

# Medical Laboratory Technician

## Student Handbook



2025-2026

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## Letter of Welcome from the Medical Laboratory Technician Program Director

Welcome to the Medical Laboratory Technician (MLT) program at Edison State Community College. We are pleased you have chosen to pursue your education with us. The MLT associate degree program at Edison State has a strong reputation for preparing technicians who are highly skilled and valued by employers. Through our employer surveys, graduate surveys, certification pass rates and feedback from our advisory committee members we know our graduates are well prepared to enter the workforce. Your graduation from our program will prepare you to become a valuable member of the healthcare profession.

This is an exciting beginning for you as you fulfill your goal of becoming a Medical Laboratory Technician. The path ahead will be challenging and require you to be committed to meeting the rigors of the MLT program. We are committed to your success and encourage you to connect with your course faculty, advisor, and classmates as a strong support system can make the path from start to finish smoother and more enjoyable. Our MLT faculty members are exceptional educators and practitioners and bring a wealth of knowledge and experience to the classroom. I'm confident you'll enjoy learning from them.

This handbook provides easy access to the MLT program policies that may affect you during the program. I encourage you to keep it close at hand and become familiar with its contents.

Best wishes for a rewarding experience during your time with us. We will be there cheering with you when you walk across the stage at commencement and get your first job as a Medical Laboratory Technician!

Sincerely,



Vickie Kirk, MBA, MLS (ASCP)  
Director of Medical Laboratory Technology  
Associate Professor of Allied Health

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# **EDISON STATE COMMUNITY COLLEGE**

## **Medical Laboratory Technician Program Handbook**

### **MLT PROGRAM MISSION STATEMENT:**

The mission of the Edison State Community College (ESCC) Medical Laboratory Technician (MLT) Program is to meet the demand for qualified laboratory professionals in the ESCC service area and surrounding counties by preparing homegrown, competent and well-prepared MLT students for employment and national certification.

### **PROGRAM GOALS AND OUTCOMES**

#### **GOALS:**

The Medical Laboratory Technician (MLT) program at Edison State Community College (ESCC) has a primary goal to prepare competent entry-level MLT's in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

The following program outcomes are met by the MLT curriculum which utilizes all three aforementioned learning domains and ultimately fulfills the primary goal.

#### **OUTCOMES:**

1. Perform routine hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and other emerging clinical laboratory tests according to established protocols and procedures.
2. Evaluate, correlate, and assure accuracy, validity, and quality control of laboratory information.
3. Make specimen-oriented decisions on predetermined criteria, including a working knowledge of critical values.
4. Assess, analyze, and make decisions related to clinical situations, information management, regulatory compliance, education, and quality assurance whenever laboratory testing is researched, developed, or performed.
5. Demonstrate safe working habits and apply universal safety procedures in the handling of chemical, radiological, and biological materials and processes.
6. Demonstrate professionalism in regard to ethical and responsible behavior leading to the gaining and maintaining of the confidence of patients, professional associates, and the community.
7. Demonstrate effective interpersonal skills with patients, coworkers, and physicians.
8. Apply experiences encountered in Edison State Community College's academic core values of written and oral communication, interpersonal/teamwork, critical thinking, ethics, human diversity, and inquiry/respect for learning in the clinical laboratory setting.

9. Perform venipunctures and capillary punctures smoothly enough so as not to injure the patient

### **Edison State Core Values:**

#### Core Values

Edison State values Diversity, Equity, and Inclusion as part of its core values. We are apply these standards to faculty, staff, students, and

The core values are a set of principles that guide Edison State Community College in creating its educational programs and environment. They will be reflected in every aspect of the College. Students' educational experiences will incorporate the core values at all levels, so that a student who completes a degree program at Edison State Community College will not only have been introduced to each value, but will have had them reinforced and refined at every opportunity.

- We are accountable to ourselves and to each other to strive for excellence.
- I will maintain integrity to promote trust and cooperation.
- My interactions will express respect for equality and diversity of all.
- I will be adaptable and responsive in an ever-changing world.
- My actions will promote a positive environment.
- We will be responsible stewards of our resources.

### **ESSENTIAL FUNCTIONS OF A MEDICAL LABORATORY TECHNICIAN (MLT)**

Students entering the MLT program should be able to perform the following functions which are essential to clinical laboratory work.

1. Read and write at the college level
2. Distinguish individual items when viewed through a microscope
3. Discriminate color reactions
4. Possess manual dexterity to handle scientific equipment
5. Effectively communicate with health care professionals

In addition to the academic requirements of the program, students who are successful in the program and profession must meet the following requirements, with or without reasonable accommodations.

### **Vision**

The student must be able to:

- Read a patient's identification on an ID bracelet
- Read information found on a laboratory requisition
- Differentiate colors of conventional blood collection tubes
- Read information on a computer screen
- Read procedures and other necessary information in laboratory manuals
- Read information on product packaging
- Discriminate color reactions
- Distinguish individual items when viewed through a microscope

**Hearing**

The student must be able to hear the following:

Patient's voice

Equipment and alarms

Telephone

Co-workers

**Tactile ability and manipulative skill**

The student must be able to:

Discriminate veins from other structures that are not veins

Identify the location and character of veins

Perform venipunctures and capillary punctures smoothly enough so as not to injure the patient

Perform task with precise detail, especially pipetting, transferring specimens, and performing testing

## **Communication**

The student must be able to:

Speak standard English so as to be understood

Understand standard English

Provide clear verbal directions to patients and co-workers in standard English Follow verbal and written directions in standard English

## **Motor Function**

The student must be able to:

Move freely in the laboratory, patient care areas, elevator and stairways Use both hands simultaneously

Lift at least 25 pounds

Demonstrate fine motor skills

Reach and bend wherever necessary to perform job skills

## **Mental and Emotional**

The student must be able to:

Be able and willing to change tasks quickly, as needed

Work in a stressful situation

Prioritize tasks

Provide service to and interact with patients of diverse age, gender, sexual orientation, race, religion, nationality, physical or mental condition

## **GENERAL SAFETY POLICIES**

- ï Students shall make it a habit to wash hands frequently. Students shall always wash hands after: patient contact, handling specimens, performing test procedures, removing gloves, lavatory use, and prior to leaving the lab.
- ï Students shall follow all safety training and procedures as to the correct timing and use of personal protective equipment.
- ï Students shall wear appropriate clothing. (See Dress Code section.)
- ï Students shall read, sign and abide by the Laboratory Safety Agreement, Exposure Control and Blood-borne Pathogen Safety Training policies. These policies are at the back of this handbook.
- ï Students shall never mouth pipette.
- ï Students shall not eat, drink or smoke in the student laboratory or clinical affiliate laboratories.
- ï Students shall read safety procedures and/or attend safety orientation at their clinical affiliate.
- ï Students shall adhere to fire and safety policies while at clinical affiliate laboratories. (See Facility Policy and Procedure Handbooks.)
- ï Students shall adhere to nursery and isolation policies while at clinical affiliate. (See

Facility Policy and Procedure Handbooks.)

## **ACCREDITATION**

Edison State Community College (ESCC) is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Documentation and addresses are on file with the MLT Program Director.

The Medical Laboratory Technician Program contains traditional didactic classroom time, student laboratory exercises on the ESCC campus and also directed practice (clinical learning experiences) at affiliated clinical sites per accreditation standards.

## **PROGRAM ORGANIZATION**

The MLT program faculty consists of a Program Director responsible for the overall program administration and accreditation. The Program Director is responsible for facilitating rotations through affiliated sites, instructing MLT didactic courses, and advising students. Program faculty instructs MLT didactic courses and advises students.

## **CURRICULUM**

The MLT program is a combination of didactic theory courses and clinical skills experiences at an affiliated laboratory. Students wishing to pursue the Associate of Applied Science in Medical Laboratory Technician are considered pre-MLT majors until official acceptance into the program. The first year of the associate-degree consists mainly of general preparatory courses. Once accepted into the program, the MLT major is designated, and students begin MLT technical courses the following fall and spring semesters. This includes 17 weeks of rotations (Directed Practice) at affiliated clinical sites.

Due to the unique delivery and laboratory practices, the second year of the program, semesters three and four, must be taken consecutively and full-time.

## **POLICY STATEMENTS**

The following are policies of the Edison State Community College MLT Program. Students in the MLT Program shall abide by these policies as well as those of affiliating agencies during Directed Practice. It is the student's responsibility to know affiliating agency policies. This handbook is subject to revision. Any changes will be posted and reviewed with each class.

### **Academic Advising**

Each semester students will meet with their assigned academic advisor to assess the courses for which the student will register during the next registration period.

Students shall take appropriate steps to declare pre-MLT as their major. Students needing to do so may meet with their academic advisor to obtain the appropriate form, or forms are also available in Student Services – Room 160. During the mandatory Orientation to the MLT program pre-MLT students will be assisted in changing their major to the MLT major.

### **Admission**

To be admitted as a pre-MLT major at ESCC a student shall apply to Edison State Community College and pay the fee, meet with an ARC advisor, take placement tests in Math and English (or review ACT/SAT scores), then register for courses with an Advisor.

### **Advisory Committee**

The MLT program strives to successfully serve its communities of interest. To do so, an advisory committee meets at least annually to discuss important points of the program and get

feedback from local employers, graduates, students, and associated professionals.

### **Attendance**

Attendance in MLT classes is necessary to achieve the objectives for learning. If a student is unable to report to class due to an unforeseen emergency, he/she shall contact the instructor or clinical affiliate as soon as possible. Documentation for the reason of absence should be provided if appropriate. After 3 absences from one MLT on campus semester or scheduled internship/externship, the student will be withdrawn from the program.

- ï Classroom/Student Laboratory- If the student is unable to attend class on the day of an announced test or competency due to an emergency situation, he/she is responsible for notifying the instructor prior to the class hour. Refer to specific course syllabus for instructor's policy on make-up work. Normally 10% is deducted. Students are expected to be present in MLT classes and student laboratories, and be prepared to actively participate in their own learning. Each student is responsible for meeting course objectives in a satisfactory manner.
- ï Directed Practice - If a severe illness/emergency prevents the student from attending Directed Practice time as scheduled, it is his/her responsibility to notify the Directed Practice (Clinical Affiliate) facility contact. Each student is responsible for meeting course objectives for Directed Practice in a satisfactory manner.
- ï Student absences shall not exceed 3 days total for all clinical rotations (Directed Practice I and Directed Practice II). Missed days will be made up at the time specified by the college and clinical affiliate faculty. Upon excessive absences, the student may choose to apply for a Leave of Absence by meeting with the Program Director. The request for a Leave of Absence must be submitted in writing. Excessive absences may also warrant dismissal from the program. Repetitive tardiness or a "no-call-no-show" to a scheduled internship/externship will result in disciplinary action including documentation of student misconduct, up to removal from the program.
- ï Being late or leaving early is not appropriate. Missing more than 30 minutes of class will be documented as an absence. Being late or leaving early (less than 30 minutes) will accumulate and three of these will result in an absence.
- ï An instructor may require a student to leave a student laboratory or Directed Practice experience if the student is unprepared, if the student has health problems which may jeopardize the health of others, or if the student's behavior is unacceptable or inappropriate. If the circumstances described constitute an absence, a physician's permission will be required to return.

Students are expected to be present in classes and clinical laboratories and be prepared to actively participate in their own learning. Each student is responsible for meeting course objectives in a satisfactory manner.

### **Certification**

Graduates of the ESCC MLT program are eligible to sit for national certification exams. Certification is not mandatory, but highly recommended. The MLT faculty will provide information about different agencies and their certifying exams. Students are encouraged to

learn about the different agencies, organizations, and certification exams available.

### **Class Cancellation**

When college classes are cancelled because of weather or other emergencies, all MLT classes will be canceled, but students are expected to participate at their internship site if at all possible. The cancellations are posted on the Edison State website home page at [edisonohio.edu](http://edisonohio.edu). You can also sign up to receive alerts via text or email by registering at [Rave Guardian Campus Safety](#).

### **Communication**

The student should regularly check Blackboard and email. Instructors may choose to post important information on individual course sites in Blackboard. The student should make checking Blackboard and email a habit. Important information may also be posted on the ESCC website.

### **Conduct**

- The highest level of professional conduct is required in class, as well as in the Directed Practice setting.
- A student shall accurately report errors to the clinical preceptor or practitioner.
- A student shall not falsify any client record or any other document prepared or used in the course of, or in conjunction with, MLT practice.
- A student shall implement measures to promote a safe environment for each client.
- At all times when a student is providing direct care to a client, the student shall provide privacy during examination or treatment, and treat each client with courtesy, respect, and with full recognition of the client's dignity and individuality.
- At all times, a student will hold in strictest confidence any and all information concerning a client and his/her family and will follow HIPAA (Health Information Portability and Accountability Act) guidelines to secure client information. Please note that HIPAA regulations extend the privacy requirements to all individually identifiable health information held or disclosed by a covered entity in any form, whether communicated electronically, on paper, or orally, including social networks such as Facebook and Twitter.
- A student shall not engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client, or behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- If you are excused from an internship site due to any Conduct violations, you may be removed from the program pending a formal investigation and interview of all involved parties.
- If you are observed during the classroom portion of the course violating any of our Conduct standards, you will be issued an initial warning. Upon further observation of conduct violations, you will be dismissed from the program.

### **Credits (Transfer and Experiential Learning)**

To receive credit in MLT courses from other accredited institutions, the grade received in the completed, transferred course must be a "C" or better and the MLT program must be NAACLS-accredited when those courses were completed. Students must also pass the Edison State MLT

final exams for transferred course(s) with 75% or better to receive credit toward ESCC's MLT program requirements. No transfer credit will be given for Directed Practices. Please refer to the college catalog for general information pertaining to credits obtained in this manner

### **Criminal Record Background Check**

MLT students provide direct care to young children and older adults in a variety of settings. The Ohio Revised Code requires Criminal Record Background checks of all applicants under final consideration for employment in settings that provide care for these age groups. Students of the program will participate in the Bureau of Criminal Investigation background check and the FBI background check. This will take place at program entry, prior to the students Directed Practice courses. The fee is incorporated into the lab fees for the program.

Students who are convicted of, plead guilty to, or have a judicial finding of guilt for any crime subsequent to enrollment should immediately notify the Health Sciences Office in order to determine whether such action will negatively impact their ability to complete the program. A criminal background may exclude a student from obtaining required clinical experience (Directed Practice) and from completing the program.

### **Professional Phase**

The professional phase of the MLT program is described as the period when the student is learning and practicing the highly specialized skills required by a Medical Laboratory Professional. This portion prepares the student for the certification examination and entry level employment. It combines intensive hands-on clinical experience along with advanced coursework.

### **Directed Practice**

To be eligible to participate in the required MLT Directed Practice & Seminar courses (MLT 291L/R and MLT 292L/R) the student must successfully complete the didactic coursework with a grade of "C" or better.

All Directed Practices are supervised and unpaid. Occasionally, students obtain employment at their assigned clinical affiliate or other laboratories. No paid employment time may be used toward Directed Practice rotation time. Paid employment may not interfere or overlap with Directed Practice scheduling. Such service work must be kept separate from educational practice time. At no time will the student be used in place of a paid employee.

The program has several affiliations in place to provide placements for students each year. It is anticipated that some sites will decline hosting students from time to time. The number of students accepted into the MLT program each year will be based on available placements at clinical affiliate sites for Directed Practice. If, for some reason, a site declines after the students have been notified of acceptance, then the program will check for other available placements with other affiliated sites, or the student may be asked to search for a comparable laboratory placement for himself/herself. Students released from a directed practice clinical site during the semester due to unforeseen circumstances will be placed at another clinical affiliate site if available. If not immediately available, the student will be placed at an alternate clinical affiliate site the following semester. Placement of students will be based on the student's GPA and instructors' recommendations. Student placement in an affiliated clinical site by faculty is final.

### **Dress Code & Hygiene**

Medical Laboratory Technicians are seen as professional examples. Students must maintain a high standard of personal hygiene and grooming. Practicing good personal hygiene helps one look and feel one's best. It also affects how one feels about one's self and how peers and clients feel about the student. Personal hygiene involves daily bathing and grooming, eating a balanced diet and getting enough rest and exercise.

While enrolled in MLT classes and at the Directed Practice sites, the following rules apply:

1. Fingernails should be kept trimmed to ¼ inch or shorter. They should be clean, and nail polish, if used, should be clear or a pale, natural color. Artificial nails cannot be worn.
2. Jewelry – No long necklaces; finger rings kept to a minimum; one pair small earrings.
3. Hair should be neat, well contained, and of a natural color.
4. Cosmetics should be used in moderation.
5. Colognes and perfumes are not acceptable in the internship setting.
6. No visible tattoos or piercings (including tongue piercings) are permitted except for single ear piercings with simple studs.
7. No gum.
8. Navy blue scrub pants & scrub shirt will be worn. They must be clean, neat and modest—midriff covered. White, full-coverage shoes will be worn.

### **Drug Screening**

In compliance with the “Drug Free Workplace”, several Directed Practice affiliates are implementing a drug screen profile as a part of the physical examination of all new employees. The student will be required to submit to a drug screen as a prerequisite for participation in the Directed Practice component of the ESCC MLT Program. The Drug Screen Policy is included in the appendix of this handbook.

### **Emergencies**

While on campus: the Student Health Nurse is available Mon-Thurs 9:30 – 3:30 for minor illness and injuries. If the Health Nurse is unavailable or the situation warrants immediate attention you may call 911. While in Directed Practice the student will follow the safety standards/emergency protocols of the agency.

### **Grading**

Refer to course syllabus for specific information about course-specific grading of didactic courses.

Evaluation of a student's performance in the Directed Practice setting is made by assessing whether or not the student meets the objectives/outcome criteria for the course including

cognitive, affective and psychomotor domains. This is accomplished by evaluation of written work, laboratory practicals and assessment of the student's professional behaviors.

The MLT program grading scale is:

92.5-100% = A

83-92.49% = B

75-82.49% = C

65-74.49% = D

64.49 % or lower is Failing

Students must complete MLT 121 with a "B" or better to progress in the program.

Students must maintain a "C" or better in each subsequent MLT course to remain in the program. Students must have a 70% or higher on the final exam to pass any MLT course. Test remediation will be made possible at the discretion of the instructor and director.

### **Grievances**

Policies are in place to help the student deal with concerns that may arise. Refer to the Edison State student handbook for specifics. For a question about academic advising, the student should seek the assistance of his or her assigned faculty advisor (see Academic Advising). A concern related to class or clinical performance should be discussed with the instructor of that class. The student who remains unsatisfied after taking a concern to the faculty advisor and class instructor should refer to the Student Grievance Procedure located on the website at [Student Complaint Form](#). The student wishing to pursue the matter further should then contact the Assistant Provost of Student Affairs.

## **HEALTH AND SAFETY POLICIES**

### **Accidental Exposure**

Refer to lab safety agreement and exposure control plan with incident report and sharps injury log (if necessary). A Lab Safety Agreement is signed by each student prior to participation in MLT Student Lab activities and the Directed Practices.

### **Health Insurance**

Students **must** carry and furnish their own health care insurance. Proof of health insurance must be on file at Edison State for placement at all internship sites.

Edison State Community College offers access to health insurance at [Health and Wellness Services | Edison State Community College](#). (**Note:** Click on Student Health Insurance expandable bar below). The college assumes no responsibility for student health care expenses, including follow-up care required if a student is injured during clinical course procedures.

While Directed Practice facilities will provide emergency care for the MLT student when necessary, the student is responsible for payment of care provided and any transportation required. Students are not insured by the Workman's Compensation Act.

### **Health Record**

Upon entry into the MLT program, the student is responsible for providing completed medical forms which must be on file in the Health Sciences office. Each student will give their immunization records to the APS. The APS will keep track and store all the student's immunization/health requirements.

Immunization/Physical Form filled out by a physician, and required documentation of the following:

- a. MMR immunization
- b. Tdap or Td with the last 10 years
- c. Hepatitis B vaccination series or declination form
- d. Varicella two-step immunization, physician documentation of chicken pox, or blood titer to indicate immunity
- e. Proof of negative two-step tuberculin screen (PPD's) or negative chest x-ray. All health requirements must be current. Should health status change, the student must provide a record of such change.
- f. Influenza vaccine. All students enrolled in the MLT program will be required to provide documentation of influenza vaccination by October 31<sup>st</sup> each year.

### **Lab Safety Agreements/Blood-Borne Pathogens Training (BBP) Training**

A lab safety agreement, exposure control plan training, and BBP training sheets will be signed upon entry into the MLT program for participation in Student Laboratory activities and Directed Practices. The forms are at the back of this handbook; the signed documentation will be kept in each student's file.

### **Leave of Absence**

Students who leave the program in good academic standing and wish to re-enter at a later date may do so only if space is available. The student must complete the program within 3 years of starting the MLT technical year. The student must notify the MLT Program Coordinator of his/her intent to re-enter the program in writing, by December 31<sup>st</sup> of the year prior to intended re-entry. The student must pass both a written exam and laboratory skills practical with a 74.5% or better to start into Directed Practice Rotations. If the student does not pass **both** sections of the exam he/she will not be readmitted; the student will be required to retake MLT 121S and reapply to the program. In all circumstances of re-entry, the student's medical records will be reviewed and must be updated to re-enter the program.

### **Liability Insurance**

All students are required to have liability insurance before performing invasive procedures. This coverage is held by the college and payment for coverage is included in lab fees. Liability insurance provides protection to the student in the event of malpractice initiated by a client or another student. This liability policy provides \$1,000,000 per claim (\$500 deductible).

**Needlesticks** (see "Lab Safety Agreement and Exposure Control Plan")

### **Personal Health Risks**

MLT students have learning experiences in health care facilities and provide MLT care for clients who are ill. It is possible that Directed Practice experiences will include caring for clients with infectious diseases. It is the responsibility of the student medical laboratory technician to meet the health requirements and to practice universal precautions (taught prior to clinical learning experiences) to minimize the risks to one's personal health. By enrolling in the MLT program, the student acknowledges these risks.

A pregnant student should realize that the fetus may be exposed to risks in a clinical facility. These risks should be discussed with the student's physician. The MLT faculty, especially the clinical instructor, should be notified as soon as pregnancy is suspected. Separate documentation from a physician regarding a pregnant student's participation in the program is required.

### **Program Costs and Tuition (costs are approximate, and lab fees are not included. Tuition is based on in-state figure)**

Navy blue scrubs	30.00	CastleBranch	35.00
Shoes	75.00	Cap and Gown	30.00
Books	583.2	Tuition (5 semesters)	9383.68
<b>Total</b>	<b>\$10,136.93</b>		

### **Records Retention**

Student records will be maintained for a minimum of 5 years. Blackboard courses will be archived on the instructor's respective Z drive for a minimum of 5 years.

### **Retention and Progression (Final half of the program is defined as progression past the last date to drop courses with a withdraw within the third semester of the program as outlined in the program map)**

To remain and progress in the MLT program, a student must:

- Comply with college policies on academic standing and graduation requirements;
- Furnish required medical documentation and immunization records;
- Maintain personal health insurance coverage;
- Pass MLT 121 with a "B" or better;
- Maintain no less than a "C" in each subsequent MLT campus and Directed Practice course;
- Maintain the sequence of courses as listed in the MLT program;
- Display professional, ethical behavior on campus and at affiliated sites;
- Dismissal from a clinical site may result in dismissal from the MLT program upon results of an investigation into causes.

A student may be dismissed from the MLT program as a result of failing to provide or maintain any one or more of the following:

- Satisfactory criminal background check
- A complete health record
- At least a “C”, satisfactory practice, in each MLT course
- Satisfactory completion of each clinical rotation (75% or better)
- An overall 2.0 GPA
- Safe laboratory practices
- Satisfactory drug screen
- Dismissal from a clinical site

### **Student Fees**

Please make sure you keep your payments and fines/fees paid. If not fully paid by graduation, the student cannot receive his/her certificate and/or degree.

### **Student Services**

Edison State Community College has several services available to students including Financial Aid, Career Services, Child Care, Counseling, and Disability, Learning Assistance/Tutoring and a Student Health Nurse.

### **Unsafe Practices**

Unsafe practices include, **but are not limited to**: improper patient identification; mislabeling of tubes; carelessness with test procedures, including documentation; falsification of documentation, performance and handling of invasive procedures and equipment; and failure to practice standard precautions.

If a student displays unsafe practices in the classroom or the internship which may potentially harm another person, the student will be counseled and an action plan for remediation will be developed. If unsafe practices are observed in class or reported by the internship clinical preceptor a second time, the student will be removed from the program and receive the grade of “F” for either the course or the internship. Internship sites have the right to deny continued participation at their facilities for any reason at any time.

### **MLT Program Faculty**

Vickie Kirk MBA, MLS (ASCP)

Director of Medical Laboratory Technology, Health Sciences Faculty

Hannah Shirk MLT (ASCP)<sup>CM</sup>

Phlebotomy Coordinator

Instructor of Medical Technology/Clinical Laboratory Scientist

**MLT Program List of Clinical Affiliates**

Children's Medical Center of Dayton

Community Mercy Health Partners (Springfield)

CompuNet Clinical Laboratories

Joint Township District Memorial Hospital

Kettering Health Network

Lima Memorial

Mercer Health

New Vision Medical Laboratories

Reid Hospital

Upper Valley Medical Center (Premier Health Partners)

Wayne Hospital

Wilson Memorial Hospital

WPAFB

**NAACLS**

National Accrediting Agency for Clinical Laboratory Sciences

5600 N. River Road

Suite 720

Rosemont, IL 60018

Phone: 773-714-8880

Fax: 773-714-8886

[info@naacls.org](mailto:info@naacls.org)

<http://www.naacls.org>

## **Termination Clause**

### Program Closure Teach out Plan:

In compliance with NAACLS standards a “teach out” plan has been devised in the unforeseen case that the program closes due to natural or unnatural disasters or due to a permanent closure. An intentional closure would be communicated immediately. The program director would remain an employee of the college and would acquire other teaching duties and continue to instruct, advise and monitor students through the completion of their certificate. There are also additional qualified faculty that can assume the responsibilities to complete the student’s education. In addition, there are two other community colleges where the student could transfer to complete the education requirements. NAACLS will be notified and the plan will be provided to them within 30 days of the official announcement of program closure.

### Current students:

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

### Prospective students:

- Program closure will be posted on the program website.
- Students will be advised in applying to the other local programs.
- In the case of a natural or unnatural disaster the program will work with other laboratory science program to continue education and training until training can resume at the college.



**MEDICAL LABORATORY TECHNICIAN (MLT) HANDBOOK  
ACKNOWLEDGMENT FORM WITH CONTACT INFORMATION**

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
(Please print)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Cell: \_\_\_\_\_

I have read and understand the program handbook for Edison State Community College's MLT Program. I have asked questions necessary regarding the handbook.

***Failure to comply with the requirements listed in the handbook may result in a delay in progression through the program until requirements are met, or removal from the program.*** I acknowledge and agree that I will adhere to the rules in the handbook. I knowingly and voluntarily signed this document.

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

## **EXPOSURE CONTROL PLAN**

The Exposure Control Plan is available at the following link: [Exposure Control Program](#)

The plan is reviewed annually and will be updated annually as needed via The Department of Public Safety.

**Student Conduct Violation Form**

Student Name:	Student ID:
Faculty Name:	
Date of Violation:	
<input type="checkbox"/> First Warning	
<input type="checkbox"/> Second Warning, this will lead to dismissal from program	
Student Violation: See handbook for list of Appropriate Conduct	
Explain complaints in box below:	
<input type="checkbox"/> Unprofessional Behavior	
<input type="checkbox"/> Did not report error	
<input type="checkbox"/> Falsified record	
<input type="checkbox"/> Created unsafe environment	
<input type="checkbox"/> Violated the privacy of a classmate or patient	
<input type="checkbox"/> Engaged in behavior interpreted as abuse or creating a hostile environment	
<input type="checkbox"/> Excessive absenteeism/tardiness	
Explanation of Violation (attach related documents if available)	
Remediation	
Signature of Instructor/Date:	
Signature of Student:	



**EDISON STATE COMMUNITY COLLEGE HEALTH SCIENCES- LAB SAFETY AGREEMENT**

- ï No laboratory procedures shall be done without an instructor in the room.
- ï No injections or venipuncture shall be done without an instructor actively observing.
- ï No tests or procedures shall be performed by a student who has missed the introductory lecture and instructions until approved by the instructor, and the package insert has been read (if applicable).
- ï No supplies shall leave the building and/or laboratory room without permission from the instructor.
- ï All instructions for procedures and use of equipment are to be followed precisely.
- ï All equipment is to be properly cleaned and cared for.
- ï All electrical plugs shall be unplugged at the conclusion of each laboratory day, unless otherwise instructed.
- ï Appropriate personal protective equipment (PPE) will be utilized during laboratory activities.
- ï Any and all mishaps, injuries, and/or errors are to be reported to the instructor immediately. The student shall pursue follow up care outlined in the Accidental Exposure Follow-up Plan and be responsible for payment of such treatment.

**Unsafe practices can lead to termination from the program. (See Handbook.)**

I have read the Standard Precautions Program, the Exposure Control Plan and the Lab Safety Agreement. These policies will be strictly followed.

I, \_\_\_\_\_, have read the above stated laboratory policies. They have been explained and any questions have been answered to my satisfaction. I agree to abide by these laboratory rules and fully understand the possible consequences of my failure to do so. I intend to participate in all laboratory activities, with the understanding and agreement that I am responsible for assuming the roles of health care provider and patient during the laboratory sessions. Activities in these sessions include but are not limited to: venipuncture, finger puncture, electrocardiograms, vital signs, visual acuities, urinalysis, injections, and provision of clinical specimens.

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

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Per my physician's orders I request the **following exceptions to participation in laboratory activities:**

\_\_\_\_\_

\_\_\_\_\_ *(Please provide a written statement from your physician with your specific limitations.)*

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

# STANDARD PRECAUTIONS PROGRAM

## Guidelines for the Practice of Standard Blood and Body Fluids Precautions & Biohazard Disposal

### Standard Precautions

Standard Precautions are a method of infection control in which all human blood and human body fluids are treated as if known to be infectious and harmful to you. In this way, you can protect yourself from being unknowingly infected simply by being informed and following the proper guidelines.

You need to be concerned with Standard Precautions because you could needlessly expose yourself to an infectious, and possibly even fatal, disease.

Remember: Consider all blood and body fluids as potentially infectious. Use appropriate barrier precautions routinely. They should be standard for all patients.

### Steps for Prevention

The best way you can protect yourself is to wear specified articles of personal protective equipment in any situation that may put you at risk. The following is an explanation of the protective barriers available and the situations in which they must be used.

### Protective Barriers/Personal Protective Equipment (PPE)

#### i **Wear Gloves:**

- When touching blood or body fluids, mucous membranes, or non-intact skin of any individual.
- When handling items of surfaces soiled with blood or body fluids.
- During invasive (body-entering) procedures

#### ii **Wear Gowns:**

- During procedures or clean-up processes that are likely to generate splashes of blood or other body fluids. These splashes may contaminate mucous membranes of the mouth, nose, and eyes.

#### iii **Wear Masks and Protective Eyewear:**

- During procedures or clean-up processes that are likely to generate droplets or splashes of blood or body fluids.

## **Disposal of Biohazard Material**

- ï Any item that has been contaminated with blood or body fluids is considered biohazardous and shall be disposed of into appropriate biohazard containers. PPE must be worn when handling biohazard materials.
- ï Needles, broken glass, capillary tubes, etc., shall be disposed of into puncture-proof “sharps” containers.
- ï Tubes shall be disposed of into “sharps” or other puncture-proof biohazard containers.

## **Prevention**

### ï **Hand Washing:**

- Wash hands routinely.
- Use antiseptic soap or cleansers.

### ï **Injury Prevention:**

- Disposable syringes and needles, scalpel blades, and other sharp objects should be placed in Sharps Management System container.
- To prevent needle-stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
- Use extra caution when working in, around or with sharp objects, instruments or machinery. Be sure to use appropriate personal protective gear as necessary and follow all safety guidelines while operating all machinery, tools, and equipment.

### **ON CAMPUS—If an accident or any spill/mess of blood or body fluid occurs:**

1. Immediately notify your instructor.
2. Complete and file Exposure Incident Report Form.
3. When required to clean up a spill, only do so with a spill kit following the instructions provided.

### **OFF CAMPUS (At Clinical Site)—If an accident or any spill/mess of blood or body fluid occurs:**

1. Immediately notify the Clinical Preceptor/ Clinical Instructors/ or other Clinical Personnel.
2. Complete and file Exposure Incident Report Form (EDISON STATE COMMUNITY COLLEGE) and any other necessary paperwork required by the clinical site.
3. Provide copy of the incident report to your instructor.

**Please take the time to be safe. Think ahead and protect yourself by using the safety equipment made available to you.**

**Edison State Community College**  
**Medical Laboratory Technician Program**  
**Drug Screen Policy**

Education of health profession students at Edison State Community College requires collaboration between the college and clinical agencies in order to provide quality clinical experiences and many clinical affiliation agreements require drug screen testing. Additionally, the college shares an obligation with the clinical agency to provide safe patient care and to protect, to the extent reasonably possible, against unsafe care due to a student who is under the influence of illegal drugs or alcohol while in the clinical setting. Therefore, it is the policy of Edison State Community College that students enrolled in the MLT program submit to drug testing.

“Drug test” or “test” means any chemical, biological, or physical instrumental analysis, for the purpose of determining the presence or absence of alcohol, drugs or its metabolites, as well as for substitution, adulteration, or dilution of the sample. Tests are based on urine or breath samples and are conducted by qualified personnel.

Students enrolled in the MLT program at Edison State Community College must abide by the program’s drug screen policy and will receive notice of the drug screen policy prior to enrollment in their first MLT course. MLT students are subject to drug screening as follows:

- As part of the mandatory health requirements for enrollment in the first MLT course MLT 121S. Upon readmission to the program students may be required to take another drug test as part of updating health requirements.
- As a pre-clinical screening to fulfill contractual obligations with certain clinical agencies.
- For reasonable suspicion testing if the student exhibits behaviors indicative of substance abuse anytime while enrolled in the MLT program.

**I. HEALTH REQUIREMENTS**

1. Prior to entry into the first MLT course students must provide documentation of meeting health requirements as specified in the MLT Student Handbook. Drug screen testing is part of the health requirements.
2. Drug Screens are to be completed at Upper Valley Medical Center Occupational Health and the cost of the test is the student’s responsibility. Instructions for completion of the test will be provided to students at the initial orientation meeting.
3. If a student has a positive test result or fails to complete a drug screen by the specified deadline he/she will not be permitted to begin the MLT program and will forfeit their placement in the program. If the student chooses to reapply to the program, documentation of a negative drug screen within the previous month must accompany the application.



## **II. PRE-CLINICAL SCREENING**

1. Students assigned to certain clinical agencies will be required to complete a drug screen prior to the first clinical assignment as specified by the agency in order to meet contractual agreements.
2. Drug screening will be scheduled by course faculty who will notify students of when to report to Upper Valley Medical Center Occupational Health for the drug screen.
3. The drug screen fee is the responsibility of the student and is to be paid directly to UVMC Occupational Health.
4. Any student failing to report for screening at the designated time must complete testing with UVMC Occupational Health within 24 hours of that date or submit documentation of extenuating circumstances to the Vice President of Academic Affairs. The Vice President of Academic Affairs will make a determination as to acceptance of the documentation and approval for rescheduling.

## **III. REASONABLE SUSPICION SCREENING**

1. Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the MLT program and/or clinical agency while participating in clinical experiences. Reasonable suspicion is defined as but not limited to the following behaviors:
  - a. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; such as, but not limited to, unusual, slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent diarrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
  - b. Abnormal conduct or erratic behavior on the clinical unit, absenteeism, tardiness or deterioration in performance;
  - c. Evidence of tampering with a drug test;
  - d. Information that the individual has caused or contributed to an incident in the clinical agency;
  - e. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in the MLT program.
  - f. Odor of Alcohol:
2. If a faculty member or clinical agency staff member observes such behavior, the faculty member must dismiss the student from the educational or clinical setting immediately and contact the Vice President of Academic Affairs who will determine if there is reasonable suspicion to screen the student. If the Vice President of Academic Affairs is not available the faculty member will contact the Sr. Vice President for Academic Affairs who will determine if there is reasonable suspicion to screen the student. If the decision is made to screen the student the Vice President of Academic Affairs or Sr. Vice President for Academic Affairs will direct the faculty member to make arrangements to have the screening performed immediately. The student will be responsible for obtaining transportation to the designated laboratory for screening; the student will not be allowed to drive to the designated laboratory. A student's failure to consent to the screening will result in immediate dismissal from the MLT programs. Reasonable suspicion testing includes a witnessed urine drug test and/or breath alcohol testing.

a. Students will be informed of the screening results by the Vice President of

Academic Affairs.

- b. The drug screen fee will be the responsibility of the college.

#### **IV. CONSEQUENCES FOR A CONFIRMED POSITIVE DRUG TEST, REFUSAL TO BE TESTED or DILUTE SPECIMENS CONSIDERED POSITIVE.**

Definition of a positive test: A positive drug test is defined as “The presence in the test sample of illegal drugs and/or metabolites, or of prescriptions drugs and metabolites for which the student does not have a current prescription” at levels exceeding current testing guidelines. A dilute specimen that is positive for drugs is considered to be a positive specimen for those drugs detected. A breath alcohol test result of 0.04 or greater alcohol concentration is considered a positive test.

1. Failure to complete drug screening, a report of 2 dilute specimens, or confirmation of a positive result as specified in sections II and III above will result in immediate dismissal from the MLT program and a grade of “F” will be reported for the currently enrolled course. A student dismissed from the program as a result of noncompliance with the drug screen policy may petition for readmission to the program (if academically eligible) after successful completion of a substance abuse treatment program. Documentation of successful completion must be sent directly to the Vice President of Academic Affairs by the substance abuse program. Results of a drug screen completed one month prior to the petition for readmission must also be received by the Vice President of Academic Affairs from Upper Valley Medical Center.
2. If a positive drug test result is confirmed, the Vice President of Academic Affairs will submit a report of the student’s violation of Edison State Community College’s Student Code of Conduct. To be considered for readmission to the MLT program the student must satisfy all corrective actions as specified by the Non-Academic Misconduct Procedure.

#### **V. STUDENT DRUG SCREEN PROCEDURES**

1. Policies and procedures related to drug screen testing at UVMC will be followed which includes submission of a photo ID and social security number at the time of specimen collection.
2. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures.
3. Urine specimens will be screened for ten (10) classes of drugs as per the standard 10 panel pre-employment test.
4. Drug detection through urine drug testing is related to the quantity of metabolites present in the urine. A dilute specimen is invalid for determining the absence of drugs in a specimen. If the Vice President of Academic Affairs is notified of a dilute specimen that is negative, the student will be contacted and must repeat the drug screen within a specified timeframe (generally 48 hours) and at his/her own expense. The student will be requested to refrain from drinking excessive amounts of fluid prior to testing. If a second “dilute” is reported, the drug screen will be considered positive.
5. Positive screens will be confirmed by the Medical Review Officer at UVMC.
6. Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved testing device. If the initial test indicates an alcohol concentration of 0.04 or greater, a second test will be performed to

confirm the results of the initial test. The confirmatory test will be observed and performed between fifteen minutes and no more than 30 minutes form the completion of the original test.

7. All drug screen results will be sent to the Vice President of Academic Affairs.

#### **VI. CONFIDENTIALITY**

The Vice President of Academic Affairs of the MLT Program will receive all test results. Confidentiality of the test results will be maintained with only the Vice President of Academic Affairs, the MLT Academic Project Specialist, and the student having access to the results with the exception of legal actions which require access to test results or upon the request of clinical agencies for the purpose of clinical placement.

#### **VII. CONSENT**

Each MLT student is required to sign a statement indicating that he or she has received a copy of the drug testing policy and consents to provide urine specimen(s) for the purpose of analysis. If the MLT student is under eighteen (18) years of age, the MLT student's parent or legal guardian must sign the drug testing consent form in addition to the MLT student. The original signed consent form will be maintained in the student's file in the Health Sciences Office.