete a waiver for either medical or religious exemption. It should be noted that not all clinical sites accept waivers.
7. Students must provide written proof of Hepatitis B vaccine series.
8. Students must provide proof of immunity (positive titers) for the measles, mumps, rubella, and varicella virus. If titer is deemed to be negative (nonimmune), the student will be required to obtain the booster injection.
9. Students who are first time freshmen must provide proof of meningitis vaccine or a waiver of denial.
10. Students must provide yearly proof of the flu vaccine between the months of September and March.
11. Students must maintain CPR for Healthcare provider's certification from an American Heart certified provider.
12. In addition to the pregnancy policy, clinical practices will be continued during pregnancy unless contraindicated by a physician. Special precautions which must be taken during clinical practice to maintain a healthy pregnancy:
  - Able to perform duties per the technical standards.
  - Avoid radiation – scans, x-rays, portable x-ray, radiation implants.
  - Avoid clinical practices in the heart catheterization lab.
  - Continue wearing the approved scrub uniform with adjustment to fit. White support hose or white socks must be worn.
  - Prenatal care and follow-up visits with the physician are encouraged, - but should not be scheduled during clinical or class time as with any other routine, scheduled appointments. Emergencies will be handled on a case-by-case basis.
  - Forms for students who are pregnant can be found at the end of this document.
  - Students are encouraged to keep up with regular check-ups,
  - Reasonable accommodations will be granted for students who demonstrate need as verified by their physician under The Title IX Rights of Pregnant and Parenting Students policy set forth by the Louisiana Community & Technical College System.

### **Clinical General Expectations**

1. Student MLT's may legally perform functions of an MLT with appropriate supervision of faculty provided they have demonstrated knowledge and competency to practice safely.
2. They must also function within the realm of the health care agency's written policies.
3. Standard precautions will be observed by clinical laboratory students/faculty at this facility and on each clinical site, in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Re-capping used needles is not permitted.
4. In the event that the health care agency has more stringent regulations than those stated, the policy of the institution will be followed.

5. The student will perform procedures assigned by instructors. Check with your instructor for clearance and supervision prior to performing any procedure.
6. Smart watches and cell phones in the clinical setting are not allowed and are considered disruptive to the learning environment. Students should give faculty phone numbers to family members for emergency purposes while in clinical. Family members are not to visit student or call student on hospital or other clinical site premises.

### **Clinical Conduct & Dress Code Expectations**

1. Student is allowed a 30-minute lunch period to be included within 8 hours of clinical instruction. For sites that take a 1-hour lunch, the student is required to stay for 8.5 hours to accommodate this.
2. Each time a student leaves the clinical unit, the student must inform the attending instructor. If not, it is considered an abandonment of patient care.
3. Students are not allowed to enter, leave, or return to the clinical unit without notifying the instructor including for breaks. Students may either bring their own lunch or purchase lunch if the facility has a cafeteria. Students are not allowed to leave the clinical facility grounds during the clinical day, this includes for lunch.
4. No eating, smoking, vaping, or chewing gum on clinical units.
5. The student is urged not to bring a purse or large sums of money to the lab unless the facility has an area in which these items can be secured. Otherwise, students should leave them locked in the trunk of their car.
6. Student must follow uniform dress code at all times unless within special clinical areas where special instructions will be given at that time.
  1. Approved AAS-MLT scrub colors and styles only including a pewter gray pants with pewter gray top.
  2. AAS-MLT uniform with Fletcher Technical Community College ID on right upper chest must be worn to and from clinical situations. AAS-MLT student uniform must be worn while on duty and when arriving and leaving the clinical situation area. It must be clean and neat in appearance at all times. Nametags must be worn in the clinical area only and must be removed when entering public facilities on the way to and from the clinical facility.
  3. Students, both male and female are to wear conservative hair styles which are clean, neat, kept off the collar and away from the face. Beards, mustaches, and sideburns should be short, neatly groomed and worn in a conservative manner. Hair may not be dyed unnatural colors (e.g., colors other than those that could be present at birth). Loose ponytails or dangling hair is not acceptable.
  4. If an undershirt is worn, it must be white only.
  5. All white, black, or grey leather shoes and socks that completely enclose the foot may be worn. Solid color leather walking shoes as well as leather professional shoes are acceptable as long as they are black, white or grey. Open toe/heel shoes are not acceptable. They are to be in good repair, polished and stain free. If shoes require shoelaces, laces must be clean and a solid color matching the shoe color.
  6. Make-up must be moderate and in good taste.
  7. Fingernails are to be rounded and not protrude beyond the flesh and must not be brightly colored. Artificial nails are not acceptable and will not be allowed in the clinical area. Clear nail polish only.
  8. Only warm-up jackets or lab coats may be worn over the uniform while in the clinical area. Jackets must be gray or white.
  9. No jewelry, other than plain band wedding ring and non-smart watch, can be worn while in uniform. No hoop earrings are allowed. Only one (1) post-type earring per ear for both male and female students will be allowed. Visible body piercings must be removed and tattoos must be covered. Ear gauges are not allowed and must be removed while in clinical.
  10. The approved scrubs and **personal protective equipment** necessary for designated laboratory rotation are **required** uniform attire.
7. Cell phones are not allowed in the health care facility that prohibits or monitors use. For all sites, regardless of the site's cell phone policy, students are not allowed to use cell phones except while on break.

8. The relationship of the student and the instructional personnel, and clients must remain professional and not social. Students are not allowed to return to the clinical facility to visit instructional personnel and/or clients or to socialize outside of clinical hours-
9. Failure to comply with these guidelines may result in the student being denied the experience in the clinical area.

### **Clinical Evaluation**

The supervising instructor will evaluate clinical performance during clinical experience of each student. Instructors will keep weekly anecdotal notes citing strengths and weaknesses of the student identified by both the instructor and the student using the checklist for each clinical rotation provided by MLT Program Director. Students are responsible for reading and signing they are aware of the instructor's evaluation. Instructors will evaluate all items listed on the clinical evaluation form at midterm and at the end of the clinical rotation.

Students must obtain a satisfactory (S) rating in all areas by the final clinical by scoring a minimum of 80% on the Clinical Checklist in order to pass successfully. Students who are unsuccessful (U) in clinical will be required to repeat the course and will receive a grade of "F" on their final transcript. If a student turns in clinical paperwork after the scheduled deadline, they will lose a letter grade for each day. If the clinical paperwork is incomplete, the student will not receive credit for those parts that have missing information.

### **Clinical Assessment and Documentation**

Assessment and documentation are major components of clinical competency. Students are to show competency in both each semester based on the level of the course. Assessment and documentation are evaluated using the tools at the end of this handbook. Students must show competency in each laboratory rotation. Students are allowed two opportunities to demonstrate competency. After two unsuccessful attempts at clinical assessment or documentation, the student is subject to dismissal from the program. Specifics for assessment and documentation are found in course syllabi.

### **Clinical Component Evaluation**

- **Performance in Clinical / Client Care Setting:**  
The faculty reserves the right to dismiss any student who is unprepared to safely care for clients and their families or who demonstrates unprofessional dress, demeanor, or behavior at any time. Unethical, unsafe, or unprofessional behavior is considered grounds for an unsatisfactory clinical performance.
- **Competency Evaluation Checklist:**  
A Competency Evaluation Checklist will be provided to each student for each laboratory rotation. The Competency Evaluation Checklist is used to document completion and proficiency of specific clinical skills in both the lab and clinical settings. Competency Evaluation Checklists are signed by the instructor witnessing or evaluating the student's skills performance and must be updated daily. It is the student's responsibility for ensuring all completed skills are properly signed off. Student must have Competency Evaluation Checklist at all skill check off sessions and at all clinical experiences or points will be taken off for that skill or that clinical day.
- **Clinical / Practicum and Theory evaluation:**  
The clinical / practicum component provides health care setting-based application of skills and clinical knowledge learned in lecture and lab classes during Year 1. It is designed to both support and enhance concurrently taught theoretical content. Clinical will take place in both the school laboratory and in approved health care facilities.

### **Phlebotomy (with appropriate supervision)**

1. Students may draw blood for lab.

2. Students must successfully stick ten patients using the provided competency checklist and witnessed by the site instructor.
3. Students may perform finger/heel sticks for appropriate lab after appropriate training.

### **Verbal Lab Orders**

Students may not perform laboratory testing based upon verbal laboratory orders. Students are not responsible to accept verbal or phone orders.

### **Reporting of STAT and Critical Values**

Students MAY report STAT and/or Critical Patient Values with close supervision of the laboratory instructor as long as the student is also following the written protocol set forth by the clinical facility.

### **Discontinuation of Program**

#### **Program Closure-Teach Out Plan**

NAACLS requires the MLT program to have a “teach out” plan in the event the program closes unexpectedly due to natural or unnatural disasters or permanent closure. Intentional closure of the program will be communicated to students immediately. In the case of a natural disaster the College will inform students of a plan of continuation of their education as soon as that information becomes available. NAACLS will be notified and a teach out plan will be provided within 30 days of the official announcement of program closure.

#### **Prospective Students:**

- In the case of permanent closure, students will be informed that the program will not take a new cohort due to program closure.
- In the case of a natural or unnatural disaster, the program will work with other laboratory science programs to continue education and training until training can resume at the college.
- Students will be counseled in applying to other local programs.
- Program closure information will be posted on the program website.

#### **Current Students:**

- Students will be informed of program closure.
- In the case of a natural or unnatural disaster, the program will work with other laboratory science programs to continue education and training until training can resume at the college.
- In the event of a mandated permanent closure, currently enrolled students will be allowed to complete program.
- The Program Director will be designated to clear students applying for the certification exam.

### **Pledge to the Profession for MLT Students**

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical lab and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.



# Associate of Applied Science Medical Laboratory Technician Clinical Cost List

(All costs are approximate and are subject to change.)

## **Tuition & Fees**

Tuition .....	\$133.92/credit hour
Tuition & Fees Total .....	\$239.96/credit hour up to 15
Excess Credit Hour Fee.....	additional \$150.96/credit hour over 15

All fees are itemized on [www.fletcher.edu](http://www.fletcher.edu)

## **Due before beginning Clinical-Program Director will provide more information (Fall 2023)**

Background Check.....	\$ 70.00
Drug Screen (12-panel urine) .....	\$ 60.00
Medical Exam .....	\$ 60.00
Routine Lab Tests/Immunizations (TB, MMR, HBV, DT) .....	\$450.00
Titers for (MMR & Varicella) .....	\$200.00
CPR Certification Fee.....	\$ 75.00
Malpractice Insurance (optional).....	\$ 38.00
Uniforms (Minimum 2 recommended-\$50.00 each) .....	\$100.00
Warm-Up Jackets (2 @ \$20.00) (optional).....	\$40.00
White oxford Shoes (leather only).....	\$70.00
Books for Program .....	\$700.00
MLS uniform patches (2 @ \$7.00) .....	\$14.00
Trajecsys Registration .....	\$100.00
ASCP-BOC practice tests (ordered through Fletcher) .....	\$99.00

\*\*Titers and additional immunizations are only necessary if you cannot provide immunization records.

## **Due Between Labor Day and Thanksgiving 2023**

Flu Vaccine .....	\$25.00
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## **Due December 2023 or May 2024**

Certification Review and Testing .....	\$300.00
ASCP Exam Fee.....	\$215.00
LSBME License Fee.....	\$65.00
Passport Pictures for LSBME (2).....	\$10.00
LSBME background check .....	\$50.00
Cap and Gown for Graduation .....	\$50.00
White Lab Coat for Cloaking Ceremony.....	\$60.00
Fingerprint (Cash- TPSO).....	\$10.00

Approved:  
Dean of Nursing and Allied Health

***L. E. Fletcher Technical Community College***

**1407 Highway 311**

**Schriever, LA 70395**

**Dr. Kristine Strickland, Chancellor**

**MLT Counseling Notice**

TO: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_ ID # \_\_\_\_\_

COURSE: \_\_\_\_\_

This is to certify that you have been given a counseling notice for one or more of the following reasons:

- \_\_\_\_\_ 1.Failure to meet academic standards
  - \_\_\_\_\_ 2.Poor attitude
  - \_\_\_\_\_ 3.Negative influence affecting fellow students
  - \_\_\_\_\_ 4.Will not conform to school and/or classroom standards
  - \_\_\_\_\_ 5.Attendance, failure to follow school requirements as listed in the student handbooks
  - \_\_\_\_\_ 6.Other: \_\_\_\_\_
- 

\_\_\_\_\_  
INSTRUCTOR

My signature below verifies that I have been warned, I understand the terms as out-lined, and I have received a copy of this notice.

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

*Accredited by the NAACLS & SACS*

*Main Campus 985-448-7900 Student Services (985) 448-7917*

***EQUAL OPPORTUNITY EMPLOYER***

L. E. Fletcher Technical Community College  
1407 Highway 311 Schriever, LA 70395  
Dr. Kristine Strickland, Chancellor

## ACADEMIC PROGRESS REPORT

TO: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_ ID # \_\_\_\_\_

COURSE: \_\_\_\_\_

This academic progress report serves as documentation of a meeting with you and your instructor to discuss an inability to meet academic standards.

Your current average is \_\_\_\_\_. In order to progress through the MLT curriculum, you must achieve an average of 80% at the end of the course. As of now, you need a \_\_\_\_\_ on the final to pass with an 80%.

The student identified the following challenges:

The instructor recommends:

\_\_\_\_\_  
INSTRUCTOR

My signature below verifies that I understand the terms as outlined, and I have received a copy of this notice.

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

*Accredited by the NAACLS & SACS*  
*Main Campus 985-448-7900 Student Services (985) 448-7917*  
*EQUAL OPPORTUNITY EMPLOYER*

## AAS-MLT Clinical Uniform Check List

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Dark Gray scrub pants
2. Dark Gray scrub top with official monogramming on upper left chest area.
3. Fletcher Name tag on Right upper chest. If clinical site issues a name tag, both must be worn.
4. Hair will be off the collar. Ponytails should be off the collar. No ornamental barrettes or bows.
5. White undershirt only.
6. White socks. Clean white, grey, or black leather shoes. Cannot be open back or open toe.
7. Make up is moderate and in good taste.
8. Fingernails are rounded and not protruding beyond the flesh; only clear nail polish is acceptable.
9. Warm up jacket or lab coat in Dark Gray or White.
10. No jewelry other than plain wedding band ring and only small post type earrings.
11. Visible body piercing outside the ear should be removed and tattoos should be covered
12. Watch with second hand, name tag, sharpie marker, black pen, red pen, notebook.
13. Cell Phone/smart watches will not be allowed in healthcare facilities that prohibit or monitor use. Cell phone usage in the clinical area is prohibited for students.
14. Students MUST use Personal Protective Equipment at ALL times when in the clinical setting. Failure to do so can result in dismissal from the program.

I understand the above uniform protocol and agree to adhere. Non-compliance will result in inability to fulfill your clinical obligation for that day. \_\_\_\_\_

# *L. E. Fletcher Technical Community College*

1407 Highway Schriever, LA 70395

Dr. Kristine Strickland, Chancellor

## **Department of Medical Laboratory Technician Pregnancy Documentation Form**

Student Name: \_\_\_\_\_

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

Clinical Requirements during Pregnancy:

Clinical practice will continue during pregnancy unless contraindicated by your physician. You must provide a statement from your physician stating you may continue clinical practice in accordance with the technical standards. Attach that statement to this form.

1. Able to perform duties according to the technical standards found in the handbook and website
2. Avoid radiation including scans, x-rays, portable x-rays, Catheterization labs
3. Avoid patients with infectious diseases including AIDS, Hepatitis, TB, respiratory infections, and chemotherapy patients.
4. Wear school uniform with adjustments to fit
5. Wear white support hose
6. Continue prenatal care and schedule around clinical and classroom duties

This conference was held in the presence of those indicated by the signatures below.

\_\_\_\_\_  
Instructor/Date

\_\_\_\_\_  
Student/Date

*Accredited by NAACLS*

**Main Campus (985) 448-7900 Student Services (985) 448-7917**

**EQUAL OPPORTUNITY EMPLOYER**

## **HOLD HARMLESS AGREEMENT**

*Note: Prior to signing, students are advised to discuss the risks and hazards associated with their program with the appropriate program faculty member. In addition, student are advised to discuss the terms of this agreement, and ask questions, to the appropriate program faculty member.*

By signing this document, I release the administration, faculty, and staff of Fletcher Technical Community College; the Louisiana Community and Technical College System; the Louisiana Board of Regents; and the State of Louisiana, from any and all liability associated with my participation in clinical training related to my program of study.

I voluntarily and knowingly assume any risk associated therewith and waive my right to assert any claim against the State of Louisiana, or any of its Departments, Agencies, Boards and Commissions, as well as officers, agents, servants, employees and volunteers for injury or damage to my person or property resulting from my participation in this program. I further release and hold harmless the State of Louisiana and all of its Departments, Agencies, Boards and Commissions, as well as its officers, agents, servants, employees and volunteers, from any and all claims, demands, causes of action, expense and liability arising out of injury or death to my person as a result of my participation in this program.

I also understand that I participate in this program at my own risk and agree to hold no organizing or participating agencies responsible, including financially responsible, for any injury or damage done to myself, others, or my property.

I acknowledge and accept that the clinical facility, at its discretion, may require me to submit myself for medical testing should I be personally injured within the facility. Furthermore, I acknowledge and accept that while I am not obligated to submit to medical testing, failure to participate in requested testing may hinder future clinical participation at the discretion of the facility and/or Dean. Finally, I acknowledge and accept that I am financially responsible for the requested medical testing and release all entities of the State of Louisiana, and associated employees, from any and all liability associated with personal injuries.

I knowingly and willingly agree to these terms and understand that participation in a clinical program may result in my exposure to risks and hazards in excess to the risks and hazards encountered during my normal activities.

\_\_\_\_\_

Date

\_\_\_\_\_

Name of Participant

\_\_\_\_\_

Signature of Participant

\_\_\_\_\_

FTCC Employee Witness Name and Signature

FLETCHER TECHNICAL COMMUNITY COLLEGE

NURSING AND ALLIED HEALTH

**VERIFICATION OF HEALTH INSURANCE**

Students participating in a Fletcher Technical Community College Nursing and Allied Health clinical program are responsible for all personal health care expenses, including expenses resulting from accident or sickness, illness or injury while engaged in learning experiences required by the Nursing and Allied Health program. Neither the College nor the clinical agency is responsible for these expenses. Students are encouraged to maintain a personal health care insurance policy.

I **am** currently covered under a health insurance policy and the policy will be in effect during my entire clinical course. I understand I am responsible for all personal health care expenses that may arise during my learning experiences.

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

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

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Date

I **am not** currently covered under a health insurance policy. I understand I am responsible for all personal health care expenses that may arise during my learning experiences.

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

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

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Date

01/18

## Signature Page

I understand that I am responsible for reading this student handbook and the materials within. I also understand that I am to keep this handbook and refer to it as necessary as long as I am in the MLT program.

\_\_\_\_\_ initials

### Confidentiality Statement

I will maintain strict patient confidentiality at all times. Patient confidentiality begins as soon as the patient's name is known, and never ends. Patient confidentiality includes giving out information or acknowledging the admission of the patient to a medical facility. Patient confidentiality includes information obtained directly from the patient or significant others, information documented in the patient's medical records, information discussed during pre- and post-conferences, results of assessments, tests, lab, x-ray, and all pertinent information.

\_\_\_\_\_ initials

### Medical Documentation Consent

I consent to having any medical documentation turned into the Department of Medical Laboratory Technician to be disclosed to any clinical facility I will be using as a clinical site during my study at Fletcher Technical Community College. I understand that these procedures are necessary to enhance the learning process.

\_\_\_\_\_ initials

By my signature below, I agree to follow all policies set forth before me.

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