

# **Program Introduction**

**Welcome to the Mitchell Technical Institute's (MTI) Program for:  
Medical Laboratory Technicians  
MLT Program**

This program presents a unique didactic and clinical challenge to students: A combination of classroom study and clinical rotation for practical application. Most classroom study will occur on the MTI campus. Clinical practicum will occur at a variety of hospital/clinic sites throughout South Dakota. A list of current clinical sites will be listed in the handbook.

Students graduating from the program will be eligible for the national certification examination offered by the ASCP Board of Certification.

**STUDENT AGREEMENT**

I have read the policies of MTI and the MLT Program and I agree to adhere to program policies described within.

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Print name

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Signature

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Date

A copy of this form is to be placed in the student's file.

# Mitchell Technical Institute

## Mission Documents

### VISION STATEMENT:

Mitchell Technical Institute will be an innovative leader in technical education and a valued partner in global workforce development, preparing students for career success and lifelong learning in an ever-changing world.

### MISSION STATEMENT:

It is the mission of Mitchell Technical Institute to provide skills for success in technical careers.

### CORE VALUES:

- Learning: MTI provides high-quality Associate of Applied Science degree, diploma, and certificate programs which prepare students for successful careers.
- Life Skills: MTI prepares graduates for lifelong learning by building skills in technology, communication, professionalism, problem-solving, teamwork, and adaptability.
- Access: MTI provides educational services and quality training to students, alumni, businesses, and the community, both on campus and at a distance.
- Innovation: MTI integrates state-of-the-art technologies, instructional methods, and facilities to deliver a high-quality, unique educational experience.
- Excellence: MTI commits to improve student learning and institutional effectiveness through a system of assessment and continuous review.
- Talent Investment: MTI recruits, develops, and invests in skilled, dedicated, and student-oriented faculty and staff.
- Community: MTI builds student community through social and recreational activities, counseling support, and a student government structure administered through organized student services.
- Diversity and Respect: MTI seeks and values a diverse population and responds to the unique needs of individuals, recognizing the dignity and worth of all people and fostering a climate of respect among its students, faculty, staff, and administrators.
- Advocacy: MTI promotes the value of technical education through the development of relationships with stakeholders and activities that raise awareness of the institute's mission.

# **Medical Laboratory Technician Program Mission Statement**

It is the mission of the Mitchell Technical Institute Medical Laboratory Technician Program to provide skills necessary upon graduation to be able to successfully demonstrate entry-level competencies of a MLT professional.

## **Program Goals:**

1. Students will demonstrate competency in the clinical setting.
2. Students will think critically.
3. Students will communicate effectively.
4. Students will demonstrate professional attitudes, behaviors, growth, and ethics.
5. Graduates will be prepared to become certified Medical Lab Technicians employed in their field.

## **Program Outcomes:**

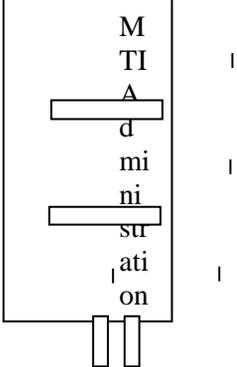
**At the completion of the program, graduates will be able to:**

1. Demonstrate standard safety practices in the medical laboratory designed to prevent injury, illness, or loss of life to those working in and/or around the medical laboratory equipment with particular emphasis on the skills required for collection and testing of numerous body fluids and specimens using Standard Precautions (including the use of personal protective equipment).
2. Demonstrate organized work skills as reflected in efficient time and material utilization while performing proficiently and safely in the clinical environment.
3. Perform a wide variety of testing procedures employed in a medical laboratory and relate the principles of quality assurance and the importance of these procedures to the diagnosis and treatment of disease processes in the following areas: clinical chemistry, hematology and hemostasis, urinalysis, microbiology, immunology, and immunochemistry.
4. Be prepared to take the examination administered by the Board of Registry under the direction of ASCP.
5. Demonstrate preparedness for entry level employment as a Medical Laboratory Technician, including both technical expertise and effective communication skills.
6. Demonstrate effective interpersonal skills with patients, coworkers, and other members of the healthcare team.

# Faculty for the MLT Program

**Program Director:** Lynne M. Smith, M.Ed., MT (ASCP)  
B.S., South Dakota State University  
M. Ed., South Dakota State University

**Faculty:** Shirlyce Weisser, MLT (ASCP)  
A.A.S., Mitchell Technical Institute



# **Admissions Procedures**

# ADMISSIONS PROCEDURES

## (As printed in the MTI catalogue)

### Admissions Requirements

Any person 16 years of age or older is eligible to apply for admission, regardless of previous education. Applicants will be accepted into educational programs in which they demonstrate a reasonable prospect for success. The Institute reserves the right to admit applicants based upon previous academic achievements and life experiences.

To be accepted to MTI and placed in a program, students must meet the admissions requirements of the Institute and the requirements established for each program. Institute requirements are as follows:

- Applicant must provide **proof that he/she is a legal US resident** (driver's license, Social Security card, student visa, resident alien card, etc.).
- Applicants must have a **high school diploma or a high school equivalency certificate** (GED) for full-time admission. (High school students requesting dual credit status must receive approval.)
- Applicants must **complete the established application process** as listed.
- Applicants must meet the **requirements of each program**. (Program requirements are found in each program section of this catalog.)
- Applicants must meet **minimum entrance examination scores**. (Remedial courses are offered to students desiring to improve their math and English skills.)

If the program is fully enrolled, students will be placed on a waiting list.

Admission to MTI is open to anyone without regard to race, color, creed, religion, sex, handicap, economic status, national origin, or ancestry, in accordance with federal law.

### How to Apply for Admission

Interested persons are invited to call, write or visit Mitchell Technical Institute. Offices are open Monday through Friday. Campus tours and presentations may be arranged. The staff can provide the necessary forms for admission to the Institute and the program of your choice.

### Admissions Process

In order to be considered for admission to Mitchell Technical Institute, an applicant must complete the following requirements:

1. Submit an Application for Admission. The application form is available at most high school guidance offices, at the MTI campus and online on the MTI website.
2. Send an *official* copy of your academic records (high school transcript, college transcript or high school equivalency certificate). Your high school, the registrar of the last college you attended, or the testing center where you took the General Education Development test can provide copies of your academic records.
3. In order to be accepted into a full-time program of study, you must meet the required entrance examination scores or submit entrance examination test scores i.e., ACT, SAT, ACCUPLACER, etc. All applicants must submit entrance examination scores or schedule an appointment to complete the entrance exam. The admissions test may be waived for students enrolled in fewer than 12 semester credit hours. Test scores from a 5-year period will be accepted.
4. Provide MTI with a photocopy of a birth certificate, driver's license, or other legal document to certify age and resident status.
5. Students in health sciences programs will be required to submit to a criminal background check. The cost is the responsibility of the student.
6. Pay a \$60 non-refundable matriculation fee.
7. After acceptance to a program:
  - A start date will be identified.
  - Students will register for courses.
8. Once a program is full, a tuition deposit of \$150 will be required of all students accepted to that

program. This is a tuition deposit and will be applied to the student's tuition the first semester of classes. In the event a student opts not to attend, **the tuition deposit is non-refundable.**

### **Students with Disabilities**

All enrolled students with disabilities have equal access to all programs and activities at Mitchell Technical Institute offered in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Most programs have minimum physical standards that students must meet. Individual program standards can be reviewed with an Admissions representative.

### **Placement Testing Policies**

1. The tester must have applied to Mitchell Technical Institute (MTI) before testing.
2. The Placement Tests offered at MTI are the ACCUPLACER and the Residual ACT.
  - a. ACCUPLACER
    - i. All Programs
      1. Sentence Skills
      2. Elementary Algebra
      3. Reading
  - b. Residual ACT
    - i. Students applying for Radiologic Technology
    - ii. Home schooled students
    - iii. Students qualifying for Star Scholar
      1. Must already have High School GPA of 3.0 or higher
3. Cost
  - a. Residual ACT
    - i. Free to prospective Radiologic Technology students
    - ii. Free to home schooled students
    - iii. \$35 for students trying to qualify for Star Scholar
  - b. ACCUPLACER
    - i. Free for initial placement test
    - ii. Free re-testing for acceptance
    - iii. \$10 per section or \$35 for entire test if retesting to "test-out" of prep class less than one week prior to start of school
    - iv. \$50 Test Out fee if retesting to Test-out of prep class after the start of school
4. Retesting
  - a. Students must wait 30 days before re-testing
5. Transfer/Transcribed Credit
  - a. Transfer/Transcribed credit for ENGL 101 or ENGL 201 meets the placement testing requirements for English and reading
  - b. Transfer/Transcribed credit for MATH 101 or MATH 104 meets the placement testing requirements for algebra
6. Testing for other schools
  - a. ACCUPLACER
    - i. \$35 for entire test
    - ii. \$10 per section
  - b. COMPASS
    - i. \$35 for entire test
    - ii. \$10 per section
7. Results mailed to other schools after testing for or attending MTI
  - a. \$5 fee
  - b. Must have \$0 balance with Business Office

### **Required Immunizations**

South Dakota state law (SDCL 13-49-27.1) states that immunizations are required for students entering public or private postsecondary educational institutions in South Dakota. "Public or private postsecondary institution" or "institution," is any entity permitted to offer postsecondary education credits

or degrees in South Dakota. "Student" is any person born after 1956 who is registering for more than one class during an academic term such as a quarter or semester. The term includes any person who meets face-to-face at least once per week to receive instruction. The term does not include any person who receives non-credit-bearing or on-the-job training services.

Any student entering a public or private postsecondary education institution in this state for the first time after July 1, 2008, shall, within forty-five days after the start of classes, present to the appropriate institution certification from a licensed physician that the student has received or is in the process of receiving the required two doses of immunization against measles, rubella and mumps. As an alternative to the requirement for a physician's certification, the student may present certification from a licensed physician stating the physical condition of the student would be such that immunization would endanger the student's life or health; certification from a licensed physician stating the student has experienced the natural disease against which the immunization protects; confirmation from a laboratory of the presence of adequate immunity; or a written statement signed by the student that the student is an adherent to a religious doctrine whose teachings are opposed to such immunizations. If the student is under the age of 18, the written statement shall be signed by one parent or guardian.

MTI requires that the documentation from the student be submitted within 45 days after the start of classes.

A student allowed to register while completing the round of required vaccinations who fails to provide satisfactory documentation of his or her immune status or of a medical excuse shall not be permitted to attend classes after the 45th day or, in the case of classes delivered in less than 45 days, to register for or to attend classes beginning in a subsequent term. Every attempt should be made to collect this information at the time of admission. Students who are unable to ascertain their immunization status may obtain, at their own expense, the necessary tests and vaccination from their own physician.

In the event the South Dakota State Department of Health declares an epidemic of measles, mumps or rubella, MTI shall provide to the State Department of Health a list of students who have not submitted immunization documentation. Subsequent campus actions shall consider the advice and authority of the South Dakota State Department of Health. Students who have no vaccination or immunity against the required preventable infectious diseases may be dismissed from the campus.

Vaccination for hepatitis B is required for students before they can be admitted to certain health profession programs. Each institution will compile information about current program-related vaccination requirements and make this information available to students along with other curricular and registration materials. It will be the responsibility of the department of the specific health profession program to ensure that the vaccination requirement has been met.

Immunization for tetanus, diphtheria, poliomyelitis, varicella and meningitis is recommended, as is a tuberculin test. Vaccination for hepatitis B is also recommended, and an annual influenza vaccination is recommended for students living in residence halls to minimize disruption of routine activities during influenza outbreaks.

### **Admissions Guidelines**

Admission to MTI is granted based on the preceding criteria. In cases where special consideration is needed, the ultimate decision regarding the admission of a student rests with the admissions committee consisting of Admissions personnel, the Director of Admissions, the Vice-President for Academic Affairs or designee and an instructor. The committee may consider high school GPA and class rank, a personal interview, college GPA (if applicable), GED test scores (if applicable) and entrance examination scores in determining a candidate's admission status. The goal of the Admissions Committee is to accept students who can master the training and education at MTI. Admission criteria is available in the Admissions Office.

Some programs may have added requirements. Students who do not take the ACT test may substitute the ACCUPLACER examination at MTI. ACT scores will be reviewed by the Admissions Committee and the Committee will determine if a student needs to complete the ACCUPLACER or if the ACT score will

be accepted in lieu of that test.

For students taking the ACT, the college code number for Mitchell Technical Institute is 4958.

### **Non-High School Graduates, Including Home-Schooled Students**

Students who are home-schooled may be admitted to MTI with evidence of a high-school completion certificate/diploma from an accredited agency or school or with a GED. Home-schooled students will also be required to meet minimum requirements on the ACT. The Admissions office will work with any home-schooled student to make sure that their MTI Application for Admission is complete.

### **Home School Entrance Requirements**

Home-schooled high school students applying for admission into MTI have two options to meet the high school diploma requirement:

- 1) Provide a home-school high school record of completion and documentation of a completed GED and take the MTI's entrance assessment, meeting the required scores for the program
- OR
- 2) Provide a home-school high school record of completion that has been certified by an accredited outside educational organization and take the ACT entrance assessment, meeting the required scores for the program.

### **Online High Schools**

Students who wish to complete their high school studies online must choose a school carefully. Many online high schools on the Internet are not legitimate high schools. These schools promise that you can complete your entire high school career in as little as a few weeks for only a small fee. In addition, while they state that they are accredited high schools, their accrediting agencies consist of nothing more than a website and list no employees or contact information. These schools are obviously fraudulent and the diploma you receive is not legitimate and may in fact be illegal to use in many states.

Schools such as DIAL Virtual School in South Dakota are legitimate, recognized institutions. For students who want to complete their secondary education as quickly as possible, MTI recommends a GED. The GED is self-paced and you can complete it very quickly if you are so motivated. If you wish to continue your education at a legitimate, postsecondary institution anywhere in the nation, you must complete actual testing at an authorized GED testing center. Information about where and how to get a GED is available from the MTI Admissions office.

### **When to Apply**

MTI academic semesters start in August and January and May. Most technical programs, however, begin with the fall semester. Application may be made at any time, but students are encouraged to apply by February for the following academic year. It is possible to take general education classes to fulfill program requirements during any academic term. Several popular programs fill early in the school year. Radiology Technology has a January application deadline so early application is encouraged. Check with the Admissions Office.

### **Non-Discrimination Statement**

MTI does not discriminate in its employment of policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin, or ancestry, military/veteran status, genetic information or any other category protected by law in its education programs, admissions policies, employment policies, financial aid or other institute-administered programs.

Inquiries concerning the application of Title VI, Title IX or Section 504 may be referred to:

Vice-President for Academic Affairs, MTI  
1800 E. Spruce St.  
Mitchell, SD, 57301

Telephone (605) 995-3023

or to:

Kansas City Office  
Office for Civil Rights  
U.S. Department of Education  
One Petticoat Lane  
1010 Walnut Street, 3rd floor, Suite 320  
Kansas City, MO 64106  
Telephone: 816-268-0550  
FAX: 816-268-0599; TDD: 800-877-8339  
Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## MLT PROGRAM ADMISSION CRITERIA

**Each of the following must be met:**

### **Qualifications for Admission**

1. Applicant must be in good health and must be able to comply with the “Physical Demands and Working Conditions” as outlined in the Essential Requirements and MLT Competency Release forms enclosed. Applicants must also meet the immunization requirements.
2. Communication requirements: To ensure patient safety fluency in written and spoken English is essential.
3. Environmental risks: Individuals may be exposed to blood borne pathogens and physical hazards such as needle sticks or injuries sustained from collection and processing of body fluid samples, equipment, or materials.
6. The applicant must be a high school graduate or have equivalent certificate.
7. Applicants are encouraged to submit American College Testing Program (ACT) scores. An ACT composite score of 18 is the admissions standard.
8. Upon acceptance to the program, a background check must be successfully completed at the applicant’s expense.
9. In the event the student did not take the ACT test, the Accuplacer will be administered. The Accuplacer test is the entrance test used at MTI.

Admissions personnel and program faculty have met to discuss the testing standards for respective programs.

The **minimum** Accuplacer entrance scores for each category are listed below:

Reading	254
Math	224
English	250

10. Applicant’s overall high school GPA must be at least 2.5 on a 4.0 point scale or equivalent.
11. Applicants must have completed high school algebra, chemistry, and biology with a "C" grade or better.
12. Meet with the program director and admissions staff to review program prerequisites and requirements if the above criteria are not met.

The program director will make the final decision on admission to the program.

### **Admission Process**

1. Obtain application packet from MTI Admissions Office.
2. Submit necessary information to the Admissions Office.
3. Successfully complete a background check at the applicant's expense.
4. If admission requirements are met, the applicant will be notified of admission to the MLT program.

### **Pre-training Health Assessment / Immunization**

The MTI department of Medical Laboratory Technology does not require a physical before entrance to programs is granted. However, it is suggested that all applicants review the physical requirements and working conditions listed in Essential Requirements for Clinical Laboratory Sciences description. The program does require certain immunizations before the student will be allowed to perform their clinical practicum. These immunizations are required out of concern for student health and safety in the clinical setting.

The following immunization requirements must be met before entrance to the program is granted:

1. A rubella titer showing immunity or a record of a second dose of MMR.
2. A record of Hepatitis B vaccine. If you have not received the Hepatitis series, it must be completed prior to externship.
3. Proof of Varicella zoster (Chicken Pox) vaccination or the disease.

(Please note that the immunization requirements do not have to be met for *application* to the program. These are requirements for students after they are accepted to the program.)

**If any of these requirements are not met the applicant must meet with the program director and admission staff to review program prerequisites and requirements. The Program Director will make the final decision on admission to the program.**



Get in. Get the edge. Get ahead.

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## Mitchell Technical Institute

1800 E Spruce Street • Mitchell, South Dakota 57301 • (800) MTI-1969 • [www.mitchelltech.com](http://www.mitchelltech.com)

Dear Student:

We would like to welcome you into the Medical Laboratory Technician program at Mitchell Technical Institute. As you may know, careers in health care are the fastest growing occupations in the employment sector. We would like to take this opportunity to share with you some information about the program.

This two-year program will prepare you for employment as a Medical Laboratory Technician responsible for performing laboratory analysis. You will spend three intensive semesters taking courses such as Medical Laboratory Fundamentals, Anatomy/Physiology, Hemostasis, Hematology, Basic Chemistry, Clinical Chemistry, Immunohematology and others. Specific course requirements are detailed in the MTI Catalog of Course Offerings.

After completion of classroom and laboratory classes, you will be assigned to an affiliated hospital or clinical lab for a six-month internship. During this time you will work under the supervision of lab personnel and will perform tests and other lab work as well as complete class assignments.

As you prepare to enter this exciting career field, there are a few things you should know about the required competencies for a certified lab technician. Of course, you will have to adhere to the academic competencies and requirements of MTI. In addition to those, you will need to have the ability to learn to perform several tasks. Please read the attached carefully and determine if you have any limitations that would prohibit you from performing any one of the fifteen tasks. If not, detach, sign and return the form to the MTI Admissions Office. We must have a signed copy of this release on file to complete your application file. If you do have a limitation that would prohibit you from performing any task on this list, please contact the Admissions Office by telephone or in person immediately.

We look forward to meeting with you and answering your questions. Please call our Admissions Office to set up a time when you can visit with us. If we can be of any assistance, please call.

Sincerely,

A handwritten signature in black ink that reads "Lynne M. Smith".

Lynne M. Smith, M.Ed., MT (ASCP)  
Department Head  
Medical Laboratory Technician

# COMMITTEE ON MEDICAL TECHNOLOGY EDUCATION

## Essential Requirements for Clinical Laboratory Sciences

Essential requirements are performance related and provide criteria so that the potential applicants can independently evaluate their own ability to fulfill the expected requirements of a medical laboratory technician. These requirements are made available to facilitate a valid career choice by the potential applicant. The achievement of these cognitive and technical competencies should not endanger or compromise the health and welfare of other students, patients, or allied health professionals and should not impose “undo hardship” upon the medical facility and/or its patients. ***If you are not sure that you will be able to meet the essential requirements, please consult with the Program Director for further information and to discuss your individual situation.***

The applicant needs to be able to meet the following minimum Essential Requirements:

1. Ability to satisfy **visual requirements**:
  - a. Read orders, policies, procedures, test results, charts, graphs, instrument printouts, number sequence, etc.
  - b. Differentiate colors; e.g., test results, color codes, etc.
  - c. Identify microscopic structures, cells, and organisms
  - d. Determine specimen suitability.
  
2. Ability to satisfy **motor/movement requirements**:
  - a. Report appropriately to alarms, pagers, telephones
  - b. Obtain and measure specimens and reagents precisely
  - c. Prepare reagents, operate delicate instrumentation and analytical equipment according to established protocol
  - d. Stand and/or sit for prolonged periods
  - e. Comply with safety regulations; e.g., utilize protective equipment whenever there is a potential exposure to infectious organisms, body fluids, or toxic chemicals
  - f. Perform duties requiring manual/finger dexterity; e.g., use a computer keyboard to accurately enter and transmit data and information in a timely manner, manipulate and adjust gauges and microscopes, perform venipunctures
  - g. Reach laboratory bench tops and shelves, and patients lying in hospital beds or seated in specimen collection furniture
  
3. Ability to satisfy **communication/behavioral requirements**:
  - a. Remain calm and exercise good judgment under stressful and/or emergency situations
  - b. Communicated with patients, fellow students, visitors, and healthcare professionals by giving or receiving instructions, test results, and various messages verbally, in writing, by facsimile, or via the computer
  - c. Maintain a cooperative and productive working relationship with patients, fellow students, and healthcare workers
  - d. Remain flexible, creative, and adaptive to professional and technical change
  - e. Manage time well and display fine organizational skills to effectively complete professional and technical tasks
  - f. Practice honest, compassionate, ethical, and responsible conduct
  
4. Ability to satisfy **intellectual/conceptual requirements**:
  - a. Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism
  - b. Exercise sufficient judgment to recognize and correct performance deviations
  - c. Prepare, review, and evaluate papers, laboratory reports, reagents and materials in order to meet the needs of various procedural standards.

The National Accrediting Agency for Clinical Laboratory Sciences requires that accredited Medical Technology Programs define and publish “specific technical standards: (essential requirements) required for admission to the program, and to determine “that the applicant’s or student’s health will permit him/her to meet these technical standards” (essential requirements).

**Please sign this form to indicate that you have read and understood the program’s essential requirements (technical standards), and believe that you can meet them.**

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**IMMUNIZATION RECORD**  
**Mitchell Technical Institute**  
**Medical Laboratory Technology**

STUDENT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHYSICIAN \_\_\_\_\_

PHYSICIAN ADDRESS \_\_\_\_\_

\_\_\_\_\_

**IMMUNIZATIONS**

Students must have current immunizations or laboratory verification of immune status. This includes, but is not limited to, Hepatitis B series, Tetanus/Diphtheria, Tuberculosis Test, Measles/ Mumps/Rubella, and Varicella (chicken pox) as required by contracts with clinical facilities and CDC recommendations.

**Proof of immunizations is required within the first week of class at MTI, without exception.**

The following immunization requirements must be met or in-process before the student will be allowed to enter the clinical setting.

1. A Mantoux skin test and/or an evaluation for active TB for those persons that have a history of positive skin testing in the last 12 months.
2. A rubella titer showing immunity and/or a record of a second dose of MMR.
3. A record of Hepatitis B vaccine.
4. A record or history of chicken pox and/or Varicella vaccine.
5. A record of Tdap vaccine.
6. Influenza vaccination

# **TRANSFER STUDENTS**

**Students with prior post secondary credits with a grade of C or better may transfer credits to the MLT program. These credits will be evaluated comparatively to the credit requirements of the same curriculum/course at MTI and must have the approval of the Program Director.**

**Technical courses may be transferable if they are from a NAACLS accredited program.**

**All admission requirements must be met as set forth by Mitchell Technical Institute**

**Transfer credits must meet the criteria found in the Mitchell Technical Institute catalog.**

## REFUND POLICY

### Return of Title IV Funds Policy

Students attending Mitchell Technical Institute who withdraw from all classes before 60% of a semester or term has lapsed are entitled to have a portion of their institutional costs returned to the federal financial aid program that provided the funds. The order in which refunds are applied to the financial aid programs is listed below.

Financial aid disbursed is earned according to what percentage of a semester the student has attended. If a student has attended only 10% of a semester and withdraws, the student has earned only that portion of financial aid and the remaining 90% must be returned to the financial aid program(s). Also, the Institute retains only that portion of the institutional costs and will return the remaining amount to the student's financial aid program(s) that provided the funds.

If the amount of the Institute's refund does not satisfy the portion of funds that must be returned, it becomes the student's responsibility to satisfy the remaining amount. Therefore, students receiving Federal Pell Grants and Federal Supplemental Grants may have to return a portion of these funds if that amount exceeds institutional charges. An example of how the policy works is listed below.

Each semester at MTI is about 120 days long. If a student drops out after attending 12 days of classes, their refund is calculated as follows:

Number of Days in the Semester	120	100%
Number of Days Student Attends	12	10%
Student's Total Institutional Cost	\$1,500	
MTI Retains	\$150	10%
MTI Returns to Federal Program	\$1,350	90%
Student Federal Aid Originally Received		
Federal Pell Grant	\$1,650	
Federal Supplemental Grant	\$225	
Total Aid	\$1,875	
Student Federal Aid Returned		
Total Aid	\$1,875	
Minus Pell Returned	<u>\$165</u>	10%
	\$1,710	
MTI Returns to Federal Program	<u>\$1,350</u>	
	\$360	
Student Must Return 50%	\$180	50%
Student Owes MTI	\$180	

Students who fail to return any balance due to Federal Grant Program(s) will owe an overpayment to a Title IV Federal Financial Aid Program and will be ineligible for any additional Title IV financial aid. Students who owe a refund to a Federal Loan Program may repay that amount under the terms and conditions of the loan and its promissory note. (Payments are not due until the grace period has ended.)

Federal funds are returned to programs in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal Parent PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Grant (SEOG)

MTI's policy on the repayment of Federal Grant funds requires that these funds must be returned within 45 days after the funds are requested from the student unless other satisfactory repayment arrangements are made.

This fall and spring semester refund schedule applies to students who withdraw from all classes at MTI or who have paid a portion of their institutional charges\* with resources other than Title IV aid:

Days 1-10.....	100%
One week after Day 10 .....	90%
Three weeks after Day 10.....	70%
Five weeks after Day 10 .....	50%
Seven weeks after Day 10 .....	30%
Nine weeks after Day 10 .....	20%
After Last Day to Withdraw with a "W" .....	No Refund

*\*Institutional charges are tuition and fees only.*

Students must contact the Registrar's office to initiate the withdrawal process. Failure to do so may result in no refund or a reduced amount. Any repayments to a Title IV program will be deducted from the refund. Refunds will be made on the institutional charges within 30 days of the student's date of official withdrawal or 30 days from the date that the Institute determines that the student is no longer enrolled at MTI.

# Curriculum

## **GENERAL DESCRIPTION OF THE MLT PROFESSION**

The medical laboratory technician (MLT) is an allied health professional who is qualified by academic and practical training to provide service in clinical laboratory science. The MLT must also be responsible for his/her own actions as defined by the profession.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are qualities essential for a MLT. They must demonstrate ethical and moral attitudes and principles, which are essential for gaining and maintaining the trust of professional associates, the support of the community and the confidence of the patient and family. An attitude of respect for the patient and confidentiality of the patient's records and/or diagnosis must be maintained.

The MLT program at MTI is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). A student spends the first three semesters of the program on the campus in classrooms and laboratories at MTI. The fourth semester of the program is at an affiliated hospital/clinic for a clinical practicum externship. During this time the student will work under the supervision of the laboratory personnel performing tests and other laboratory work as well as completing class work.

Upon successful completion of the MLT Program the student will be awarded an Associate of Applied Science Degree. Graduates are eligible to take the BOR certification exam for Medical Laboratory Technicians (MLT) offered by the ASCP Board of Certification.

## General Considerations Expected of the Students in the Medical Laboratory Department

1. The instructor and the students are expected to demonstrate both verbally and through their department, RESPECT, COURTESY and CIVILITY at all times.
2. The following student behaviors detract from the learning environment and students who fail to follow these guidelines will be asked to cease or leave the class.
  - a. Reading materials not related to the ongoing class activities.
  - b. Sleeping, talking or other forms of overt inattention that distract other students or the instructor.
  - c. Cell phones must be turned off during class. In the case of an emergency, please notify the instructor and allowances may be made.
  - d. Conduct that is disrespectful towards the instructor or other students.
  - e. Conversations that are not part of the normal class discussion.
  - f. Disruptive “early” closing of notebooks, putting on of coats, etc.
3. If a student has a concern about an instructor the proper chain of command is to:
  - a. First visit with the instructor of that class about the concern
  - b. If the student feels that the concern is not addressed, the student should talk to the program director.
  - c. If the issue is not resolved the final step is to visit with the Vice President of Academics.

## **MEDICAL LABORATORY TECHNICIAN COURSE DESCRIPTION**

### **ML 104 MEDICAL LABORATORY FUNDAMENTALS/LAB**

(A grade of "C" or above is required for continuation of technical courses.)

This course covers introduction to medical laboratory work with specific reference to the role, ethics, conduct, certification, education, employment and fundamental knowledge and skills related to medical laboratory personnel. Basic mathematics review and lab related math such as the metric system, temperature conversions, concentration units, dilutions, ratios and statistics used in quality control are covered. Included in this course are laboratory safety requirements to include Universal Precautions. Collections and preparation of laboratory specimens are covered to include venipunctures and capillary sticks, reporting of laboratory results, and quality assurance. Laboratory knowledge in use of a microscope and centrifuge is covered. A grade of "C" or below in either lab or lecture will mandate that the student must repeat Fundamentals lecture and the Fundamentals lab classes.

### **ML 105 LABORATORY INSTRUMENTATION**

(A grade of "C" or above is required for continuation of technical courses.)

This class is about laboratory instrumentation to include basic design of advanced laboratory automation used in today's laboratory. This will include laboratory glassware, balances/scales, pipetting, spectrophotometry, turbidmetry, nephelometry, ion selective electrodes, chromatography and more advanced quality assurance.

### **MA 103 ANATOMY/PHYSIOLOGY**

Course covers the basic anatomy and physiology of the human body as well as medical terminology. Systems studied include: integumentary, muscular-skeletal, nervous, circulatory, lymphatic, respiratory, urinary, digestive, endocrine, and reproductive. Major emphasis is on relationships with diagnostic medical laboratory tests.

### **ML 121 URINALYSIS/BODY FLUID**

(A grade of "C" or above is required for continuation of technical courses.)

Course covers the anatomy, physiology and related pathology of the urinary system. Major emphasis is on the related theory and performance of physical, chemical and microscopic analysis of urine as well as collection, preservation and proper reporting of analysis. Certain renal function tests are covered. Included also are the anatomy, physiology, and related pathology of body fluids to include feces, semen, laboratory collection preparation, preservation and analysis of body fluids.

### **ML 120 MEDICAL TERMINOLOGY**

Course covers basic medical terminology to include root words, suffixes and prefixes commonly used in the medical field. Students learn to pronounce, learn the definitions and use a combination of these in the laboratory sciences.

### **ML 171 IMMUNOLOGY/SEROLOGY**

(A grade of "C" or above is required for continuation of technical courses.)

Course covers basic genetics, meiosis, mitosis, and understanding of the immune system as the antigen/antibody reactions, origin, stimulation, body response and rejection. A study of immunoglobulins, complement and classifications of immunity are included. Theory and practical applications of immunoassay procedures are reviewed. Serological aspects include the related theory and performance of procedures such as the ASTR, monostest, CRP, RA, LE (ANA), cold agglutinins, pregnancy, Rubella, Hepatitis, AIDS, RPR, and other syphilis tests.

### **ML 144 INTRODUCTION TO LABORATORY CHEMISTRY**

(A grade of "C" or above is required for continuation of technical courses.)

A beginning course in general and biological chemistry with applications specific to the medical laboratory. The student will become familiar with chemical terminology, the atomic structure, ionic and molecular compounds, organic chemistry, acids and base balance. The biochemistry of carbohydrates lipids, proteins, enzymes and hormones are presented and their relationship to the medical laboratory.

### **ML 111/112 HEMATOLOGY/HEMOSTASIS/LAB**

(A grade of "C" or above is required for continuation of technical courses.)

Course covers the anatomy, physiology, and related pathology of the circulatory system with specific reference to the formation function and identification of blood cells. Major emphasis is on the related theory and performance of hematological procedures such as sample identification and collection and preparation, manual and automated leukocyte and erythrocyte counts, hemoglobin and hematocrit measurements, WBC Differentials, Leukocyte and erythrocyte morphology, RBC indices, erythrocyte sedimentation rate, platelet counts, reticulocyte counts, and eosinophil counts.

Introduction to cell counts of other body fluids such as spinal fluid, transudates and exudates are included. Automated hematological equipment is emphasized. Specific methodologies in common use in medical laboratories are followed. Hemostasis covers the theory and practical application of blood testing in regard to coagulation. Coagulation tests including capillary fragility, clotting time bleeding times, prothrombin times and partial thromboplastin times. Automated instrumentation for coagulation test procedures is used. Disease related Hemostasis is emphasized.

### **ML 230 CLINICAL CHEMISTRY**

(Prerequisite of C or better in Basic Chemistry)

Course covers basic clinical chemistry and performance of the related theory of analytical chemical procedure such a identification, collection, handling, standardization and quality control of such chemical procedures as carbohydrate tests, renal function tests, therapeutic drug monitoring, endocrinology, and toxicology. Automated instrumentation is emphasized.

### **ML 240 MICROBIOLOGY**

(A grade of "C" or above is required for continuation of technical courses.)

Course covers classification, identification and pathology of disease-causing organisms such as bacteria, fungus, yeasts, viruses, rickettsiae and parasites. Major emphasis is on the related theory and performance of microbiological procedures such as sterilization, collection and preparation of specimens, culturing methods, media preparation, staining techniques, antibiotic, sensitivity testing and identification of bacteria and other organisms.

### **ML 272 IMMUNOHEMATOLOGY (BLOOD BANKING)**

(A grade of "C" or above is required for continuation of technical courses.)

(Prerequisite of C or better in Immunology/Serology)

Course covers the basic immunohematologic aspects of blood factors and their relationship to blood transfusion and disease states. Topics include the history, identification, inheritance of blood factors and antigen/antibody relationships, involving detection of blood factors. Major emphasis is on the related theory and performance of immunohematological procedures such as ABO grouping, Rh typing, identification of other blood factors, direct and indirect Coombs, Antibody screening, identification and titer, compatibility testing, transfusing of blood and blood components, selection, collection , storage of donor blood, and quality assurance.

All MLT Students are required to take the five required General Education Courses with a total of 16 credits for completion of their Associate of Applied Science Degree, which are:

Communications  
Mathematics  
Microcomputer Concepts  
Sociology  
Psychology  
Student Success

**If a student fails to achieve a “C” in a required technical course, that student must reapply for admission to the program with the program director’s permission. A student may not take a course more than two times.**

**Failure to maintain a 2.0 grade point average at MTI will prevent readmission to the program.**

### **Re-admission Process**

In order for a student to be re-admitted to the program after leaving, several requirements must be met:

1. The student must have withdrawn on their own accord and in good standing.
2. If the time period between technical courses and externship will be one year or longer technical courses must be repeated with a grade of “C” or better before entering an externship.
3. Students will be re-admitted only in the event that there is a vacancy in the class behind them.
4. Applications of students who are withdrawn for more than one year will be considered with all other applications received for that year.

## Controlled Substances

It is the policy of this program that any student convicted of controlled substance possession and/or ingestion will be immediately dismissed from the program. If the student wishes to enroll in other MTI programs, the policy outlined in the MTI handbook will apply. Some clinical sites may require initial drug screening.

## Cell Phones, Social Media and General Internet Use

While students are performing clinical rotations, they are expected to use the phones of the facility for work related purposes only. Long distance personal calls are strictly prohibited and local personal calls should be made only if absolutely necessary.

Personal cellular telephone use and/or text messaging while on work time is prohibited, except during designated break periods and emergency. Students are expected to store personal cellular telephones with other personal items while in the clinical setting and not have them on their person.

Students are not to browse the internet or participate in personal social networking while they are in the clinical setting and clocked in.

## Uniforms and Appearance

The MTI Department of Medical Laboratory Technology uniform is representative of Mitchell Technical Institute and of the Laboratory Professions. Students are required to meet these standards in order to project a professional image to patients, faculty and clinical staff. **These guidelines apply whether the student is wearing the scrub uniform or casual clothing.**

### **GROOMING & HYGIENE:**

- Clean and neat appearance, not offensive, clothes tailored and properly fitted
- Conservative use of cosmetics, colognes, perfumes
- Fingernails must be well trimmed.
- Conservative hair color and style; styles that will come in contact with patients must be pulled back ex: hair that touches the student's shoulders must be pulled back.
- Limited accessories
- Visible body piercings are unacceptable with the exception of ears. Ears may be pierced but usually limited to 3 piercings on each ear.
- Existing tattoos must be concealed or approved by faculty if not concealable
- Men must be well groomed and facial hair must be well trimmed

## Health Insurance Requirements

Students are required to carry their own health coverage. Proof of coverage must be provided to the faculty prior to beginning classes.

## Infection Control / Work Related Injuries

### **Infection Control**

It is the student's responsibility to report all suspected body fluid exposures to the faculty immediately.

### **School Related Injury**

Any injury, no matter how severe, should be immediately reported to faculty (see "Health Insurance Requirements").

**STUDENTS MUST HAVE EARNED A GRADE OF C OR BETTER IN ALL TECHNICAL COURSES BEFORE ENROLLING IN CLINICAL PRACTICUM COURSES**

**COURSE DESCRIPTIONS—CLINICAL PRACTICUM**

Clinical practicum takes place at an affiliated medical laboratory. The major portion of the clinical practicum coursework is observing, practicing, and performing laboratory test procedures in a real work-type setting. Additional student activities during clinical practicum will include written assignments, keeping of records, taking comprehensive review examinations, and evaluation. The clinical practicum portion of the program is 22 weeks in length for a total of 880 clock hours. The students' schedule and duties are set by the affiliated laboratory. The student is supervised at all times and is not paid a wage for time spent at the affiliated laboratory. The student will learn to organize a daily workload, increase technical expertise, recognize and correct performance errors, and follow a system of quality assurance and control.

**ML 214 PRACTICAL CLINICAL HEMATOLOGY:**

Some laboratory procedures expected in the Hematology/Hemostasis area are hemoglobin, hematocrit, leukocyte count, WBC differential sed-rate, erythrocyte count, platelet count, reticulocyte count, eosinophil count, clotting time, bleeding time, prothrombin time, activated partial thromboplastin time, preparation of bone marrow smears, venipuncture and capillary puncture to obtain blood samples. Additional hematological procedures may be performed at the option of the affiliated laboratory.

**ML 224 PRACTICAL CLINICAL URINALYSIS:**

Some laboratory procedures expected in the Urinalysis area are routine physical and chemical test; microscopic identification of formed elements; collection and preparation of 24-hour samples for quantitative test; pregnancy tests; renal function tests; occult blood; spinal fluid and other body fluid testing. Additional urinalysis procedures may be performed at the option of the affiliated laboratory.

**ML 234 PRACTICAL CLINICAL CHEMISTRY:**

Some laboratory procedures expected in the Clinical Chemistry area are quantitative measurement of glucose, urea nitrogen protein and albumin/globulin, bilirubin cholesterol, electrolytes, enzymes, creatinine uric acid, calcium, toxicology, endocrine test, minerals, pH, blood gases, and the collection of blood by venipuncture, capillary puncture and arterial puncture. Additional chemical procedures may be performed at the option of the affiliated laboratory.

**ML 244 PRACTICAL CLINICAL MICROBIOLOGY-SEROLOGY:**

Some laboratory procedures expected in Microbiology are taking, setting up, plating, incubating, transporting, and transferring microbiological cultures; identification of organisms involving techniques such as grams stain, special stains, biochemical identification systems, coagulase and catalase tests; and antibiotic susceptibility tests. Serological procedures might include VDRL or RPR, ASO titer, infectious mono test, RA, C-RP test, hepatitis, rubella, AIDS, and other immunological procedures. Preparation of samples for parasitology and mycology study are also included.

**ML 274 PRACTICAL CLINICAL IMMUNOHEMATOLOGY**

Some laboratory procedures expected in Blood Banking are ABO grouping, Rh typing, direct and indirect coombs testing, antibody screening, and compatibility testing. Selection of blood donors, collection of blood for transfusion, storage and testing of blood and blood components. Additional blood banking procedures may be included at the option of the affiliated medical laboratory.

# MEDICAL LABORATORY TECHNICIAN MLT PROGRAM

ASSOCIATE OF APPLIED SCIENCE DEGREE

Course schedule 2015-16

## FIRST YEAR

<i>First semester</i>			<b>Credits</b>
ML	104	Medical Laboratory Fundamentals	3
MA	103	Anatomy/Physiology	4
MATH	105	Mathematical Reasoning	3
CIS	105	Complete Microcomputer Concepts	3
MA	101	Medical Terminology	3
ML	105	Laboratory Instrumentation	2
SSS	100	Student Success	<u>1</u>
<b>TOTAL</b>			<b>19</b>

### *Second semester*

ML	111	Hemostasis	2
ML	112	Hematology	6
ML	144	Intro to Laboratory Chem	3
ML	171	Immunology/Serology	3
ML	121	Urinalysis/Body Fluids	3
ENGL	101	English Composition	<u>3</u>
<b>TOTAL</b>			<b>20</b>

## SECOND YEAR

<i>First semester</i>			<b>Credits</b>
ML	240	Microbiology	6
ML	230	Clinical Chemistry	4
ML	272	Immunoematology	3
MA	100	Basic Life Support for Health Care	.5
		Behavioral Science Elective	3
		Social Science Elective	<u>3</u>
<b>TOTAL</b>			<b>19.5</b>

### *Second semester (Clinical Practicum)*

ML	214	Practical Clinical Hematology	4
ML	224	Practical Clinical Urinalysis/Body Fluids	3
ML	244	Practical Clinical Microbiology/Serology	5
ML	274	Practical Clinical Immunoematology	4

### *Summer Session*

ML	234	Practical Clinical Chemistry/Immunoassay	<u>6</u>
<b>TOTAL</b>			<b>22</b>

## **COURSE CURRICULUM AND GRADING**

Each individual course in the Medical Laboratory Technician Program at Mitchell Technical Institute has a syllabus. Included in that syllabus is:

- Instructor
- Course Title
- Credits
- Prerequisites
- Course Description
- Course Purpose
- Course Objectives
- Student Participation/Contributions
- Method of Instruction
- Instructional Materials
- Evaluations and Requirements
- Grading Scale

## **ATTENDANCE POLICIES**

Attendance requirements for the MLT Program will follow the general attendance policy of Mitchell Technical Institute as described in the Student Handbook. Attendance at each meeting of classes is vital to success in the Program.

In addition, the following will apply:

1. Due to the length and nature of most of the laboratory exercise it usually will not be possible to “make them up” after an absence.
2. Each instructor will have their own policy regarding missed quizzes, assignments and examinations. Students may or may not be allowed to “make up” such quizzes, assignments, and tests.
3. A satisfactory attendance record must be maintained by the student during the didactic course work in order to obtain a clinical practicum assignment.
4. Credit for assignments will not be given when students are absent or tardy.
5. It is the **STUDENT’S RESPONSIBILITY** to notify the instructors of absences and to find out what materials were covered.
6. In specific regard to the clinical practicum, successful completion requires full attendance of the twenty-two week training period with verified attendance records. Time missed by the student must be accounted for and approved by the affiliated site. During the clinical practicum unsatisfactory attendance including tardiness may be cause for dismissal. The advisory committee has determined an excess of five days without serious cause is unsatisfactory. Failure to complete an externship due to unsatisfactory evaluations or attendance will result in failure to graduate from the program.

## ATTENDANCE CONTRACT FOR EXTERNSHIP

An externship requires maturity, seriousness of purpose, and self-discipline. Every student is expected to attend each day required to fulfill the 880 hours, to arrive on time, and to stay for the full scheduled shift. MTI recognizes that absences occur because of circumstances beyond a student's control, as well as from a student's failure to accept responsibility for attending the externship regularly. To that end, the following attendance policy will be followed:

1. You are allowed 5 days of absences in this externship. If more than 5 days of absences occurs a meeting with your clinical supervisor and the program director must take place to allow you to continue in the program. A plan of action will be discussed at this point to allow continuation in the program.
2. A tardy is equivalent to 1 hour of absence. An accumulation of 4 hours will be counted as one day of absence. A tardy is defined as being 10 minutes late.
3. If the student will be absent, the facility and the program director must be notified as soon as possible.
4. In the case of a major life event, exceptions may be made on an individual basis. For example, emergency surgery or death of a family member.

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_  
Clinical Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Academic Integrity**

Students are expected to do their own work unless advised that collaboration is acceptable. When taking a test, students are expected to keep their eyes on their own papers and protect their test papers from being copied by classmates. To avoid plagiarism when using facts, quotes or ideas from another person or source, students must cite the source they used, even if they rephrase the content in their own words. Failure to use proper citation procedures is considered plagiarism.

Students should be given a grade of "0" if the plagiarism is flagrant and/or deliberate. Copying from another person's paper or test is academic dishonesty; it should also result in a grade of "0" for that assignment. In the event, a student violates this policy they may be asked to leave the program..

## **ADA Statement**

I wish to fully include persons with disabilities in this course. Please let me know if you need any special accommodations in the instruction or assessments of this course to enable you to fully participate. The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with documented disabilities. It is the responsibility of the student to contact the MTI Disabilities Coordinator at 995-3023 to further coordinate accommodations.

# **ACADEMIC PROGRESS**

## **Satisfactory Academic Progress (as printed in the MTI General Catalog)**

Students attending Mitchell Technical Institute must be making satisfactory progress toward the completion of their academic goal—to obtain a degree or a diploma. Regular and punctual attendance is necessary. Active and committed class participation is required. To maintain financial aid, a student must have satisfactory progress. Full-time students receiving federal financial aid have a maximum of three semesters to complete two-semester programs and six semesters to complete four-semester programs. Part-time students' completion schedules will be prorated accordingly.

Students must successfully complete at least 67% of the credits attempted each semester in order to complete graduation requirements within the 150% time frame. Students who do not successfully complete 67% of 12 or more credits for two semesters may be suspended from financial aid.

A student must maintain a cumulative grade point average of at least 2.0. This review takes place at the end of fall, spring and summer semesters.

Passing grades of "A," "B," and "C" are counted toward completion of courses for satisfactory progress. Students are encouraged to repeat program courses when they earn a "D" and must repeat all program courses that they fail. Some programs have higher minimum grade requirements. See program descriptions for details.

Repeated courses are considered as normal credit hours and count towards the maximum time and enrollment status for a given semester. Students should note that financial aid will only cover the cost of one repeat of a previously passed course with a grade of A, B, C or D.

Students' academic and attendance records are available through the MyMTI web portal at any time. All students are strongly encouraged to monitor their own academic progress and ask their academic adviser any questions they may have.

## **Academic Probation/Suspension (as printed in the MTI General Catalog)**

All students accepted into a program of study and who have not maintained a cumulative 2.0 grade point average (GPA), will be placed on academic probation.

Students may attend MTI for one semester on academic probation. If the student fails to achieve a cumulative 2.0 GPA during the probation semester, the student will be placed on academic suspension.

During a probation semester, students may continue to receive financial aid; however, if the minimum grade point average is not achieved by the end of that semester, all federal financial aid will be suspended.

In order to assure satisfactory progress, students on probation should carefully monitor their GPAs. Any student whose GPA drops below 2.0 should meet with an Academic Advisor, Student Success Coach, or the Student Success Coach immediately to evaluate the probability of achieving the necessary GPA of 2.0 needed to graduate.

Please note: A student placed on probation will be notified in writing. A copy of that correspondence will be placed in the student's permanent file.

All students accepted into a program of study who fail to achieve a cumulative GPA of 1.0 during their first semester of enrollment will be suspended with no academic probation. This type of suspension MAY NOT be appealed.

Students who have been suspended must wait at least one semester of full time enrollment before applying for re-enrollment. Students who re-enroll after suspension will be automatically placed on academic probation. Students may be suspended from a program only twice. Registration will not be accepted a third time.

Students may appeal academic suspension if their cumulative GPA is 1.50 or higher. The appeal process is initiated by the student with a written request of their reasons for the appeal sent to the Vice-President of Academic Affairs by the date specified on their notification of academic suspension.

Students may be suspended for other reasons including, but not limited to failed drug tests, disciplinary reasons, policy violations, etc.

Please note: A student placed on suspension will be notified in writing. A copy of that correspondence will be placed in the student's permanent file.

#### **Incomplete Grades (as printed in the MTI General Catalog)**

Students with incomplete grades ("I") at the end of a semester should arrange for the completion of the course with the instructor. A student has 4 weeks from the end of the semester to complete an "I" grade. Failure to complete the course within the 4 weeks may result in a failing grade ("F") for the class. Incomplete forms are available from the instructor.

#### **Appeals (as printed in the MTI General Catalog)**

A student who believes that he/she received an inaccurate final grade should contact the course instructor immediately and attempt to resolve the grade dispute. If the grade is found not to be a clerical error, and the student feels the grade was awarded in a manner inconsistent with the criteria stated in the course syllabus, the student may appeal the grade by submitting a statement of reason for the appeal to the Vice-President for Academic Affairs no less than four calendar weeks into the subsequent term. The decision of the Vice President for Academic Affairs is final.

#### **Exceptions to Regulations (as printed in the MTI General Catalog)**

Students who request exception to academic regulations must submit a letter to the Vice-President for Academic Affairs explaining special circumstances which might permit waiver of MTI regulations. Requests will be referred to the Vice-President for Academic Affairs for review with input from the department, the Registrar, Director of Admissions, or other interested parties.

# SAFETY AGREEMENT

Although there are certain hazards present in the medical laboratory, it is possible to make the laboratory a safe work environment. Each laboratory worker must agree to observe all safety rules posted or unposted which are required by the instructor or employer. No set of rules can cover all of the hazards that may be present. However, several general rules are listed below:

1. Keep all personal items, such as purses, book bags, cell phones, and binders away from your working area. These items should be placed on the back tables in the laboratory.
2. Avoid eating, drinking, smoking, gum chewing, or applying makeup in the work area.
3. Wear a laboratory jacket or coat and closed-toe shoes.
4. Pin long hair away from face and neck to avoid contact with chemicals, equipment, or flames.
5. Avoid wearing chains, bracelets, rings or other loose hanging jewelry.
6. Use gloves when handling blood, biological specimens, and hazardous chemicals or reagents.
7. Use universal barrier precautions in handling patients and biological specimens, including human blood and diagnostic products made from human blood.
8. Disinfect work area before and after laboratory procedures and any other time necessary.
9. Wash hands before and after laboratory procedures, before putting on and after removing gloves, and any other time necessary.
10. Discard all contaminated material into an appropriate, labeled biohazard container. (A rigid, puncture-proof container must be used for disposal of sharp objects such as needles and lancets.)
11. Wear safety goggles when working with strong chemicals and when splashes are likely to occur.
12. Wipe up spills promptly and appropriately for the type of spill.
13. Avoid tasting, smelling, or breathing the dust of any chemicals.
14. Follow the manufacturer's instructions for operating equipment.
15. Handle equipment with care and store it properly.
16. Report any broken or frayed electrical cords, exposed electrical wires, or damaged equipment.
17. Discard any broken glassware into a safe container.
18. Allow visitors only into nonworking area of the laboratory.
19. Report any accident to the supervisor immediately.

All students will agree to follow all set rules and regulations as required by the instructor or supervisor, including those listed above. Students have been informed that biological specimens and blood products may possess the potential of transmitting diseases such as hepatitis and acquired immunodeficiency syndrome (AIDS). Students understand that even though diagnostic products are tested for HIV antibodies and Hepatitis B surface antigen (HbsAg), no known test can offer 100% assurance that products derived from human blood will not transmit disease.

Student's signature: \_\_\_\_\_

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



# **STUDENT HEALTH**

Students are responsible for their own medical and health care costs. Affiliated sites will provide emergency health care to students; however students will bear the cost.

Mitchell Technical Institute students are covered by professional liability insurance. Such professional liability insurance coverage provides a minimum coverage limit of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) annual aggregate.

During a student clinical practicum experience at an affiliate site (hospital/clinic) Mitchell Technical Institute covers the student under their Workmen's Compensation Insurance.

## **IMMUNIZATIONS:**

All MLT students must receive immunization for Hepatitis B virus. Documentation of previous immunizations or immunizations at Mitchell Technical Institute must occur. Prior to any participation in a clinical practicum experience, proof of such student's compliance with Hepatitis B immunization is necessary.

A current dTap, proof of Varicella zoster, and two-step tuberculosis skin test is required upon admission to a clinical site by most affiliates.

## **REPORTING OF AN ACCIDENT**

Any occurrence of an injury during the laboratory classes at Mitchell Technical Institute must be reported to an instructor immediately. An incident form must be completed. Forms are available in the Business Office.

All injuries during working hours at an affiliated site must be reported to a clinical supervisor in the laboratory. Proper medical attention as per the policies of the site must occur. MTI instructors must be notified of such incident within 24 hours of occurrence.

## **BACKGROUND CHECKS**

A background check must be successfully completed upon acceptance to the program. Our extern site facilities now require a background check on all students training at their facility.

# Clinical Practicum Guide, Policies & Agreement

## INTRODUCTION TO CLINICAL PRACTICUM GUIDE AND POLICIES

The clinical practicum portion of the Medical Laboratory Program is essential in order to fulfill the objectives of the curriculum. The affiliated medical laboratory can be of help in providing the setting needed to enable the student to gain the practical experience necessary to complete his or her preparation to become a qualified medical laboratory technician. The student's activities during clinical practicum include observation, practice and performance of laboratory test procedures, written assignments, keeping of records, online examinations, and evaluations.

The clinical practicum training period is 22 weeks in length for a total of 880 clock hours. The student's schedule and duties are set by the affiliated laboratory. The student is supervised at all times and is not paid a wage for time spent at the affiliated laboratory. Primary emphasis is placed upon the student's actual performance of laboratory test procedures considered to be of a routine nature in the five major disciplines:

1. Hematology
2. Urinalysis
3. Clinical Chemistry
4. Microbiology-Serology
5. Immunochemistry

Student experiences in other areas of laboratory work are at the discretion of the affiliated laboratory. The actual total number of laboratory test procedures performed by the student is not as important as the quality achieved to perform the procedures with the necessary degree of accuracy, precision, and efficiency. The chief concerns during clinical practicum are that the student:

1. Learn to organize a daily workload.
2. Learn to increase technical expertise.
3. Learn to recognize and correct performance errors.
4. Learn to follow a system of quality assurance and control.
5. Learn to work with patients and co-workers.
6. Complete all assignments.

Evaluation of the student's performance and progress is done by laboratory personnel and MTI instructional staff. One person at the affiliated laboratory is designated as the supervisor of the student's clinical practicum and is to be responsible for the scheduling, assignment of duties, and evaluation. Frequently this person is the laboratory supervisor who may delegate this to other laboratory personnel who work with the student. The instructors from MTI visit the affiliated laboratory on a scheduled basis to confer with the supervisor and the student and evaluate the student's performance and coordinate the clinical practicum. Contact is also maintained by telephone, email, and mail correspondence.

# MITCHELL TECHNICAL INSTITUTE

## **Medical Laboratory Technician Program**

### **Clinical Practicum**

#### GENERAL GOALS

After successful completion of the didactic courses in the Medical Laboratory Technician (MLT) Program the student is required to complete an 880 hour clinical practicum at a school appointed clinical affiliate. In addition to adherence to the mission and goals of Mitchell Technical Institute the MLT clinical practicum goals in general are to provide the student with a clinical setting where the student can under supervision:

1. Obtain a level of technological instruction equal to the latest procedures and instrumentation in a medical laboratory as appropriate for entry level as a MLT.
2. Develop ethical professionalism as related to the medical field to include confidentiality.
3. Gain empathy and respect for the people the medical laboratory field serves.
4. Demonstrate responsible actions to include attendance.
5. Accept instruction and constructive criticism willingly.
6. Maintain a friendly atmosphere with co-workers.
7. Practice safety in all respects of the laboratory to include universal precautions.
8. Process specimens properly for each respective department of the laboratory.
9. Perform quality assurance in all procedures and equipment.
10. Demonstrate competency in laboratory computer technology.
11. Pursue additional reference material as related to the medical laboratory.
12. Meet all requirements of their clinical practicum as outlined by Mitchell Technical Institute.

# MITCHELL TECHNICAL INSTITUTE

## Medical Laboratory Technician Program

### Clinical Practicum

#### SPECIFIC DEPARTMENT OBJECTIVES

#### HEMATOLOGY/HEMOSTASIS

The student while under supervision will be able to perform accurately the following using safe laboratory procedures and proper laboratory techniques:

- Obtain blood samples for Hematology analysis to include finger puncture and venipuncture.
- Prepare samples for Hematological procedures to include dilutions and staining.
- Use instrumentation to include automated cell counters and coagulation.
- Recognize normal and abnormal results encountered in Hematology and Hemostasis.
- Use quality assurance procedures to include quality control.
- Identify technical errors and apply problem solving techniques.
- Perform preventative maintenance on hematology and coagulation instrumentation.
- Recognize major disease states which correlate with laboratory results.
- State the principle of the procedures used and perform the following tests:

Complete Blood Count to include:

- Hemoglobin
- Hematocrit
- Red blood cell count
- White blood cell count
- Indices
- Differential White Count
- Platelet counts
- Manual Differential Count identifying normal cells and recognizing abnormal cells.
- Reticulocyte count
- Prothrombin Times
- Activated Partial Thromboplastin Tests
- Erythrocyte Sedimentation Rate
- Cell counts on other body fluids

Observation and exposure to other laboratory tests performed in a Hematology and Hemostasis department as appropriate for a particular laboratory. This may include Histograms, RDW, screening tests for abnormal Hemoglobins, specialty stains, eosinophil count, activated clotting time, specific clotting factors, bone marrow smears and others.

## HEMATOLOGY/HEMOSTASIS

### Procedures/Tests

- Manual Differential with Morphology
- RBC Morphology, Inclusions, Indices
- WBC Morphology with Differential, Artifacts, Inclusions
- Manual Cell Counts on Body Fluids
- WBC and Platelet Estimate from Blood Smear
- Automated WBC, RBC, and Platelet Counts
- Hematocrit
- Manual Reticulocyte Counts
- Hemoglobin
- Westergren sedimentation Rate
- Special Stains (1 or more of the following)
  - periodic acid-Schiff
  - myeloperoxidase
  - Sudan black
  - chloracetate esterase
  - nonspecific esterase
  - tartrate-resistant acid phosphatase
  - terminaldioxynuetestidy transferase
  - Prussian blue
- Leukocyte Alkaline Phosphatase Stain
- Partial Thrombolysin Time
- Prothrombin Time
- Thrombin Clotting Time
- Fibrinogen
- Factor Assays
- Latex FDP Assay
- Latex D-Dimer Assays

### Instruments/Methods

- Automated Stainers
- Microhematocrit Centrifuge
- Automated Cell Counters
- Automated WBC Differential
- Scattergrams
- Photo-Optical Detection of Fibrin Clot

MITCHELL TECHNICAL INSTITUTE

**Medical Laboratory Technician Program**

**Clinical Practicum**

SPECIFIC DEPARTMENT OBJECTIVES

**URINALYSIS AND BODY FLUIDS**

Students while under supervision will be able to perform accurately the following using safe laboratory procedures and proper laboratory techniques:

- Prepare samples for Urinalysis/Body Fluid examinations to include preservatives and centrifugation.
- Use Instrumentation in Urinalysis/Body Fluid procedures.
- Recognize normal and abnormal results in Urinalysis/Body Fluid exams.
- Use quality assurance procedures to include quality control.
- Identify technical errors and apply problem-solving techniques.
- Recognize major disease states, which correlate with laboratory results.
- State the principle of the procedure and perform the following tests:

Routine urinalysis to include microscopic examination  
Perform confirmatory urinalysis tests when appropriate  
Spinal fluid cell count, differential of white cells  
Occult blood  
Seminal fluid analysis and/or sperm count  
Synovial fluid analysis

- Troubleshoot instruments and procedures as needed.
- Perform preventative maintenance on instruments.
- Observation and exposure to other laboratory tests performed in Urinalysis and
- Body Fluid Examinations as appropriate for a particular laboratory.

## **Urine, Body Fluids and Stool Analysis**

Physical, Chemical, and Microscopic Examination of Urine

Urine Reducing Substances

Urine Pregnancy Test

Cerebrospinal Fluid Cell Count, Differential, and Chemistry

Fecal Occult Blood

Automated Dipstick Reader

MITCHELL TECHNICAL INSTITUTE

**Medical Laboratory Technician Program**

**Clinical Practicum**

SPECIFIC DEPARTMENT OBJECTIVES

**IMMUNOHEMATOLOGY**

Students while under supervision will be able to perform accurately the following using safe laboratory procedures and proper laboratory techniques:

- Obtain proper blood samples for immunohematology analysis.
- Screen blood donors to include medical history and physical examination.
- Draw blood donors for the hospital blood bank if applicable at site.
- Process donor units to include immunohematology testing.
- Observe autologous and directed donations, therapeutic phlebotomy.
- Observe preparation and storage of blood components.
- Perform a Direct and Indirect antiglobulin technique.
- Determine an ABO and Rh blood type.
- Recognize discrepancies in blood grouping.
- Do the procedure for an antibody screen and antibody identification.
- Perform compatibility testing for crossmatched blood.
- Recognize incompatibility crossmatches and apply problem-solving techniques.
- State intern site policies for issuing blood, blood components and RhIG.
- Observe transfusion therapy.
- State the procedure for a transfusion reaction.
- Receive and ship blood and blood inventory.
- State the requirements for site blood inventory.
- Follow all quality controls procedures in immunohematology.
- Perform preventative maintenance on blood bank equipment.
- Test procedures for MLT should include:

ABO typing

Rh typing to include Du

Direct and Indirect antiglobulin

Antibody screening

Antibody identification

Compatibility testing

Transfusion reaction workup

Observation and exposure to all immunohematology tests performed in the department as deemed appropriate by the educational coordinator.

# **Immunohematology/Blood Banking**

## **Components**

- Random Donor Platelets
- Single Donor Platelets
- Packed RBC's
- Leukocyte Reduced RBC's
- Fresh Frozen Plasma
- Cryoprecipitate
- Rho Immune Globulin

## **Procedures/Tests**

- Direct Antihuman Globulin Test
- Indirect Antihuman Globulin Test
- ABO Blood Group System
- Rh Blood Group System
- Antibody Screen
- Major Crossmatch
- Antibody Identification Including Multiple Antibodies
- Phenotyping RBC's
- Prewarming Technique
- Elutions
- Reagent Quality Control
- Emergency Blood Release Procedure
- Transfusion Reaction Work Up

# **Immunology**

## **Tests/Methods**

- Rapid Plasma Reagin Test
- Mononucleosis Test
- Cold Agglutinins or Mycoplasma Antibody
- Streptococcus Antibody Test
- C-Reactive Protein
- Latex Agglutination

# MITCHELL TECHNICAL INSTITUTE

## Medical Laboratory Technician Program

### Clinical Practicum

#### SPECIFIC DEPARTMENT OBJECTIVES

#### CLINICAL CHEMISTRY

Students while under supervision will be able to perform accurately the following using safe laboratory procedures and proper laboratory techniques:

- Obtain proper blood samples for clinical chemistry analysis.
- Obtain arterial blood for blood gases if applicable to clinical site.
- Identify automated chemical analyzers as to their types, components and values each is capable of producing to include immunoassay instrumentation.
- Operate automated clinical instrumentation and perform calibrations and preventative maintenance.
- Use quality assurance procedures to include quality control.
- State the principle of method for each analyte tested in clinical chemistry and immunoassay to include the reagents necessary
- State the reportable units for each analyte.
- Recognize normal and abnormal results for each test.
- Identify technical errors and apply problem-solving techniques.
- Recognize major disease states, which correlate with laboratory results.
- Determine the chemistry profiles used at clinical site and identify test
- Components, and discuss pathophysiological significance of the profiles.

Test procedures for MLT should include:

Glucose, Glucose Tolerance Test, Hgb A-1c  
Urea nitrogen, Uric acid  
Creatinine, creatinine clearance  
Electrolytes  
Blood gases  
Calcium, magnesium  
Cardiac enzymes  
Troponin I or T  
Liver enzymes  
Iron studies  
Therapeutic drug monitoring  
Endocrine studies  
Cholesterol, LDL, HDL, Triglycerides  
Total protein, Albumin, Globulin  
Hormone analysis to include thyroid function tests

Observation and exposure to all clinical chemistry procedures and immunoassays as available and deemed appropriate by the educational supervisors at the clinical site.

## **Chemistry**

At least one representative analyte should be run for each methodology under the instrumentation category.

Total Serum Protein  
Serum Albumin  
Blood Urea Nitrogen  
Creatinine  
Uric Acid  
Iron or Total Iron-Binding Capacity  
Calcium  
Phosphorus  
Magnesium  
Bilirubin  
Cholesterol  
Triglyceride  
High-Density Lipoprotein Cholesterol  
Low-Density Lipoprotein Cholesterol  
Glucose  
Lipase  
Amylase

Creatine Kinase  
Lactate Dehydrogenase  
Aspartate Aminotransferase  
Alanine Aminotransferase  
Gamma-Glutamyl Transferase  
Lipase  
Amylase  
Ethanol  
Ammonia

### **Ion-Selective Electrodes (ISE)**

Electrolytes (Na<sup>+</sup>, K<sup>+</sup>, CL<sup>-</sup>)

### **Immunoassay Techniques**

Tranferrin, Serum Iron, TIBC  
Free T4, Total T4, T3, and TSH  
Prostate Specific Antigen  
Therapeutic Drug Monitoring  
Beta Human Chorionic Gonadotropin  
Troponin

**Osmometry**

Urine and Serum Osmolality

**Automated Multichemistry Analyzer****Other**

Screenings for drugs of abuse

Microalbumin

Glycated hemoglobin

## MITCHELL TECHNICAL INSTITUTE

### **Medical Laboratory Technician Program**

#### ***Clinical Practicum***

### **SPECIFIC DEPARTMENT OBJECTIVES**

#### **MICROBIOLOGY**

Students while under supervision will be able to perform accurately the following using safe laboratory procedures and proper laboratory techniques:

- Obtain specimens for culture from desirable body sources and state sources of errors for aerobic and anaerobic culture.
- Identify potential pathogens upon examination of growth from commonly encountered specimens.
- Identify different sterilization techniques and disinfecting.
- Utilize and prepare media.
- Perform and interpret a Gram stain.
- Describe colony morphology for various bacterial growths.
- Prepare stain slides for direct examination.
- Culture, identify and differentiate staphylococci and streptococci.
- Culture and identify Neisseria.
- Culture, identify and differentiate Enterobacteriaceae.
- Culture and identify non-fermentative bacilli, gram-negative coccobacilli, Hemophilus, Gardnerella, Campylobacter.
- Review staining of acid-fast smears and culturing for acid-fast bacilli.
- Observe culture and identification of spore forming bacilli.
- Perform MIC.
- Use problem-solving techniques for troubleshooting and correlation of microscopic, colonial and biochemical characteristics.
- Obtain a blood culture and identify growth-suing instrumentation if available.
- Perform a rapid group A strep antigen test.
- Do a urine colony count.
- Recognize major clinical manifestations of potential pathogens in pure and mixed cultures and correlate with patient information.
- Observe collection of viral specimens and state necessary concerns for transportation.
- Observe collection of Chlamydiae specimens and perform immunological identification.
- Culture and identify Candida albicans.
- Observe identification of Cyptococcus neoformans to include India ink.
- Concentrate a fecal sample for parasites.

- Look at and/or prepare a trichrome stain for parasites.
- Identify macroscopically and/or microscopically parasites common to the United States either by laboratory specimens or use of reference material.
- Perform immunological tests for ID of *Clostridium difficile*.
- Obtain fungal specimens and state necessary precautions for growth and transportation.

# Microbiology

## Bacteria and Fungi

Staphylococcus aureus  
Staphylococcus epidermidis  
Other coagulase-negative Staphylococcus species  
Streptococcus viridans  
Beta Streptococcus group A/group B  
Other beta hemolytic Streptococci  
Enterococcus faecalis/faecium  
Other group D streptococci/enterococci  
Streptococcus pneumoniae  
Listeria species  
Corynebacterium species  
Bacillus species  
Lactobacillus species p  
Escherichia coli  
E coli 0157:H7  
Klebsiella-Enterobacter-Serratia  
Proteus-Providencia-Morganella  
Citrobacter species  
Other Enterobacteriaceae  
Aeromonas species  
Campylobacter jejuni  
Salmonella species  
Shigella species  
Yersinia enterocolitica  
Pseudomonas aeruginosa  
Stenotrophomonas (Xanthomonas) maltophilia  
Burkholderia (Pseudomonas) cepacia  
Acinetobacter calcoaceticus  
Other nonfermentative gram-negative bacilli  
Pasteurella multocida  
Neisseria gonorrhoeae and meningitides  
Moraxella (Branhamella) catarrhalis  
Haemophilus influenzae  
Other Haemophilus species  
Gardnerella vaginalis  
Legionella pneumophila  
Actinomyces species  
Bacteroides fragilis/fragilis group  
Bacteroides  
Prevotella melaninogenica-oralis group  
Clostridium perfringens  
Clostridium difficile

Fusobacterium species  
Propionibacterium species  
Candida albicans

### **Parasitology**

Entamoeba histolytica and coli  
Giardia lamblia  
Trichomonas vaginalis  
Cryptosporidium species  
Trichuris species  
Plasmodium species  
Taenia species  
Hymenolepsis nana

### **Procedures/Tests/Cultures**

Gram Stain  
Modified Acid-Fast Stain  
Blood Culture - - routine and fungal  
GC (gonococcus)  
Throat cultures  
Urine cultures  
Sputum cultures  
Wound/Abscess cultures  
Body Fluid Cultures  
Anaerobic Cultures  
Antimicrobial Susceptibility - - minimum inhibitory concentration and Kirby-Bauer  
Rapid Group A Streptococcus Antigen Tests  
Yeast Assimilations  
Enzyme Immunoassay Methods  
Stool Microscopic Examination for Fecal Leucocytes  
Beta Lactamase Detection  
Commercial Bacterial Identification Systems  
TSI/LIA urea  
Trichrome Stain for Parasites  
Formalin/Ethyl Acetate Concentration for Parasites  
Giemsa Stain for Parasites

### **Instruments**

Blood culture and bacterial identification

**Mitchell Technical Institute**  
**MLT Program**  
**Historical List of Clinical Practicum Sites**  
**Used by MTI**

Avera Sacred Heart Hospital  
501 Summit Street  
Yankton, SD 57078

Avera Queen of Peace Hospital  
525 N Foster  
Mitchell, SD 57301

IHS/Indian Health Service  
2200 Canyon Lake Drive  
Rapid City, SD 57701

Sanford Mid-Dakota Hospital  
300 S Byron Blvd  
Chamber, SD 57325

Huron Regional Medical Center  
172 SE 4th SE  
Huron, SD 57350

Sanford USD Medical Center  
1100 S Euclid  
Sioux Falls, SD 57105

Avera St. Benedict Hospital  
1 West Glynn  
Parkston, SD 57366

Yankton Medical Clinic  
1104 West 8<sup>th</sup>  
Yankton, SD 57078

# **STUDENT ASSIGNMENT TO A CLINICAL PRACTICUM SITE:**

Approximately two months prior to the start of the clinical practicum period, each student will be assigned a site by the Program Director. The decisions will be based on the following:

Needs of students (to include marriages, house ownership, children of school age, etc.)

Grade Point Averages (GPA's). Students are advised that GPA is very important in the placement process. If there are two students applying for the same site, the GPA may be a factor in the final decision.

Interviews will be conducted at the various extern sites. It will be the site's decision on the placement of the student at their site. In the event a student does not receive acceptance at any of the designated extern sites, it will be up to the student to find an extern site that will successfully fulfill the criteria needed to complete their degree. This site must be approved by the MLT program director.

NOTE: Once a clinical practicum assignment is made, it is expected that they will not be changed.

## **STUDENT SCHEDULES AND ATTENDANCE**

The daily work schedule for the student will be determined by each intern site. It will ensure that the student will fulfill the 880 clock hours of bench time needed to complete the program. This schedule may typically be 5 days per week, 40 hours per week. This would require 22 weeks at the intern site. Attendance is stressed. If more than 5 days of absence are documented, a waiver from the Program Director may be needed to complete the program. If the absences are of a medical nature, the program Medical Director may need to review the medical evaluations of your attending physician. Students are NOT on the MTI holiday schedule while on clinical practicum. They are on the clinical practicum's holiday schedule. If you do work on a scheduled holiday, you can take an additional number of hours (up to a maximum of 8) and apply them to the 880 total required. All absences must be made up. You must physically put in the 880 clock hours of practice. They will be documented by your training supervisor on a daily basis.

# **MITCHELL TECHNICAL INSTITUTE**

## **MEDICAL LABORATORY TECHNICIAN PROGRAM**

### **OFFICIAL ATTENDANCE RECORD-CLINICAL PRACTICUM**

This is the official attendance record for your clinical practicum. You must keep a daily record and must have your technical supervisor/educational coordinator initial your hours weekly. In addition, some laboratories have other methods for tracking time (time cards, time clocks, etc.), which you may also have to adhere to. However, this form must be completed and turned into the staff at MTI along with your other clinical practicum assignments at the end of your 22 weeks. If it is not, you will not have completed your course outline and will not receive grades for your clinical practicum.

# CLINICAL PRACTICUM ATTENDANCE RECORD

MINIMUM REQUIRED CLINICAL PRACTICUM HOURS = 880

CODE	DEPARTMENT	HRS	WKS
H	Hematology	160	4
U	Urinalysis	80	2
	(Hemo. & UA may be combined)		
M	Microbiology	200	5
I	Immunohematology	200	5
C	Chemistry	240	6
	(Chem. to include immunoassay/Sp. Chem.)		

This schedule is a suggested schedule for the extern. It will vary based on the externship site.

# **STUDENT CONDUCT DURING CLINICAL PRACTICUM**

All students are expected and required to meet and maintain accepted professional standard of employee conduct. This would include proper, acceptable dress and appearance. The clinical practicum site is responsible for orientation of the students to include policies and procedures applicable to their conduct while on site premises.

Students shall follow site policies of confidentiality with all information or records of the site to include patient, visitors, personnel or business of the site. The clinical practicum site will document attendance records and disciplinary actions.

## **Laboratory Environment during Clinical Practicum**

The MLT program requirements include successful completion of the above didactic curriculum as outlined in each course syllabus. The clinical practicum is 880 hours in length. At the practicum students must complete: online comprehensive tests, three sets of worksheets for each area, proficiency sheets signed by the affiliated laboratory educational coordinator (supervisor), a record of hours completed, and an evaluation of each department. The use of program specified procedure checklists, worksheets and required hours ensures that the students' experiences are comparable at each clinical site to develop entry-level competencies.

After demonstrating proficiency in a laboratory skill, students, with qualified supervision, may be permitted to perform procedures. Although once a laboratory competency is achieved repetition of a laboratory skill will be minimal. Service work policies will be clearly defined with the affiliate sites and students are not to be substituted for clinical staff. Students will be under supervision of designated laboratory personnel during their clinical practicum. This may be a different person on different days or shifts. Learning experiences for other than normally scheduled hours will be clearly defined. It is highly suggested that students take part in varying shifts when nearing the end of their clinical experiences. This will help ensure the students' exposure to preventive maintenance practices and the need to be able to multi-task in all areas of the lab.

Volunteering for community activities, such as health fairs, is not mandatory for the student but strongly encouraged as a way to promote the profession. If a student is hired by the clinical affiliate for laboratory skills as phlebotomy, these hours must be considered "off hours" and do not apply toward the 880 required hours for the clinical practicum.

## **Withdrawal from Clinical Site**

The clinical practicum site may request MTI to withdraw any MLT student whose conduct or practice will have a detrimental effect on patients, site, personnel or other students. MTI shall withdraw any such student at the request of the clinical practicum site. Sites shall have the right to refuse acceptance of any student for clinical practicum experience who has previously been discharged for reasons which would make the affiliation undesirable. It will be up to the student to find a new extern site that meets the requirements needed to finish their degree in the event they have been dismissed. This site must be approved by the program director of the MLT program.

## **STUDENT EVALUATIONS AT CLINICAL PRACTICUM SITES**

Student performance and progress is evaluated by the affiliated laboratory and MTI personnel. MTI instructors from the MLT program shall visit the affiliated laboratory during the student's clinical practicum experience and confer with the laboratory personnel as to the student progress and aid in coordinating the experience. An MTI instructor is continually available to the MLT students and site via telephone, cell phone, or email and a maximum of three clinical visits (minimum of one) for immediate guidance or consultation during the clinical practicum experience. An MTI instructor shall be available, as needed, for conference discussions involving individual students and site representatives.

**Program Graduation Requirement:** Students must earn a grade of C or higher in technical courses during the clinical practicum in order to graduate.

### **MTI courses required during clinical practicum experience:**

ML 214 Practical Clinical Hematology/Hemostasis	5 credits
ML 224 Practical Clinical Urinalysis/Body Fluids	2 credits
ML 274 Practical Clinical Immunohematology	4 credits
ML 214 Practical Clinical Microbiology/Serology	5 credits
ML 234 Practical Clinical Chemistry/Immunoassay	6 credits

### **EVALUATIONS FOR ABOVE COURSES ARE:**

25% WORKSHEETS

25% COMPREHENSIVE ONLINE TESTS (4)

50% CLINICAL PRACTICUM EVALUATION FOR SITE

Criteria for worksheets, tests and clinical practicum site evaluations are stated with each identity.

Mitchell Technical Institute shall award academic credit to each MLT student of the clinical practicum experience.

**MITCHELL TECHNICAL INSTITUTE  
MEDICAL LABORATORY TECHNICIAN PROGRAM**

**COMPREHENSIVE CLINICAL  
PRACTICUM TEST #1**

Spring 2015

Questions	Department	Grade
40	HEMATOLOGY/HEMOSTASIS	_____
20	URINALYSIS/BODY FLUIDS	_____
40	CLINICAL CHEMISTRY	_____
40	MICROBIOLOGY	_____
40	IMMUNOLOGY/IMMUNOHEMATOLOGY	_____
180	TOTAL	_____

**NAME:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **ADMINISTERED BY:** \_\_\_\_\_

ALL EXTERN TESTS ARE ONLINE. THE RESULTS WILL BE SENT ELECTRONICALLY FOR GRADING. THIS EXAM IS YOURS TO USE FOR BOARD CERTIFICATION READINESS.

MITCHELL TECHNICAL INSTITUTE  
MED LAB PROGRAM  
1800 EAST SPRUCE STREET  
MITCHELL, SD 57301

**Mitchell Technical Institute  
Medical Laboratory Technician Program  
Worksheets**

**Subject matter for worksheets—Three (3) units each.**

Hematology/Hemostasis  
Clinical chemistry  
Urinalysis/Body fluids  
Microbiology  
Immunology/Immunochemistry

**Grading criteria – 25% of Clinical Practicum grade per department**

A- 90% - 100%  
B- 89% - 80%  
C- 79% - 70%  
D- 69% - 60%  
F - Less than 60%

An “A” worksheet consists of:  
All information complete  
All facts accurate, no omissions  
Neatly written using phrases and equations

A “B” worksheet consists of:  
Almost all information complete  
Most facts accurate  
Neatly written using phrases and equations

A “C” worksheet consists of:  
Most information complete  
Most facts accurate  
Neatly written using phrases and equations

A “D” worksheet consists of:  
Many items of information incomplete  
Many facts inaccurate  
Poorly written and difficult to read

A “F” worksheet consists of:  
Most items incomplete  
Most facts inaccurate  
Poorly written and nearly impossible to read  
Arrival after due date for clinical practicum exercises

# MITCHELL TECHNICAL INSTITUTE MEDICAL LABORATORY TECHNICIAN PROGRAM

## Clinical Practicum Evaluation Grading Criteria for a MLT Student

This evaluation form is to be filled out by the clinical faculty or assigned technologist responsible for the student during the period of evaluation. This appraisal form will be used to evaluate the student's performance at the middle and end of a clinical rotation. The middle evaluation is like a mid-term grade to give the student feedback on their performance and an opportunity to digest the information and respond to it. The end of the rotation evaluation will become part of the student's permanent record and grade.

### Instructions to Evaluators:

1. Please be honest in rating the characteristics of the student.
2. Base your judgment on behavior you feel is *characteristic* of the student *during* the period of evaluation rather than on an isolated incident.
3. Fill in the appropriated box for each behavior/performance electronically on Trajecsys.
4. Use the comment space for information regarding the student including praise or any problems you may have encountered.
5. If the description of the criteria does not apply, please comment or mark N/A

**IMPORTANT:** Please contact Mitchell Technical Institute, Medical Laboratory Technician Program, if you suspect or know of student behavior not appropriate in the clinical laboratory. 1-800-952-0042 Ext. 7106 or 605-995-7106.

EVALUATION	POINTS	DESCRIPTION
Excellent	9.5	Displays superior aptitude.
Above Average	8.5	Does well meeting department objectives (requirements).
Satisfactory/Average	7.5	Meets <b>minimum</b> entry-level objectives (requirements).
Below Average	6.5	Needs practice and further instruction.
Unsatisfactory	5.5	Has demonstrated little or no improvement with practice and additional instruction.

Each evaluation will be graded as:

Sum of clinical department evaluation points: \_\_\_\_\_ = 75% of grade

Sum of Professionalism evaluation points: \_\_\_\_\_ = 25% of grade

**Student Total Points:** \_\_\_\_\_ **Corresponding Letter Grade** \_\_\_\_\_

**Student Points = Letter grade**

**A = 90-100**

**B = 80-89**

**C = 70-79**

**D = 60-69**

**F = below 60**

STUDENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_

**Mitchell Technical Institute**  
**CLINICAL PRACTICUM EVALUATION- MLT**  
**CLINICAL URINALYSIS**

<b>Criteria for a MLT student: Point value of each:</b>	<b>Unsatisfactory 5.5 pts each</b>	<b>Below average 6.5 pts. each</b>	<b>Average 7.5 pts. each</b>	<b>Above Average 8.5 pts. each</b>	<b>Excellent 9.5 pts. each</b>
Demonstrates physiological knowledge of the urinary system, exudates, transudates, and various body fluid, and semen.					
Identifies patients and specimens properly; accurately processes specimens for departmental analysis.					
Demonstrates knowledge regarding collection and measurement of 24 hr. urine specimens; preserves an adequate aliquot for assay.					
Performs physical, chemical, and microscopic analysis of urine, including confirmatory testing.					
Performs quality control properly, including documentation of acceptable values and the ability to react to unacceptable values.					
Demonstrates knowledge of normal reference ranges of tests performed, recognizing incorrect results.					
Performs analyses on body fluids other than urine (CSF synovial fluid, semen, etc.) as well as other testing offered by the laboratory such as occult blood.					
Follows test procedures using procedural manuals as necessary.					
Reports laboratory results accurately into lab computers & records them legibly.					
Follows laboratory safety protocol; maintains a clean work area.					
Comments:					

STUDENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 DEPARTMENT: \_\_\_\_\_ BY: \_\_\_\_\_

**Mitchell Technical Institute**  
**Affective Domain (Laboratory Professionalism)**

Criteria for a MLT student: Point value of each:	Unsatisfactory 5.5 pts each	Below average 6.5 pts. each	Average 7.5 pts. each	Above Average 8.5 pts. each	Excellent 9.5 pts. each
Conducts himself/herself in ethical and professional manner					
Possesses good communication skills and maintains good interpersonal relationships with clinical staff					
Projects an image of professionalism including appearance, dress, attitude and confidence.					
Works independently and with others under time constraints.					
Strives to follow all safety guidelines in the laboratory					
Successfully handles stressful situations such as emergency & STAT laboratory orders.					
Responds positively to criticism & challenges					
Seeks assistance or advice from proper authority.					
Keeps laboratory personnel informed & takes appropriate actions.					
Strives to provide good customer service in the healthcare arena					
Maintains confidentiality of patient information.					
Maintains satisfactory attendance					
Comments:					

Clinical site signature: \_\_\_\_\_  
 MTI instructor signature: \_\_\_\_\_  
 Student signature: \_\_\_\_\_

Student grade: Sum of clinical department evaluation: \_\_\_\_\_ = 75% of grade  
 Sum of professionalism: \_\_\_\_\_ = 25% of grade  
**Total Grade:** \_\_\_\_\_ = **points**  
**Letter Grade:** \_\_\_\_\_

**Student Points = Letter grade**

**A = 90-100      B = 80-89      C = 70-79      D = 60-69      F = below 60**

# PROCEDURE CHECKLIST

**Objective:** After observation of techniques and demonstration of analysis and/or methods, the student will be able to successfully execute the following tasks in a job setting after the usual employee orientation as an entry level Medical Laboratory Technician (MLT).

**Completion Date:** After a student has completed the final or full rotation in a department.

**Departments with procedure checklists:**

- Hematology/Phlebotomy
- Immunoematology (Blood Banking)
- Clinical Chemistry/Immunoassay
- Microbiology (Bacteriology, Parasitology, Mycology, Virology)
- Urinalysis/Body Fluids
- Serology
- Instrumentation

**Form completion:**

**Proficiency yes/no:** Fill in yes if student is able to perform the tests as would an entry level technician. If after clinical practicum the student is still unable to perform the test or has not been exposed to the procedures, then answer no.

**Has observed/working knowledge:** Check this column if student is not proficient in a procedure but has observed the techniques at their extern site BUT is able to exhibit knowledge of the test.

**No experience/working knowledge:** Check this column if student has not performed or observed this procedure BUT is able to discuss the test in regard to its use, techniques and clinical application.

**Comments:** Use for explanation of student ability, number of tests performed, details of procedure at your clinical site, and other information regarding student performance of tests.

## PROCEDURE CHECKLIST

### Instrumentation

The student after observation of technique and demonstration of analysis or method will be able to successfully execute the following tasks in a job as an entry level Medical Laboratory Technician:

TEST	PROFICIENT YES/NO	HAS OBSERVED/ Working Knowledge	NO EXPERIENCE/ Working knowledge	COMMENT	TECH/ DATE
Laboratory Computer System					
Microscopes					
Centrifuges					
Automated pipettes					
<b>HEMATOLOGY:</b>					
Automated cell counter					
Automated WBC differential					
Scattergrams					
Microhematocrit centrifuge					
Automated Stainers					
Automated coagulation					
<b>CHEMISTRY:</b>					
End point spectrophotometry					
Kinetic spectrophotometry					
Enzyme immunoassay					
Fluorometry					
Nephelometry					
Osmometry					
Automated multichemistry analyzer					
Ion selective electrodes					
<b>URINALYSIS:</b>					
Automated dipstick reader					
Osmometry					
<b>MICROBIOLOGY:</b>					
Blood culture automation					
Bacterial identification					
<b>IMMUNOHEMATOLGY:</b>					
Automated cell washers					
Gel system for typing and/or antibody screening					
Immunoematology centrifuges					
Blood Bank temp. control					

## PROCEDURE CHECKLIST URINALYSIS/BODY FLUIDS

The student after observation of technique and demonstration of analysis or method will be able to successfully execute the following tasks in a job setting after usual employee orientation as an entry level Medical Laboratory Technician:

TEST	PROFICIENT YES/NO	HAS OBSERVED/ Working Knowledge	NO EXPERIENCE/ Working knowledge	COMMENT	TECH/ DATE
Physical exam for urinalysis					
Reagent strips (chemistry exam) for urinalysis					
Specific gravity – refractometer					
Clinitest					
Acetest					
Protein (SSA) acid test					
Icotest					
Urine Osmolarity					
UA micro exam for cells					
UA micro exam for crystals					
UA micro exam for casts					
UA micro exam for “other”					
Fecal specimen for WBCs					
Fecal specimen Occult blood					
Synovial fluid exam					
Seminal fluid analysis					
Sperm count					
Nasal smear for eosinophils					
Spinal fluid hematology tests					
Spinal fluid specimen for chem.					
Spinal fluid specimen for micro.					
Urine pregnancy test					

## PROCEDURE CHECKLIST HEMATOLOGY

The student after observation of technique and demonstration of analysis or method will be able to successfully execute the following tasks in a job setting after usual employee orientation as an entry level Medical Laboratory Technician:

TEST	PROFICIENT YES/NO	HAS OBSERVED/ Working Knowledge	NO EXPERIENCE/ Working knowledge	COMMENT	TECH/ DATE
Venipuncture					
Capillary stick					
Arterial draw					
CBC					
Scattergrams					
Histograms					
Manual diff with morphology					
Hemoglobin					
Hematocrit					
White cell count/differential					
Indices					
Erythrocyte sedimentation rate					
Reticulocyte count					
Prothrombin time					
Partial Thromboplastin time – APTT					
Fibrinogen assay / Thrombin clotting time					
FDP slide test / D-dimer test					
Malaria smear					
Bone marrow preparation					
Osmotic fragility					
Special stains					
Others:					
Others:					

## PROCEDURE CHECKLIST MICROBIOLOGY

The student after observation of technique and demonstration of analysis or method will be able to successfully execute the following tasks in a job as an entry level Medical Laboratory Technician:

TEST	PROFICIENT YES/NO	HAS OBSERVED/ Working Knowledge	NO EXPERIENCE/ Working knowledge	COMMENT	TECH/ DATE
Sample Collection					
Inoculate solid media					
Inoculate liquid media					
Gram stain					
Acid-fast stain					
India ink stain					
Trichrome stain					
Sputum culture					
Throat culture					
Urine culture					
Wound / abscess culture					
Blood culture					
Genital culture					
Identify & differentiate Staph					
Identify & differentiate Strept					
Identify & differentiate Neisseria					
Identify & differentiate Hemophilus					
Identify & differentiate gram negative bacillus					
Beta lactamase detection					
Identify & differentiate Campylobacter					
Urine colony counts					
Fungal culture					
Identify common fungi					
Identify common yeasts					
KOH slide preparation					
Serotyping					



## PROCEDURE CHECKLIST CHEMISTRY/IMMUNOASSAY

The student after observation of technique and demonstration of analysis or method will be able to successfully execute the following tasks in a job as an entry level Medical Laboratory Technician:

<b>TEST</b>	<b>PROFICIENT YES/NO</b>	<b>HAS OBSERVED/ Working Knowledge</b>	<b>NO EXPERIENCE/ Working knowledge</b>	<b>COMMENT</b>	<b>TECH/ DATE</b>
Comprehensive metabolic test panel					
Metabolic test panel					
Electrolytes (Na, K, Cl, CO <sub>2</sub> , Anion gap)					
Electrolytes (Na, K, Cl)					
Lipid panel (Chol, Trig, HDL)					
Liver panel (AST, ALT, Albumin Total & Direct bilirubin)					
Glucose					
GTT Glucose tolerance test					
2 hr. glucose tolerance					
Hbg A1c (Glycated Hgb)					
Urea (BUN)					
Creatinine					
Creatinine clearance					
Uric acid					
Total Cholesterol					
HDL / LDL lipoprotein					
Triglycerides					
Total protein					
Albumin					
Total bilirubin					
Direct bilirubin					
AST (SGOT)					
ALT (SGPT)					
GGT					
Lipase					
Ammonia					
Total CPK (CK)					
Amylase					

<b>TEST</b>	<b>PROFICIENT YES/NO</b>	<b>HAS OBSERVED/ Working Knowledge</b>	<b>NO EXPERIENCE/ Working knowledge</b>	<b>COMMENT</b>	<b>TECH/ DATE</b>
CK-MB band					
Troponin					
Microalbumin					
Total LDH (LD)					
Total calcium					
Ionized calcium					
Magnesium					
Phosphorus					
Alkaline Phosphate					
Lactic acid					
PSA					
Serum iron					
TIBC					
Ferritin					
Transferrin					
Vitamin B 12					
Blood gases					
TSH					
Free Thyroxine (FT4)					
Total Thyroxine (T4)					
Beta HCG					
Catecholamines					
Cortisol					
Lithium					
Acetaminophen					
Acetylsalicylic acid – aspirin					
Gentamycin					
Tobramycin					
Digoxin					
Carbamazepine					
Phenytoin					
Valproic Acid					
Theophylline					
Osmolality (serum/urine)					
Others:					

## PROCEDURE CHECKLIST SEROLOGY

The student after observation of technique and demonstration of analysis or method will be able to successfully execute the following tasks in a job as an entry level Medical Laboratory Technician:

TEST	PROFICIENT YES/NO	HAS OBSERVED/ Working Knowledge	NO EXPERIENCE/ Working knowledge	COMMENT	TECH/ DATE
RPR/VDRL					
Monotest					
C-reactive protein (latex)					
C-reactive protein (immunoassay)					
Cold agglutinins					
Rubella					
Rapid Strept screen					
RA factor					
ANA/FANA					
Influenza A					
Influenza B					
Rotavirus					
HIV					
Hepatitis A antibody					
Hepatitis B antibody					
HBsAB					
HCV					
Giardia					
RSV					
Clostridium difficile					
Helicobacter pylori					
Beta - HCG urine					
Beta - HCG serum					
PKU collections					
Others:					

## PROCEDURE CHECKLIST IMMUNOHEMATOLOGY

The student after observation of technique and demonstration of analysis or method will be able to successfully execute the following tasks in a job as an entry level Medical Laboratory Technician:

TEST	PROFICIENT YES/NO	HAS OBSERVED/ Working Knowledge	NO EXPERIENCE/ Working knowledge	COMMENT	TECH/ DATE
Prepare a 2-5% cell suspension					
Read & grade agglutination					
Read & grade hemolysis					
ABO grouping					
RH <sub>0</sub> (D) typing					
Weak D (Du) typing					
Other Rh group typing					
Solve ABO discrepancies					
Direct Coombs (DAT)					
Antibody screening					
Antibody identification including multiple antibodies					
Compatibility testing (Xmatch)					
Blood component selection					
Prewarming techniques)					
Elutions					
Issuance of blood & components					
Emergency blood release procedure					
Platelet processing & selection for patients					
Pooling platelets					
Thawing/pooling cryoprecipitate					
Selecting/thawing FFP					
Transfusion observation					
Transfusion reactions workup					
Cord blood workup					
RhIG (RhoGam) processing					
Donor selection					
Donor/therapeutic phlebotomy					
Processing donor components					
Quality assurance Bld. Bank equipment & reagents					
Other:					

# **MEDICAL LABORATORY TECHNICIAN PROGRAM AGREEMENT**

This Agreement is made and entered into this first day of \_\_\_\_\_, by and between \_\_\_\_\_(Hospital), of \_\_\_\_\_, South Dakota, and Mitchell Technical Institute, of Mitchell, South Dakota (Institute).

## **WITNESSETH:**

WHEREAS, Institute offers a program in Medical Laboratory Technician for qualified students preparing for Medical Laboratory Technician (MLT) careers.

WHEREAS, Institute desires to provide its Medical Laboratory Technician Students with a clinical practicum experience; and

WHEREAS, Hospital operates an acute care hospital, own laboratory facilities, conducts medical laboratory functions and employs trained and qualified laboratory personnel; and

WHEREAS, Hospital and Institute recognize it is imperative and necessary for the proper education of students enrolled in the MLT Program to receive clinical experience and instruction; and

WHEREAS, it is in the best interests of Hospital to foster and encourage training and education of medical laboratory technicians to ensure an adequate supply of such trained professionals to meet patient needs; and

WHEREAS, Institute and Hospital desire to cooperate in the education of Medical Laboratory Technician students.

NOW, THEREFORE, in consideration of the mutual covenants, promises and provisions of this agreement and in consideration of the above and foregoing, it is hereby

AGREED by and between Institute and Hospital as follows:

## **A. RESPONSIBILITIES OF HOSPITAL**

1. Hospital hereby agrees to accept students of Institute that are enrolled in the Medical Laboratory Technology program as hereinabove mentioned, for participation in a MLT practicum experience. Such clinical practicum experience shall include actual participation in laboratory testing and clinical instruction in area relating to medical laboratory procedures. Nothing in this Agreement shall preclude Hospital from accepting students from any other university, college or technical institutes for

clinical practicum experience in the area of medical laboratory technology or any other area. Students shall qualify for participation in the clinical practicum experience at Hospital upon successful completion of the didactic portion of the MLT curriculum offered and required by Institute prior to enrollment in clinical practicum experience, and by providing to Hospital proof of adequate health insurance coverage.

2. Hospital shall allow Institute's MLT students to enter the premises of Hospital for the purposes of the clinical practicum experience at such times that are mutually agreed upon by Institute and Hospital.
3. Hospital shall provide adequate physical resources and equipment for the purposes of the clinical practicum experience, including conference facilities, workroom space and reference materials. Provided, however, that such availability does not interfere with the regular operations and needs of Hospital.
4. Hospital shall provide competent and qualified instructors for the purposes of this Agreement. Hospital, with consultation and assistance from Institute, shall assume full responsibility for planning and executing the clinical practicum experience, including overall implementation, administration and content. Hospital shall have the right to accept or refuse any MLT student's participation in said clinical practicum experience.
5. Hospital agrees to orient the MLT students to Hospital, including its policies and procedures applicable to their conduct while on Hospital's premises.
6. Hospital shall have sole authority and control over all aspects of laboratory work and patient care, including those activities wherein MLT students may be exposed to or interrelate with Hospital's patients.
7. Hospital shall permit access to medical records of selected patients as required to carry out the clinical practicum experience.
8. Hospital and its personnel shall follow existing policies regarding confidentiality and other information or records of Institute, including information and records of its students and employees.
9. Hospital shall allow MLT students to utilize the library and other resource materials whenever these facilities are open for normal hospital purposes and not otherwise in use.
10. Hospital agrees to provide emergency health care to the MLT students, with Institute and/or the MLT students bearing the cost of the same.

11. Hospital shall maintain attendance records and documentation of disciplinary actions for a reasonable amount of time and submit the same to Institute upon request thereof.

**B. RESPONSIBILITIES OF INSTITUTE**

1. Institute shall be responsible for maintenance of all records and reports regarding the MLT students' clinical practicum experience. Institute shall be responsible for establishing criteria require for proper and continued student performance in the medical laboratory program and maintaining proper records thereof.
2. Institute shall be responsible for ensuring that MLT students in the clinical practicum experience and shall have the sole right to initially accept or refuse any MLT student's participation in said program, except to the extent that such right of acceptance or refusal conflicts with Hospital's right to accept or refuse such students for participation in clinical practicum experience.
3. Institute shall be responsible for ensuring that MLT students registered for the clinical practicum experience have completed the required courses prior to commencing the clinical practicum experience, including proper education to fully and adequately demonstrate adequate knowledge of medical laboratory technology, patient care and medical laboratory safety procedures.
4. The hospitalization and medical care for MLT students participating in the clinical practicum experience shall be the individual responsibility of such students. Institute warrants that all MLT students have been tested for working under supervision for the work that is required under the clinical practicum experience. Institute further warrants that all such MLT students are immunized for Hepatitis B. Institute shall provide to Hospital, prior to any individual student participating in the clinical practicum experience, proof of such student's compliance with the Hepatitis B immunization. Institute shall require students to comply with all of hospital's health policies.
5. Institute, as well as its employees and students, including the MLT students in the clinical practicum experience, shall maintain the confidence of any personal, medical or other information relevant to the patients, visitors, personnel, or business of Hospital. Institute agrees to appraise its employees and students of the confidential nature of all patient and medical information.
6. MLT students shall be subject to the rules, regulations and policies of Hospital. Institute shall assume full responsibility for its MLT students' full compliance with such rules, regulations and policies insofar as they pertain to activities on Hospital's premises.
7. MLT students shall conform to a dress code that is acceptable to Hospital.

8. Institute shall provide to Hospital, prior to or during a MLT student's affiliation, pertinent and appropriate information necessary to perform the provisions of this Agreement.
9. Institute warrants that Institute and its MLT students participating in the clinical practicum experience are covered under a group or individual professional liability insurance policy carried by either Institute or its students. Such professional liability insurance coverage shall provide minimum coverage limits of One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate. Prior to the commencement of the clinical practicum experience, Institute shall provide to Hospital copies of certificates of such insurance for Institute and each MLT student that is participating in the clinical practicum experience and, upon request, copies of the insurance policies.
10. MLT students shall be responsible for all personal expenses while participating in the clinical practicum experience, including transportation, meals and lodging. It is understood that MLT students may utilize Hospital's cafeteria facilities and may purchase meals at the same cost to Hospital's employees.
11. Institute shall appoint and make available an instructor who shall be continually available to the MLT students via telephone, and a maximum of three (3) visits per six (6) month program, for immediate guidance or consultation during the clinical practicum experience. Such instructor shall further be available, as needed, for conference discussions involving individual MLT students and a Hospital representative. At the minimum, there shall be one formal meeting each year between an Institute representative and Hospital representative to ensure a high quality clinical practicum experience.
12. Institute shall award academic credit to each MLT student for the clinical practicum experience, as set forth in the Institute school catalog.

**C. MUTUAL RESPONSIBILITIES**

1. Institute shall assign and Hospital shall accept MLT students for clinical practicum experience without discrimination as to laboratory assignment or use of Hospital's facilities. Institute shall assign and Hospital shall accept such MLT students without discrimination as to faith, national origin, color, race, sex, age, creed, marital status or handicap.
2. Hospital may request Institute to withdraw any MLT student whose conduct or practice will have a detrimental effect on patients, Hospital, personnel or other MLT students. Institute shall withdraw any such MLT student at the request of Hospital. Hospital shall reserve the right to refuse acceptance for clinical practicum experience any MLT student who previously has been discharged for reasons which would make the affiliation undesirable.

3. Institute and Hospital agree to appoint a representative from their respective facility for purposed of maintaining on-going, open, communications and for scheduling and attending meetings to ensure understanding of the roles and expectations of both institutions in fulfilling the terms of this Agreement. The point of contact for each facility is:

Hospital: \_\_\_\_\_ *Laboratory Director*

Institute: *Lynne M. Smith, MEd. MT (ASCP) Program Director*

4. Neither Institute, its faculty, nor the MLT students shall be entitled to, nor receive, compensation of any kind from Hospital in connection with the clinical practicum experience.

#### **D. OTHER PROVISIONS**

1. Term. This Agreement shall become effective \_\_\_\_\_, \_\_\_\_\_. The term of this Agreement is for a period of one (1) year, and it will be renewed automatically under the terms hereof for subsequent one (1) year periods unless either party gives the other party at least sixty (60) days prior written notice of intent to terminated the Agreement. Notwithstanding the foregoing, either party may terminate this Agreement, with or without cause, by providing sixty (60) days prior written notice to the other party of intent to terminate. If Hospital terminates Agreement, it will permit the then current MLT students to complete their clinical practicum experience.
2. Number of Students. The number of MLT students participating in the clinical practicum experience at any given time shall be limited to \_\_\_\_\_(\_\_\_\_).
3. Working Hours. Individual MLT students participating in the clinical practicum experience shall be given an average of forty (40) hours per week to spend in clinical experiences. Hospital shall submit to Institute a student clinical rotation schedule which will include hours, days off and holidays.
4. Insurance. For the purposes of this Agreement, Institute and Hospital agree that MLT students are not employees of Hospital and, as such, are not eligible for worker's compensation coverage by Hospital while on the premises of Hospital or involved in any procedure or clinical practicum experience. Institute agrees to carry such accident and personal injury liability insurance covering MLT students as may be require or is acceptable to Hospital, and Institute shall provide to Hospital the necessary certificates as evidence of such insurance. During and after term of this Agreement, Institute further agrees to indemnify and hold Hospital harmless of any and all damages to person or property and any claims, liabilities, cost or expense (including attorney's fees and medical treatment expenses ), resulting from injuries, accidents or other occurrences affecting MLT student during or as a result of the clinical practicum experience.

5. Indemnity. Institute hereby expressly agrees to indemnify and hold Hospital harmless from all damages to persons or property or any other claims, liabilities, cost or expenses (including attorney's fees), resulting from the acts or omissions, including default or negligence, of Institute and its employees, students (including the MLT students, against principals, agents, successors, or assigns). Institute shall further indemnify Hospital for any and all damages, costs or expenses (including attorney's fees), resulting from any claims or causes of action brought by Institute's employees or students, including its MLT students, against Hospital. Hospital hereby expressly agrees to indemnify and hold Institute harmless from any and all damages to persons or property or any other claims, liabilities, costs or expenses (including attorney's fees), resulting from the acts or omissions, including default or negligence, of Hospital and its employees, principals, agents, successors or assigns.
  
6. Non-Assignment. No assignment of this Agreement or the rights and obligations there under shall be valid without the specific written consent of both parties hereto.
  
7. Waiver/Breach. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach of the same or other provision hereof.
  
8. Joint Preparation. This Agreement shall be deemed to have been prepared jointly by the parties hereto and any uncertainty or ambiguity shall not be interpreted more strongly against either of the parties.
  
9. Governing Law. This Agreement shall be deemed to have been entered into in the State of South Dakota and all duties, obligations and rights there under shall be governed by the laws of the State of South Dakota.
  
10. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to its subject matter. It supersedes any prior agreement or understanding between them and it may not be modified or amended except by a writing executed by both parties.

MITCHELL TECHNICAL INSTITUTE

By: \_\_\_\_\_  
 Its: President

By: \_\_\_\_\_

By: \_\_\_\_\_  
 Its: Program Director

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

# **Graduation Requirements**

# GRADUATION REQUIREMENTS

Mitchell Technical Institute awards Certificates, one-year Diplomas, two-year Diplomas and Associate of Applied Science Degrees. Specific program requirements and course sequences are described by program. It is the responsibility of each student to monitor his or her academic progress. The student is expected to know the graduation requirements pertinent to his or her program, to be cognizant of his or her grade point average, to make appropriate elective course selections and to add/drop courses to best facilitate attainment of his or her educational goals. To assist in making these important decisions, students should consult with their academic advisors. To earn a Certificate, Diploma or AAS Degree, students must:

1. Complete the requirements of each program as specified in the current MTI General Catalog.
2. Achieve a minimum cumulative grade point average of 2.00 (C).
3. Have on file an official high school transcript or high school equivalency certificate.
4. File a Request to Graduate form with the Registrar's office.
5. Complete the General Education requirements as defined by the program of study's curriculum:
  - A. Certificate  
No general education requirements
  - B. Diploma Requirements
    1. 3.0 credits in English
    2. 3.0 credits in computer literacy
    3. 3.0 credits in mathematics
    4. 1.0 credit in Student Success
  - C. Associate of Applied Science Degree Requirements
    1. 3.0 credits in English
    2. 3.0 credits in computer literacy
    3. 3.0 credits in mathematics
    4. 3.0 credits in behavioral science
    5. 3.0 credits in social science
    6. 1.0 credit in Student Success
6. Complete at least 50% of coursework at MTI.

Students are required to fulfill all financial obligations to MTI. Certificates, diplomas and transcripts will be held until financial obligations are fulfilled.

Students are required to comply with the policies and regulations of the MTI catalog and the Student Handbook during their enrollment at MTI.

## **Conferring of Degrees and Diplomas**

Degrees and diplomas are officially conferred at the conclusion of each semester in

December, May and August. Public commencement exercises are held only in the spring.

Students who plan to receive a diploma or degree must apply for graduation by filing a Request to Graduate form with the Registrar's office. The form must be received in the Registrar's office prior to registration of the student's final spring semester. It is the student's responsibility to confirm that all graduation requirements, including required coursework, are met.

To be eligible to participate in the annual spring graduation ceremony, students must be able to complete their remaining graduation requirements by the end of the subsequent semester.

A note about posthumous awards: MTI awards posthumous degrees to deceased students who were currently enrolled at the time of death and who completed 50% of their program.

### **Honors Designation**

A student will be granted High Honors by maintaining a 3.75 or higher cumulative grade point average. A student will be granted Honors by maintaining a 3.50 - 3.74 cumulative grade point average. An honors designation for the purpose of commencement is calculated using a student's cumulative GPA through the fall semester prior to graduation.

# MLT GRADUATION REQUIREMENTS

Students in the MLT Program must meet all requirements for graduation as outlined in the Mitchell Technical Institute catalog.

In addition the students must receive a “C” or better in technical didactic courses on MTI campus as well as received a grade of “C” or better for Clinical Practicum courses.

Didactic courses to include:

- ML 104 Medical Laboratory Fundamentals
- ML 105 Instrumentation
- MA 101 Medical Terminology
- MA 103 Anatomy/Physiology
- ML 111 Hemostasis
- ML 112 Hematology
- ML 121 Urinalysis/Body Fluids
- ML 144 Intro to Laboratory Chemistry
- ML 171 Immunology/Serology
- ML 240 Microbiology
- ML 230 Clinical Chemistry
- ML 272 Immunohematology/Blood Banking

Clinical Practicum Courses to include:

- ML 214 Practical Clinical Hematology
- ML 224 Practical Clinical Urinalysis/Body Fluids
- ML 244 Practical Clinical Microbiology
- ML 274 Practical Clinical Immunohematology
- ML 234 Practical Clinical Chemistry/Immunoassay

Students must meet the requirements for General Education to include three credits in each of the following:

- Communications
- Mathematics
- Computer Science
- Sociology
- Psychology

All requirements for Clinical Practicum (Externship) must be met to include the completed documentation of Proficiency Checklists and Externship Time Sheet.

# **Operational Policies & Procedures**

# **STUDENT RECORDS** (as printed in the MTI General Catalog)

## **The Family Education Rights and Privacy Act of 1974**

The Family Education Rights and Privacy Act of 1974 protects the privacy of students' educational records. The statute governs access to records maintained by educational institutions and the release of educational information. The Institute is in compliance with the Family Educational Rights and Privacy Act of 1974. Compliance procedures are further defined in the Student Handbook.

The statute provides students access to their permanent files and an opportunity for a hearing to challenge the records if they are inaccurate or otherwise inappropriate. Permission must be obtained from a student before releasing personally identifiable data from the records.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain and share without your consent PII from your education records and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service and migrant student records systems.

## **Directory Information**

The Institute discloses, without consent, "directory" information. Directory information is defined as:

- Student's name, address and phone number
- MTI issued email address
- Major field(s) of study
- Dates of enrollment
- Degree(s) and awards received

Participation in officially recognized activities/sports  
Information which denotes accomplishments or achievements  
Individual or group photographs

The Institute provides students with the opportunity to request nondisclosure of information. Students who wish to request nondisclosure of directory information must contact the Registrar's office to complete a Privacy-Nondisclosure Request Form.

**Responsible Office** - The Registrar or designee is the MTI official who coordinates inspection, review, and/or disclosure procedures for student educational records. For further questions related to the release of student record information, please contact the Registrar's Office.

**Permanent Records/Transcripts** – Permanent records are kept on all students. Official transcripts of this information will be issued on the following basis:

1. Grade reports are issued to graduates at no cost. Grade reports issued to students are labeled as "Issued to Student".
2. All requests for transcripts will be made in person or in writing. Students must authorize Mitchell Technical Institute to release their transcript to potential employers. If requesting transcripts by mail, a student must provide the name under which he or she was enrolled, the program Social Security number and the years attended. Official transcripts are mailed to a person other than the student in a sealed, labeled envelope. Cost of official transcripts is \$5.00 each.

**I. POLICY**

It is the policy of Mitchell Technical Institute to provide a learning and working environment free from discrimination. To that end, Mitchell Technical Institute requests students and staff to assist the Institute in identifying barriers to a discrimination-free learning and working environment. The following grievance procedure is provided as an avenue for the processing of complaints toward the prompt, equitable, and appropriate elimination of unlawful discrimination from the learning and working environment.

**II. DEFINITIONS**

- A. **Grievance:** a complaint alleging a violation of any policy, procedure, or practice which would be prohibited by Title IX, Section 504, and other federal and state civil rights laws, rules, and regulations. Complaints of other natures should be pursued under Policy MTI 1045: Student Complaints and Appeals.
- B. **Title IX:** of the Education Amendments of 1972, the 1975, and 1980 implementing regulations, and any memoranda, directives, guidelines, and subsequent legislation or regulation that may be issued
- C. **Section 504:** of the Rehabilitation Act of 1973.
- D. **Federal and State Civil Rights Laws, Rules, and Regulations:** 1964 Civil Rights Act, Title VI, Title VII as amended, Title IX, Age Discrimination Act of 1967 and 1975 as amended, Equal Pay Act of 1963, Section 504, the Constitution of South Dakota, and implementing federal and state rules and regulations.
- E. **Grievant(s):** a student, parent, or guardian who submits a grievance
- F. **Mitchell Technical Institute,** 1800 E. Spruce, Mitchell, South Dakota 57301
- G. **Title IX or Title IX/Section 504 Coordinator:** the employee designated to coordinate the Institute's efforts to comply with equity regulations and facilitate processing of complaints (hereafter Coordinator). **NOTE:** The Institute may authorize others to conduct investigations of complaints.
- H. **Day:** a working day; the calculation of days in grievance processing shall exclude Saturdays, Sundays, and school holidays

**III. BASIC PROCEDURAL RIGHTS:** applicable to all levels of the grievance process

- A. The Title IX (or Title IX/Section 504) Coordinator (or authorized individual) shall receive complaints, actively and independently investigate the merit of complaints and assist the parties in prompt and equitable resolution of complaints. The Coordinator may be utilized as a resource by any party at any level of this procedure.

- B. This procedure does not deny the right of the grievant to file formal complaints with other state and federal agencies (South Dakota Human Rights Commission or the United States Department of Education Office of Civil Rights) or to seek private counsel for complaints alleging discrimination.
- C. In investigation of sexual harassment or sexual intimidation, it is recommended that the grievant be accompanied by a friend, parent, or advisor of their own choosing for support during any part of the process.
- D. Retaliation against any person filing a grievance or any person participating in the investigation or resolution of a grievance is a violation of law and constitutes the basis for filing a separate grievance.
- E. If a grievance is taken to the Board of Education for a formal contested case hearing, parties shall have the right to representation, to present witnesses and evidence, and to question opposing witnesses.
- F. It is the policy of this Institute to process all grievances in a confidential manner, to the extent possible.
- G. The President, Vice-President for Academic Affairs, or School Board member of the district may request that the Title IX Coordinator or any other authorized individual conduct an investigation of suspected violations of Title IX. The investigator will prepare a report as outlined in Level 2 of the grievance process.

#### **IV. PROCESS**

##### **Level 1: Vice-President for Academic Affairs or Immediate Supervisor (informal and optional—may be bypassed by grievant)**

Many problems can be solved by an informal meeting with the parties and the Vice-President for Academic Affairs or Coordinator. An exception is that complaints of sexual harassment should be discussed with the first line supervisor or administrator that is not involved in the alleged harassment. Persons filing complaints of sexual harassment should never be forced to confront the alleged harasser. Further, handling of complaints through informal measures should not be used to impede the prompt resolution of the complaint, and the grievant may bypass informal measures at any time to file a formal complaint.

##### **Level 2: Title IX (Title IX/Section 504) or Other Authorized Grievance Coordinator**

If the complaint or issue is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance; 2) the remedy requested; and 3) be signed and dated by the grievant. The Level 2 written grievance must be filed with the Coordinator (or designated person) within sixty (60) days of the event or incident, or from the date the grievant could reasonably have become aware of such occurrences.

The Coordinator (or designated person) has authority to investigate all written grievances. The Coordinator will submit a written report of the investigation with the President and the Superintendent within fifteen (15) days after receipt of the written grievance. The Coordinator's report will include the following:

1. A clear statement of the allegations of the grievance and remedy sought by the grievant.
2. A statement of the facts as contended by each of the parties.
3. A statement of the facts as found by the Coordinator and identification of evidence to support each fact.
4. A list of all witnesses interviewed and documents reviewed during the investigation.
5. A narrative describing attempts to resolve the grievance.
6. The Coordinator's conclusion as to whether the allegations in the grievance are meritorious.
7. If the Coordinator believes the grievance is valid, the Coordinator will recommend appropriate action to the President.

The President will publish a decision within ten (10) days of receipt of the report. Copies of the President's decision will be sent by certified mail to both parties to document receipt of the written decision. A copy will also be sent to the district superintendent.

Any recommended actions that are not under appeal will be implemented by the Institute within sixty (60) days, unless with reasonable justification communicated to all parties.

### **Level 3: Superintendent of Schools**

If either party is not satisfied with the decision at Level 2, either party may make a written appeal to the Superintendent of Schools within ten (10) days of receiving the President's decision. The Superintendent will publish a decision within ten (10) days of receipt of the appeal. Copies of the Superintendent's decision will be sent by certified mail to both parties to document receipt of the written decision.

The decision of the Superintendent of Schools will be final.

## **V. OTHER OPTIONS**

At any time during this process, a grievant may file a complaint with the South Dakota Human Rights Commission (222 East Capital, Suite 11, c/o 500 Capital Avenue, Pierre, South Dakota 57501; [605] 773-4493) OR with the United States Department of Education, Office for Civil Rights, Denver Regional Office, Federal Building, 1244 Speer Boulevard, Denver, Colorado 80204-36582 OR take private legal action.

With questions or complaints CONTACT:

Title IX Coordinator:	Mitchell School District No. 17-2 Equity Coordinator	995-3023
Building Contact:	Vice-President for Academic Affairs	995-3023

TECHNICAL ASSISTANCE AVAILABLE:

Equal Education Opportunity Office  
700 Governors Drive  
Pierre, SD 57501-2291  
Phone: (605) 773-5407

South Dakota Division of Human Rights  
222 East Capital, Suite 11  
c/o 500 Capital Avenue  
Pierre, SD 57501  
Phone: (605) 773-4493

## **ACADEMIC ADVISING (As printed in the MTI Student Handbook)**

Each student at Mitchell Technical Institute will be assigned an academic advisor (usually a faculty member from the student's program). Academic advisors provide students with the needed connection to the various campus services. In addition, academic advisors will assist students in course selection during the registration process to ensure timely program completion. Students are ultimately responsible for taking and successfully completing all required coursework; however, advisors provide helpful guidance and support for making good academic decisions. Program requirements and course information can be accessed via the student's MyMTI account.

Advisors meet with their advisees at least once per semester and are encouraged to monitor the student's grades and attendance. The advisor will maintain confidentiality with respect to the student's personal and academic information. They are also committed to treating all students with fairness, objectivity, and impartiality.

## **WITHDRAWAL FROM SCHOOL (As printed in the MTI Student Handbook)**

### **Withdrawing from a Course**

A student may withdraw from a course after the 10th day and through the first 60% of the semester. A student who withdraws from a course before the 60% date will be issued a grade of "W" to indicate official withdrawal from the course. (A "W" grade is not computed in the student's grade point average). Students who stop attending a class are not automatically withdrawn from the course. Students who quit attending class and have not completed the official withdrawal process will receive a failing grade. Students will not be allowed to withdraw from courses after 60% day except under unusual circumstances and with the approval of the Vice-President for Academic Affairs.

60% dates will be published annually on the MTI website. The 60% factor for summer term courses may vary from course to course.

No registration change is official until the properly approved form is filed with the Registrar's office; the official date of the withdrawal is the date the form is filed in the Registrar's office. No refunds are issued to students who withdraw from a course.

### **Withdrawing from School Entirely**

Students planning to withdraw from school entirely are required to complete a "Withdrawal Form" available in the Registrar's office. On rare occasions, when completing the form is not possible for the student, then a formal notification to the Registrar's office or the Center for Student Success must be made either by phone call or MTI-issued email account. A student is not officially withdrawn from the institute until the proper withdrawal form is filed with the Registrar's office.

The process for officially withdrawing from school is:

1. Complete a withdraw form available in the Registrar's office.

2. Complete an exit interview with a Student Success Coach or the Registrar.
3. Complete an exit interview with the Financial Aid Office.

Refunds for Official Withdrawals, if any, are calculated by the student's last date of attendance. A Return of Title IV funds will be calculated and federal funds will be sent back to the Department of Education. MTI has the right and will bill the student for any federal funds that are sent back to the Department of Education. Students who officially withdraw and who receive an earned grade for any course during the semester are not eligible for a refund for that course. (See the Business office for a refund schedule.)

Students withdrawing entirely from school, wishing to re-enroll at a later date, are required to complete a new Application for Admission.

### **Unofficial Withdrawal/Inactive Students**

Students who have not demonstrated academic activity in all courses are considered "Unofficial Withdrawals". Students who are considered Unofficial Withdrawals will receive all failing grades for any classes in which they are registered and their withdrawal date will be considered the midpoint of the semester (midterm). A 50% refund for Unofficial Withdrawals will be applied. A Return of Title IV funds will be calculated and federal funds will be returned to the Department of Education. Please note: When an Unofficial Withdrawal is applied, MTI has the right and will bill the student for any federal funds that are returned to the Department of Education.

### **Academic Activity Defined**

For students to receive federal financial aid, students must demonstrate academic activity. If academic activity is not confirmed in each class, federal financial aid will be cancelled or reduced based upon the classes where academic activity is confirmed.

The United States Department of Education defines Academic Activity as:

- Physical attendance where there is direct interaction between the instructor and student;
- Completion and submission of an academic assignment, quiz or exam;
- Participation in a study group as assigned by the instructor;
- Participation in an online discussion;
- Initiated contact with the instructor pertaining to an academic course.

Academic Activity is NOT:

- Logging into an online class or MyMTI
- Meeting with an academic advisor

### **Administrative Withdrawals for Subsequent Semesters**

A student registered for a subsequent (future) semester may be administratively withdrawn from the future semester if the student has an outstanding account balance from the current semester or if the student is serving an academic suspension. A student may register after his/her account is paid in full or the suspension has expired.

**Withdrawal for Military Activation**

Students who are members of the National Guard or reserves who are activated and have attended classes for 75% of the semester during which they are called to active duty, will be allowed to receive the grade they have earned and given full credit for the class/course, providing it is a C or better. Students who are activated prior to 75% of a complete semester will receive a “W”.

# **Accreditation of MLT Program**



**Standards of Accredited Educational Programs  
for the  
Medical Laboratory Technician**

**PREAMBLE**

**Objectives**

The purpose of these Standards and the Description of the Profession is to establish, maintain, and promote standards of quality for educational programs in the clinical laboratory sciences and to provide recognition for educational programs which meet or exceed the minimum standards outlined in this document.

The Standards are to be used for the development and evaluation of medical laboratory technician programs. Paper reviewers and site visit teams assist in the evaluation of the program's compliance with the Standards. Lists of accredited programs are published for the information of students, employers, and the public.

**DESCRIPTION OF THE MEDICAL LABORATORY TECHNICIAN PROFESSION**

The medical laboratory technician is qualified by academic and applied science education to provide service in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical laboratory technicians perform, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The medical laboratory technician has diverse and multi-level functions in the areas of collecting, processing, and analyzing biological specimens and other substances, principles and methodologies, performance of assays, problem solving, troubleshooting techniques, significance of clinical procedures and results, principles and practices of quality assessment, for all major areas practiced in the contemporary clinical laboratory.

Medical laboratory technicians practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Laboratory professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

## **DESCRIPTION OF CAREER ENTRY 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, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis, and Laboratory 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.

### **STANDARDS FOR ACCREDITED AND APPROVED PROGRAMS**

#### **I. Sponsorship**

##### **A. Sponsoring Institution**

The sponsor of an educational program must be one of the following:

1. A post-secondary academic institution accredited by an institutional accrediting agency that is recognized by the U.S. Department of Education and given the authority to provide post-secondary education, which awards a minimum of a certificate at the completion of the program.
2. A hospital, medical center, or laboratory accredited by an applicable recognized agency (see Standards Compliance Guide), which awards a minimum of a certificate at the completion of the program.
3. A non-degree granting post-secondary institution recognized by the state in which it is located. (for Phlebotomy and Clinical Assistant programs only)
4. An institution recognized by the national government or a regional/national accrediting agency for higher education of the country in which it is located as a post-secondary academic institution with degree granting authority. (for programs outside of the United States)

##### **B. Consortium Sponsor**

A separate and distinct entity consisting of two or more members that exists for the purpose of operating an educational program. Where a consortium exists, at least one member of the consortium must meet the requirements of a sponsoring institution specified in I.A. The creation of the consortium must be clearly documented as a

formal memorandum of understanding and signed by all members. This document shall contain the following elements:

1. governance of the consortium
2. lines of authority within the consortium for the educational program
3. responsibilities of each member in the delivery of the educational program

C. Multi-location Sponsor

1. A specified campus location of an entity that controls a system of campuses, which is accredited by an institutional accrediting agency that is recognized by the U.S. Department of Education and given the authority to provide postsecondary education. The specified campus location delivers the educational program in its entirety and awards a minimum of a certificate at the completion of the program.
2. A specified location of an entity that controls a system of hospitals, medical centers, or laboratories accredited by an applicable recognized agency (see Standards Compliance Guide), which awards a minimum of a certificate at the completion of the program.

D. Responsibilities of the Sponsor

1. The sponsor has primary responsibility for:
  - a) supporting curriculum planning and course selection by program faculty and staff
  - b) appointing faculty and staff
  - c) maintaining student transcripts permanently
  - d) granting the degree and/or certificate documenting satisfactory completion of the educational program
  - e) ensuring that appropriate personal safety measures are addressed for students and faculty
  - f) ensuring that all provisions of the Standards are met
  - g) ensuring that graduates of the program have obtained or will obtain the minimum degree and/or certificate upon completion of the program

Pathologists' Assistant programs: a master's degree or higher, or a certificate for students who hold or complete the required degree

MLS, DMS, HTL, and CG, programs: a baccalaureate degree or higher, or a certificate for students who hold or complete the required degree

MLT and HT programs: an associate degree or higher, or a certificate for students who hold or complete the required degree

HT programs: a certificate or an associate degree or higher

Phlebotomy and Clinical Assistant programs: a certificate for the student

2. The sponsor must ensure that the activities assigned to students in the clinical setting are educational.
3. There must be documented ongoing communication between the sponsor and its affiliates for exchange of information and coordination of the program.
4. The sponsor must have a formal affiliation agreement with all other entities that are involved in the education of the students, which describes:
  - a) the relationship
  - b) the roles
  - c) the responsibilities of the sponsor and that entity
  - d) the assurance for completion of students assigned clinical requirements in the event that an affiliation is discontinued

## **II. Assessment and Continuous Quality Improvement**

### **A. Systematic Assessment**

There must be a documented plan for continuous and systematic assessment of the effectiveness of the program.

### **B. Outcome Measures**

A review of the results of the following outcomes measures from at least the last three active years must be documented, analyzed and used in program assessment and continuous quality improvement of the program to include an annual submission to NAACLS. If outcome measure(s) does/do not meet the stated NAACLS approved benchmarks (see Standards Compliance Guide), then an analysis and action plan must be submitted to correct the deficiency (ies).

1. External certification or licensure results
2. Graduation rates
3. Attrition rates
4. Placement rates (i.e., employment positions in the field of study or pursuit of further education)

5. Other (optional): such as results of capstone projects, faculty feedback, exit or final examinations, exit interviews with graduates, student and graduate professional leadership, impact of the program on local and regional healthcare, etc.

C. Program Assessment and Modification

The results of program outcomes measures and assessment must include findings from graduate and employer feedback and be:

1. Reflected in ongoing curriculum development, resource acquisition/allocation, and program modification.
2. Analyzed to demonstrate the effectiveness of any changes implemented.

### III. Resources

A. General Resources

1. The sponsor must appoint sufficient faculty and staff with the necessary qualifications to perform the functions identified in documented job description
2. Resources assessment must be part of a continuous program evaluation
3. Resources must be sufficient to allow achievement of program goals

B. Financial Resources

Financial resources for continued operation of the educational program must be sufficient to achieve the program goals.

C. Physical Resources

Physical resources such as facilities, equipment and supplies, information resources, and instructional resources sufficient to achieve the program goals.

### IV. Students

A. Publications and Disclosures

1. The following must be defined, published, and readily available to prospective and enrolled students:
  - a) program mission statement;
  - b) program goals and graduate competencies;
  - c) programmatic accreditation/approval status including the name, address and contact information for NAACLS;
  - d) results of the program outcome measures as identified in Standard II.B;

- e) list of clinical facilities;
- f) admission criteria, including essentials functions, advance placement, transfer of credits and credits for experiential learning;
- g) list of course descriptions including the number of academic credit hours per course (if appropriate);
- h) names and academic rank or title of the program director and faculty; (and medical director for Pathologists' Assistant programs)
- i) current tuition and fees including withdrawals and refund policies;
- j) policies and processes by which students may perform service work must be published
- k) policies and procedures for:
  - (1) advising and guiding students through the program while maintaining confidentiality and impartiality
  - (2) clinical assignment specifically addressing when placement cannot be immediately guaranteed;
  - (3) student grievance and appeals;
  - (4) criteria for program completion including probation, suspension, and dismissal; academic calendar
- l) rules and regulations governing acceptable personal and academic conduct, including behavior expectations for clinical experience

B. Student Records

1. The program must maintain student records, conforming to any governmental or sponsor regulations. Records example include admission, evaluation, counseling, advising, grades, credits, etc.
2. The student transcript/student record must be retained permanently by the sponsor and contain at least:
  - a) legal name;
  - b) grades and credits;
  - c) dates of admission and completion

C. Health and Safety

1. Health
  - a) The program must provide evidence that the health and safety of students, faculty, and patients during educational activities is safeguarded.
2. Safety
  - a) The program must provide evidence that each student enrolled has received biohazard and safety training.

**V. Operational Policies**

Fair Practices

- A. Student recruitment and admission must be non-discriminatory in accordance with existing governmental regulations and those of the sponsor.
- B. Faculty recruitment and employment practices must be non-discriminatory in accordance with existing governmental regulations and those of the sponsor.
- C. The granting of the degree or certificate must not be contingent upon the student passing any type of external certification or licensure examination.
- D. A teach out plan must be developed and submitted to NAACLS within 30 days of the official announcement of the closure of the program.
- E. Service work by students in clinical settings outside of academic hours must be noncompulsory.
- F. Students may not be substituted for regular staff during their student experiences.

**VI. Administrative: Maintaining Accreditation/Approval**

Program/Sponsoring Institution Responsibilities

Programs are required to comply with administrative requirements for maintaining accreditation/approval, including:

- A. Submitting required documentation, the Self-Study Report, an Application for Continuing Accreditation/Approval, or a required Progress Report as determined by NAACLS by the established deadline;
- B. Paying accreditation/approval fees, as determined by NAACLS;
- C. Informing NAACLS of relevant administrative and operational changes within 30 days. This includes changes in program official names, addresses or telephone numbers; affiliates, status (e.g. inactivity, closure) or location, and institution name;
- D. Submitting the annual online report required by NAACLS by the established deadline;
- E. Agreeing to a site visit date before the end of the period for which accreditation/approval is awarded;
- F. Submitting an outcomes assessment report on an annual basis to NAACLS addressing major changes, if any, and program assessment standards (Standard II) by the established deadline date;
- G. Verifying compliance with these Standards upon request from NAACLS, which may include submitting to an off cycle site visit.

## **VII. MLT Program Administration**

### **A. Program Director**

#### **1. Qualifications**

The program director must be a medical laboratory professional who:

- a) has an earned master's or doctoral degree;
- b) holds ASCP-BOC U.S. generalist certification as a Medical Laboratory Scientist/Medical Technologist.
- c) has three years of teaching experience;
- d) has knowledge of education methods and administration as well as current NAACLS accreditation procedures and certification procedures.

#### **2. Responsibilities**

The program director must:

- a) be responsible for the organization, administration, instruction, evaluation, continuous quality improvement, curriculum planning and development, directing other program faculty/staff, and general effectiveness of the program;

- b) provide evidence that s/he participates in the budget preparation process;
- c) engage in 36 hours of documented continuing professional education over each three years;
- d) be responsible for maintaining NAACLS accreditation of the program;
- e) have regular and consistent contact with students, faculty, and program personnel.

3. Faculty Appointments

The program director must have a faculty appointment at the sponsoring institution or must have a faculty appointment in each affiliated academic institution. In the case of a clinically based program, the program director's appointment at affiliated academic institutions may be a regular one, a non-salaried clinical or courtesy appointment, or an adjunct appointment, depending upon the regulations of the academic institution.

Program Directors who have been approved as a program director of a NAACLS accredited MLT program prior to October 1, 2013 remain eligible as a program director.

B. Site Program Coordinator (required for multi-location programs only; assigned to each participating site)

1. Qualifications

The site program coordinator must:

- a) have an academic degree appropriate to the program level;
- b) hold the same level certification required of a program director;
- c) have at least one year of experience in medical laboratory science education.

2. Responsibilities

The site program coordinator, when required, is responsible for:

- a) coordinating teaching and clinical education;
- b) evaluating program effectiveness;
- c) maintaining appropriate communications with the program director.

C. Faculty

1. Didactic Instructor Appointments

The program must have qualified faculty/instructors who hold appointments within the educational program (e.g., certified professionals in their respective or related fields). The program must ensure and document ongoing professional development of the program faculty/instructors.

a) Qualifications

Faculty/instructors designated by the program must:

- (1) demonstrate adequate knowledge and proficiency in their content areas;
- (2) demonstrate the ability to teach effectively at the appropriate level.

b) Responsibilities

The responsibilities of the faculty/instructors must include:

- (1) participation in teaching courses;
- (2) evaluation of student achievement;
- (3) development of curriculum, policy and procedures;
- (4) assessment of program outcomes.

2. Clinical Liaison

At least one clinical liaison, who is employed by the clinical site, must be designated at each clinical site affiliated with the program to coordinate clinical experience for students.

3. Qualifications

The clinical liaison must:

- a) be a medical laboratory professional who holds discipline appropriate certification and professional licensure (if required by the state) in the program discipline;
- b) demonstrate proficiency in and adequate knowledge of the program discipline;
- c) have at least one year experience as a practicing professional in the program discipline.

4. Responsibilities

The clinical liaison must be responsible for:

- a) coordinating and ensuring effectiveness of clinical instruction at the site;
- b) evaluating effectiveness of clinical instruction;
- c) monitoring and evaluating students' clinical performance;
- d) maintaining effective communication with the program director.

D. Advisory Committee

There must be an advisory committee composed of individuals from the community of interest (e.g., practicing professionals, academic professionals, scientific consultants, administrators, pathologists and other physicians, public member) who have knowledge of clinical laboratory science education.

1. Responsibilities

- a) The advisory committee of the program shall have input into the program/curriculum to maintain current relevancy and effectiveness.

## **VIII. MLT Curriculum Requirements**

A. Instructional Areas

- 1. Prerequisite content in biological sciences, chemistry and mathematics that provides the foundation for course work required in the laboratory science program

2. The curriculum must address pre-analytical, analytical and post-analytical components of laboratory services. This includes collecting, processing, and analyzing biological specimens and other substances, principles and methodologies, performance of assays, problem-solving, troubleshooting techniques, significance of clinical procedures and results, principles and practices of quality assessment, for all major areas practiced in the contemporary clinical laboratory. The program curriculum must include the following scientific content:

- a) Clinical Chemistry
  - b) Hematology/Hemostasis
  - c) Immunology
  - d) Immunochemistry/Transfusion medicine
  - e) Microbiology
  - f) Urine and Body Fluid Analysis
  - g) Laboratory Operations
3. Application of safety and governmental regulations compliance
4. Principles and practices of professional conduct and the significance of continuing professional development
5. Communications sufficient to serve the needs of patients, the public and members of the health care team

B. Learning Experiences

1. Learning experiences (courses, practica, other required activities) must be properly sequenced and include necessary content and activities to enable students to achieve entry level competencies in each major discipline as listed in Standard VIII.A.2.
2. After demonstrating competency, students, with qualified supervision, may be permitted to perform procedures.

C. Evaluations

Evaluation systems must relate to course content and support program competencies. If there is evidence that competencies are not adequately achieved (through feedback mechanisms as described in Standard II.B) then course objectives will be examined in detail to assure that the objectives are behavioral, include all domains and relate directly to the evaluations used.

1. These evaluation systems must be employed frequently enough to provide students and faculty with timely indications of the students' academic standing and progress.

2. The evaluation systems must serve as a reliable indicator of the effectiveness of instruction and course design.

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