



# Student Handbook

## 2024-2025



# Table of Contents

<b>Welcome</b> .....	<b>5</b>
<i>Program Accreditation</i> .....	5
<b>Program Overview</b> .....	<b>5</b>
<i>Certification Eligibility</i> .....	5
<b>Non-Discrimination Notice</b> .....	<b>5</b>
<b>Medical Laboratory Profession</b> .....	<b>5</b>
<i>Description of the Laboratory Profession</i> .....	6
<b>Vision and Mission Statements and Program Overview</b> .....	<b>6</b>
<i>Philosophy:</i> .....	6
<b>Goals and Competencies</b> .....	<b>7</b>
<i>Goals</i> .....	7
<i>Entry-Level Competencies</i> .....	8
<b>Professional Behavior</b> .....	<b>8</b>
<i>Evaluation of Professional Attitudes and Behaviors</i> .....	8
<b>ASCLS Code of Ethics</b> .....	<b>9</b>
<i>Pledge to the Profession</i> .....	10
<b>MLT Program Pillars of Professionalism</b> .....	<b>10</b>
<b>Academic Integrity</b> .....	<b>11</b>
<b>Essential Functions and Technical Standards</b> .....	<b>11</b>
<b>Accommodations for Students with Disabilities</b> .....	<b>13</b>
<b>Administration and Faculty</b> .....	<b>13</b>
<b>MLT Program of Maine Clinical Affiliates</b> .....	<b>14</b>
<b>Program Closure and Teach Out Policy</b> .....	<b>14</b>
<b>Admission Requirements</b> .....	<b>14</b>
<i>Meet the following Prerequisites:</i> .....	14
<i>Required Essay:</i> .....	15
<b>Student Compliance</b> .....	<b>15</b>
<i>Immunization Requirements</i> .....	15
<i>Criminal Background Checks</i> .....	15
<i>Health Insurance Coverage</i> .....	15
<i>HIPPA/Confidentiality Guidelines</i> .....	15
<b>MLT Program Required Coursework</b> .....	<b>16</b>
<i>Medical Laboratory Technology Program Course Descriptions</i> .....	16
<i>UMPI Medical Laboratory Technology, Associate of science</i> .....	18
<i>UMA: Medical Laboratory Technology, Associate of Science</i> .....	19
<b>Advising Policy for the MLT Program</b> .....	<b>21</b>
<i>University and MLT Faculty Responsibilities:</i> .....	21
<i>MLT Student Responsibilities:</i> .....	21
<b>MLT Program Academic Policies</b> .....	<b>22</b>

<i>Academic Performance and Professional Behaviors</i> .....	22
<i>MLT Student Orientation</i> .....	22
<i>Progression in the MLT Program</i> .....	22
<i>Pinning Ceremony</i> .....	22
<b>Degree Plan</b> .....	<b>23</b>
<i>Time to Earn Degree</i> .....	25
<i>Phlebotomy Waiver</i> .....	25
<i>Academic Difficulty: EAB Mid-Term Alerts</i> .....	25
<i>Minimum Grade</i> .....	25
<i>Repeating a Course</i> .....	25
<i>Readmission for Academic Withdrawal</i> .....	25
<i>Readmission for Nonacademic Withdrawal</i> .....	25
<b>Progressive Discipline: Academic Probation</b> .....	<b>26</b>
<i>Complaints and Appeals</i> .....	27
<b>General Policies</b> .....	<b>27</b>
<i>Textbooks and Supplies</i> .....	27
<i>Technical Ability Requirements</i> .....	27
<i>Attendance Policies</i> .....	27
<i>Communication</i> .....	28
<i>Netiquette – Expectations for Electronic Communication</i> .....	28
<i>Use of Social Media</i> .....	29
<i>Social Media Program Policy</i> .....	29
<i>Social Media Policy for Student Use</i> .....	29
<i>Consequences</i> .....	29
<i>Transportation</i> .....	30
<i>Family Education Rights and Privacy Act (FERPA)</i> .....	30
<i>FERPA Release for Clinical Training and Practicum Placement</i> .....	30
<i>Student Records</i> .....	30
<i>Campus Safety</i> .....	30
<i>Student Impairment/Substance Abuse</i> .....	31
<i>Sex Discrimination, Sexual Harassment, Sexual Assault, Relationship Violence, Stalking and Retaliation Policy (Title IX)</i> .....	31
<i>Reference Request</i> .....	31
<b>Policies for Didactic Courses</b> .....	<b>32</b>
<i>Grading</i> .....	32
<i>Exams</i> .....	32
<i>Student Laboratories</i> .....	32
<i>Competency Assessment</i> .....	32
<i>Professional Conduct</i> .....	33
<i>Dress Code</i> .....	33
<i>Inclement Weather</i> .....	33

<i>Technical Difficulties</i> .....	34
<i>Participation</i> .....	34
<i>Electronic Communication Devices</i> .....	34
<i>Infectious Disease Exposure Response</i> .....	34
<b>Course Information and Recommendations</b> .....	<b>35</b>
<i>Time Commitment</i> .....	35
<i>Instructor Recommendations</i> .....	35
<i>Preparation for Written Examinations</i> .....	35
<b>Policies and Expectations During the Clinical Practicum</b> .....	<b>35</b>
<i>Clinical Placement</i> .....	35
<i>Inclement Weather</i> .....	36
<i>Personal Appearance and Hygiene</i> .....	36
<i>Privileged Information and Confidentiality</i> .....	37
<i>Patient Rights</i> .....	37
<i>Safety</i> .....	37
<i>Incident/Accident Reports</i> .....	37
<i>Malpractice Liability Insurance</i> .....	38
<i>Emergency Medical Care</i> .....	38
<i>Service Work Policy</i> .....	38
<i>Unsafe Clinical Practicum Practices</i> .....	38
<i>Request for Removal of Students from the Clinical Practicum</i> .....	40
<i>Suspension / Dismissal from a Clinical Affiliate</i> .....	41

### **Purpose of the MLT Student Handbook**

This handbook is intended for use as a resource of information for students in the MLT Program of Maine. The information and policies presented have been specifically adapted for the MLT Program.

All policies are subject to change by the MLT Program Administration as deemed necessary. Students will be notified of significant content changes via email.

## WELCOME

Congratulations on your admission into the MLT Program of Maine! This Student Handbook provides you with information about the policies and procedures that are important to you as you attend our program. Make sure to keep a copy of this Handbook for future reference.

### PROGRAM ACCREDITATION

The MLT Program of Maine is accredited by: The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 N. River Road, Suite 720 Rosemont, IL 60018. For more complete information about NAACLS and accreditation program status, you can visit the accreditation organization website at: [National Accrediting Agency for Clinical Laboratory Science](#) or call 773-714-8880.

### PROGRAM OVERVIEW

The Medical Laboratory Technology (MLT) Program of Maine was created in 2002 as a collaborative effort between the University of Maine at Presque Isle (UMPI) and the University of Maine at Augusta (UMA) in cooperation with hospitals across the state that serve as clinical affiliates. Medical Laboratory Technology is a two-year program leading to an Associate of Science in MLT, awarded by the home campus.

All MLT lecture courses are available via Zoom conferencing. Lab sessions for each MLT course are typically full day sessions with combinations of wet and dry lab activities. Periodic intensive laboratories will be held at the MLT Training Center, 115 Pullen Hall on the Presque Isle campus and 56 Robinson Hall on the Augusta campus. Students will attend laboratory sessions at their home campus. The final semester is a supervised clinical practicum scheduled at an affiliated hospital laboratory.

### CERTIFICATION ELIGIBILITY

Upon completion, graduates are eligible to take the certification exam administered by the American Society of Clinical Pathologists (ASCP).

The education received from a NAACLS accredited program is acceptable for a period of five years from the date of completion of that program. After five years, the applicant's eligibility will be based on clinical laboratory experience as stated in the current examination eligibility requirements posted on the ASCP Board of Certification website.

Successful completion of the MLT Program and the awarding of the Associate degree in Medical Laboratory Technology is *not* contingent on passing an external certification examination.

## NON-DISCRIMINATION NOTICE

The University of Maine System does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran's status in employment, education, and all other programs and activities.

## MEDICAL LABORATORY PROFESSION

The health of all individuals depends upon the educated minds and trained hands of the medical laboratory professional. The practice of modern medicine at the exacting standards currently required would be impossible without the scientific testing performed daily in the medical laboratory. Maintenance of these standards and progress toward improvement in the quality of laboratory services depends on the dedicated efforts of professional practitioners of medical laboratory science. Through their dedication, the medical laboratory professionals make a vital contribution to the quality of healthcare.

## DESCRIPTION OF THE LABORATORY 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, develop, evaluate, correlate; 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, as well as the public.

The ability to relate to people, a capacity for 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. Laboratory professionals demonstrate principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

All medical laboratory professionals are expected to become active members of their national professional organizations such as the American Society for Clinical Laboratory Science (ASCLS) and the American Society of Clinical Pathology (ASCP). It is through professional organization that laboratorians can control the destiny of their profession.

Students will be required to join ASCP. ASCP membership is free and applications are available [here](#). Information on becoming an ASCLS member, along with applications, can be obtained [here](#). The fee for joining ASCLS is \$30.00 as a "Developing Professional," plus \$5.00 state dues, if applicable.

## VISION AND MISSION STATEMENTS AND PROGRAM OVERVIEW

**VISION:** "Providing Quality MLT Education to Communities Across the State of Maine and Beyond."

**MISSION:** The MLT Program of Maine seeks to prepare graduates to provide consistent, quality patient care including the following entry level skills:

- Apply knowledge of theory and principles,
- Perform laboratory and quality assurance procedures safely, accurately, and efficiently,
- Evaluate laboratory findings to aid in patient diagnosis and treatment,
- Think critically to recognize errors during each phase of laboratory testing.
- Communicate sufficiently to serve the needs of the patient, public and healthcare team and,
- Make appropriate professional decisions that demonstrate a commitment to the patient and career.

### PHILOSOPHY:

The faculty and staff of the MLT Program of Maine are committed to assisting the student toward the greatest academic, personal, and professional potential through quality courses and instruction. With the assistance of its clinical affiliate laboratories, the MLT Program is committed to providing quality didactic and clinical instruction, encompassing the cognitive, psychomotor, and affective domains of learning, to prepare its graduates to work upon career entry as competent medical laboratory technicians in health care facilities. The program is committed to meeting the employment needs of medical laboratories and to providing quality continuing education to laboratory professionals in our service area and beyond.

## PROGRAM GOALS AND COMPETENCIES

### GOALS

The MLT Program of Maine has established the following goals with the support of the Universities:

1. To provide students both academic instruction and professional training in the field of laboratory medicine to meet employment needs of communities in the State of Maine and beyond.
2. To provide an environment conducive to further developing interest in MLT education by participation in professional organizations and encouraging awareness in changing trends in medical laboratory technology.
3. To produce graduates that will demonstrate the technical skill of an entry-level technician in an ethical and professional manner.
4. To produce skilled laboratorians who:
  - through general and technical education, are qualified to perform with minimal supervision, the tests routinely performed in clinical laboratories,
  - are able to identify, collect, label, and log in specimens accurately,
  - have a working knowledge of the principles of the tests they are performing,
  - keep accurate and legible records,
  - are able to communicate reports clearly to fellow medical personnel,
  - correlate laboratory test results with patient diagnosis and treatment,
  - will strive for accuracy in the performance of tests and will make every effort to eliminate error through their ability to recognize irregularities in test results,
  - follow procedures,
  - perform quality assessment within the clinical laboratory; recognize interferences with pre-analytical, analytical, and post-analytical test factors and take appropriate actions,
  - are skillful in the operation of laboratory instruments,
  - are able to recognize instrument failures and take appropriate actions by problem solving and troubleshooting,
  - are able to demonstrate and explain routine procedures to others in the laboratory,
  - will take responsibility for their own work, and will have the qualities of honesty and integrity
  - are able to organize their work to make the most efficient use of time,
  - demonstrate the ability to adapt and perform under stress,
  - observe HIPPA regulations and maintain patient confidentiality,
  - will cooperate with their coworkers and all members of the healthcare team,
  - will strive to keep their competence and knowledge current in relation to the changing work environment,
  - demonstrate knowledge of infection control and safety practices and follow established guidelines and regulations,
  - will actively participate in professional organizations.
5. To maintain accreditation of the program through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
6. To produce graduates that will pass certification exams as a first-time applicant at a 90% pass rate.
7. To maintain high academic and professional standards both in the program and in its students.
8. To maintain a quality program through continuous assessment, evaluation, and revision.
9. To maintain qualified faculty that pursues life-long learning and continued professional development.
10. To promote diversity and cultural sensitivity among students and faculty in preparation for clinical practice.

## ENTRY-LEVEL COMPETENCIES

At career entry, the Medical Laboratory Technician will be able to perform routine clinical laboratory testing in the departments of hematology, clinical chemistry, immunohematology, clinical microbiology, serology/immunology, coagulation, molecular, and other emerging diagnostics as the primary analyst making specimen-oriented decisions on predetermined criteria, including a working knowledge of critical values. Communication skills will extend to frequent interactions with members of the healthcare team, external relations, customer service, and patient education. The Medical Laboratory Technician will have diverse functions in areas of pre-analytical, analytical, and post-analytical processes. The clinical Medical Laboratory Technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

Upon graduation and initial employment, the Medical Laboratory Technician should be able to demonstrate entry-level competencies in the areas of professional practice listed below:

1. Collecting and processing biological specimens and other substances for analysis;
2. Performing analytical tests on body fluids, cells, and other substances;
3. Recognizing factors that affect procedures and results;
4. Performing appropriate actions within predetermined limits when corrections are indicated;
5. Performing and monitoring quality control within predetermined limits;
6. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs;
7. Applying principles of safety and governmental regulations compliance;
8. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other healthcare professionals, and with the public;
9. Recognizing the responsibilities of other laboratory and healthcare personnel with regards to the patient;
10. Interacting with other laboratory and healthcare personnel with respect for their professionals and patient care;
11. Applying basic scientific principles in learning new techniques and procedures;
12. Relating laboratory findings to common disease processes; and
13. Maintaining continuing education as a function of growth and maintenance of professional competence.

Reference: *Essentials and Guidelines of Accredited Educational Programs for the Medical Laboratory Technician*, National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), revised 1995.

Standards for Accredited and Approved Programs, National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), revised November 2017.

## PROFESSIONAL BEHAVIOR

The Faculty of the MLT Program of Maine has an academic, legal, and ethical responsibility to protect members of the public and of the healthcare community from unsafe or unprofessional practices. MLT students, while representing the MLT Program of Maine at any clinical affiliate, must conduct themselves in an ethical, professional, and safe manner. To provide instruction and guidance, the Handbook includes information about the Technical Standards (Essential Functions); the Pillars of Professionalism; the ASCLS Professional Code of Ethics; and the Pledge to the Profession as a foundation and framework to attain the necessary behavioral competencies. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by the University and clinical affiliate policies during each clinical experience.

## EVALUATION OF PROFESSIONAL ATTITUDES AND BEHAVIORS

The MLT Program requires students to behave with professionalism and conduct themselves as would be expected in the workplace. Professionalism falls under the scope of academic performance standards and is expected throughout the curriculum. This includes but is not limited to classroom sessions, online interactions, clinical experiences, public/professional engagement, and program support activities. To guide students toward this end, students are responsible for completing a professional standard self-assessment at periodic intervals in the program (summer one, summer two and at the program conclusion). Professional attitudes and behaviors are

assessed through a variety of mechanisms and are evaluated within courses and across the curriculum. Affective behavior is assessed in each MLT laboratory session. Feedback will be provided to the student multiple times during the semester on the laboratory rubrics. If other concerns arise, the student will receive feedback via the student concern form and subsequent discussion form(s) as outlined in the progressive discipline process.

The program utilizes an evaluation tool for use in clinical rotations. It conveys the program's dedication to attributes such as honesty; integrity; persistence; initiative; dependability; flexibility; patience; respect for others; and ability to follow directions and work under stress; accept criticism; and be organized. Other attributes include compliance with safety regulations and quality assurance practices and skill in communicating, prioritizing, and making valid judgment calls.

## ASCLS CODE OF ETHICS

### Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to the professional education programs practice their profession.

#### I. Duty to the Patient

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

#### II. Duty to Colleagues and the Profession

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

### III. Duty to Society

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek to change those laws and regulations that do not meet the high standards of care and practice.

#### PLEDGE TO THE PROFESSION

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

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

#### MLT PROGRAM PILLARS OF PROFESSIONALISM

The MLT Program requires that students behave with professionalism and conduct themselves as would be expected of a laboratory professional in the workplace. Honesty and integrity inside and outside the classroom are essential components of such an environment and imperative for all members of the community to incorporate into their education. MLT students agree to meet pillars of professionalism by accepting admission to the MLT Program and recognize these essentials as core competencies of the profession. All faculty and students in the MLT Program of Maine agree to:

- Integrity
  - Acts honestly and ethically both inside and outside of the classroom.
  - Holds true to values that are consistent with the ASCLS Code of Ethics.
  - Takes ownership of mistakes, acknowledges failures, and works toward improvements.
  - Abides by the academic integrity policy of University of Maine by submitting only work which is the product of one's own effort.
- Accountability
  - Fulfills tasks and obligations consistently and on time, notifies instructor of tardiness/absences.
  - Remains attentive and engaged during learning activities.
  - Demonstrates calmness and maintains composure in all circumstances.
- Teamwork
  - Communicates in a timely, courteous, and effective manner.
  - Collaborates with other members of the healthcare team.
  - Adapts to professional, technical and workload changes as necessary.
  - Influences peers to uphold pillars of professionalism.

- Respect
  - Is inclusive of and values the opinions of others and encourages different points of view.
  - Treats peers, faculty, and patients with courtesy and respect.
- Excellence
  - Demonstrates quality work with attention to detail and accuracy.
  - Abides by professional standards of practice.
  - Demonstrates a commitment to lifelong learning and professional development.
  - Independently seeks opportunities to develop knowledge and skills.
  - Accepts responsibility for learning, exercises good judgment.
  - Demonstrates a commitment to learn and grow.

## ACADEMIC INTEGRITY

Academic integrity means that a student's work is the product of their own effort. Violations of academic integrity include such behaviors as cheating, fabrication, and plagiarism, and are described more fully in the home University student handbook which is available [online](#). Each student is responsible for learning the standards of academic integrity and ensuring that his/her work meets these standards. Failure to do so may result in appropriate sanctions.

If you have any questions about the academic integrity process, please contact your instructor or the Student Services Coordinator at your local center.

**An acknowledgment that the student understands and agrees with the academic integrity statement is added to each course and possibly to each quiz, exam or assignment. There are no points associated with the acknowledgement, but students are required to answer to continue in the course. Answering NO or Do Not Agree is grounds for removal from the course.**

## ESSENTIAL FUNCTIONS AND TECHNICAL STANDARDS

Lab education programs establish technical standards and essential functions to ensure that students have the abilities required to participate and be successful in all areas of the program. Satisfactory completion of the MLT Program and successful employment following graduation demands your ability to meet the following requirements.

Essential functions, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the MLT curriculum, as well as the development of professional attributes required by the program administration and clinical faculty of all students upon completion of the program. The essential functions consist of minimal physical, cognitive, affective, and emotional requirements to provide reasonable assurance that students can complete the entire course of study and participate in all aspects of clinical training.

The student must be able to meet the following essential functions and technical standards, with or without reasonable accommodations to fulfill the requirements of the MLT Program for admission, continuation, and completion.

If you are uncertain as to your ability with any of these essential functions, please consult with the MLT program administration.

**Movement - Demonstrate sufficient gross and fine motor skills required for safe and effective performance of duties. Students must:**

- Move freely from one location to another in physical settings of the student classrooms and laboratories, medical laboratories, and healthcare facilities.
- Travel to university campuses for laboratory sessions and clinical laboratory sites for practical experience.
- Operate analytical instruments appropriately and safely.

- Must be able to lift, move, push, and pull reagent containers.
- Reach laboratory benchtops and shelves, patients lying in hospital beds, or patients seated in specimen collection furniture.
- Perform moderately taxing continuous physical and mental work, often requiring prolonged sitting or standing, over several hours.
- Maneuver phlebotomy equipment to safely collect laboratory specimens from patients.
- Possess finger and manual dexterity necessary to safely control analytical equipment.
- Demonstrate the ability to use a binocular microscope to identify structures, cells, and organisms.

**Communication Skills—Demonstrate the ability to communicate effectively in English using verbal, non-verbal, and written formats with faculty, other students, clients, families, and all members of the healthcare team. Students must:**

- Communicate effectively in verbal and written formats.
- Speak clearly, concisely and employ correct vocabulary and grammar for communication with physicians, other health care professionals, students, faculty, patients, family, and the public, in writing, in person, and via telephone.
- Appropriately assess nonverbal as well as verbal communication with other students, faculty, staff, patients, family, and other professionals
- Communicate respectfully and in a productive manner even in stressful conditions.
- Apply verbal and written instructions to independently perform laboratory procedures.

**Visual Acuity and Sensory - Demonstrate functional use of visual, auditory, and somatic sensations. Students must:**

- Identify and distinguish objects macroscopically and microscopically.
- Read charts, graphs, and instrument scales as well as discern fine details of texture and color in print or on monitor screens.
- Demonstrate sufficient depth perception and spatial awareness to perform laboratory tasks efficiently and safely.
- Differentiate color, clarity, and viscosity of specimens.
- Demonstrate a sense of touch and temperature discrimination sufficient to perform laboratory testing.

**Cognitive Application Skills- Demonstrate the ability to collate information and make decisions. Students must:**

- Apply knowledge, skills, and values to new situations.
- Measure, calculate, reason, analyze, integrate, and synthesize information.
- Successfully apply theory to practice and test performance to ensure quality outcomes.
- Demonstrate sufficient cognitive abilities and effective learning techniques to assimilate the detailed and complex information presented in the MLT curriculum.
- Learn through a variety of modalities including, but not limited to, classroom instruction; small group, team, and collaborative activities; individual study; preparation and presentation of reports; application of theory to clinical practice, and use of computer technology.
- Demonstrate the capacity to perform problem-solving skills in a timely fashion.

**Safety— Students must**

- Work safely with mechanical, electrical, thermal, chemical, radiologic, and biological hazards.
- Follow prescribed guidelines for good laboratory practices and working with hazards.
- Recognize potentially hazardous materials and situations and proceed safely to minimize the risk of injury to patients, self, and nearby individuals.

**Behavioral - Students possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of professional judgment, the prompt completion of all academic and patient care responsibilities, and the development of professional relationships with faculty, fellow students, clinical instructors, patients, and other members of the healthcare team.**

**Self-Awareness— Students must**

- Fully utilize appropriate and professional abilities to respond to others collegially and professionally.
- Maintain mature, sensitive, respectful, and effective relationships with patients, students, faculty, staff, and other professionals under all circumstances, including highly stressful situations.
- Demonstrate emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and in unpredictable ways.

**Affective Skills— Students must**

- Manage the use of time and be able to systematize actions to complete professional and technical tasks within realistic constraints.
- Provide professional and technical services under conditions of physical and emotional stress.
- Maintain alertness and concentration during a normal work period.
- Adapt to changing environments, display flexibility, and learn to function in the face of uncertainty.
- Respond to and accept constructive feedback from others and take personal responsibility for making appropriate positive changes.
- Take corrective action based on instructor or preceptor feedback and guidance.
- Support and promote the activities of fellow students and healthcare professionals which helps furnish a team approach to learning, task completion, problem-solving, and patient care.
- Possess attributes that include compassion, empathy, integrity, honesty, responsibility, and ethics.
- Works within environments of cultural diversity. Works well with individuals of different ethnic, gender, social, or educational backgrounds.
- Exhibit professional behavior by conforming to appropriate standards of dress, appearance, language, and public behavior.

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

If you have a disability which may affect your ability to participate fully in this course, it is your responsibility to request accommodations promptly. Contact the Learning Support Services Office, or Coordinator of Student Services at your campus or center to discuss possible assistance. Accommodations are not provided retroactively.

**ADMINISTRATION AND FACULTY**

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## MLT PROGRAM OF MAINE CLINICAL AFFILIATES

Bridgton Hospital, Bridgton, ME  
Calais Regional Hospital, Calais, ME  
Cary Medical Center, Caribou, ME  
Central Maine Medical Center, Lewiston, ME  
Houlton Regional Hospital, Houlton, ME  
MaineGeneral Medical Center, Augusta, ME  
Penobscot Valley Hospital, Lincoln, ME  
Northern Light, A.R. Gould Hospital Presque Isle, ME  
Northern Maine Medical Center, Fort Kent, ME  
St. Mary's Medical Center, Lewiston, ME  
St. Joseph's Hospital, Bangor, ME  
Redington Fairview General Hospital, Skowhegan, ME  
Togus VA Medical Center, Augusta, ME

**MaineHealth NorDx Laboratories**  
Franklin Memorial Hospital, Farmington, ME  
Maine Medical Center, Portland, ME  
Mid Coast Hospital, Brunswick, ME  
Miles Memorial Hospital, Damariscotta, ME  
Penobscot Bay Medical Center, Rockport, ME  
Stephen's Memorial Hospital, Norway, ME  
NorDx Laboratories, Scarborough, ME

## PROGRAM CLOSURE AND TEACH OUT POLICY

If a catastrophic event occurs that results in an interruption of UMPI or UMA's ability to operate the MLT program, the other campus will assume responsibility to continue to provide instruction. In the event that both campuses experience an interruption, the program will attempt to continue to provide instruction via the Brightspace online course delivery system. Should Brightspace also be incapacitated, attempts will be made to accommodate courses at clinical affiliate sites throughout Maine.

A plan will be submitted to NAACLS within 30 days of closure notification.

## ADMISSION REQUIREMENTS

To be considered for the MLT program, a prospective MLT student must do the following:

### MEET THE FOLLOWING PREREQUISITES:

- High School Diploma or GED equivalent
  - High School Chemistry with Lab or course waiver
  - High School Biology with Lab or course waiver
  - High School Algebra I and II or course waiver
- Meet general admission requirements of the University
- Submit an application to the home University
- Provide official transcripts of all colleges attended. Courses with a grade of "C-" or better should transfer to the University. Note: The MLT Program is science intensive, and students must achieve a minimum grade of 77% or C+ in all required science courses.
- Meet the minimum cumulative GPA of 2.0 in courses completed at UMPI/UMA

Note: Students interested in the program who do not meet the entrance requirements are invited to contact the Program Administration, the advising department, or the admissions office for assistance in identifying methods to obtain necessary courses required for the program.

## REQUIRED ESSAY:

All MLT applicants are required to write an essay addressing the following questions:

- Why are you interested in the MLT Program? You may comment on previous experiences (work or personal) that have influenced your decision to enter this field.
- What qualities do you possess that will help you to be a successful MLT?
- What are your professional goals?

## STUDENT COMPLIANCE

To enter and continue in the MLT Program students must meet the academic and non-academic requirements.

### IMMUNIZATION REQUIREMENTS

Students participating in clinical rotations are required to meet University of Maine, MLT Program and Clinical affiliate compliance requirements. Documentation requirements must be uploaded to CastleBranch, the MLT program compliance tracking platform.

MLT students must complete the following vaccination requirements prior to their program start date and maintain compliance throughout the length of the program:

- MMR (Measles, Mumps, and Rubella). Two doses or a positive titer,
- Tdap: Diphtheria, Tetanus, Pertussis (within last 10 years),
- Varicella (chicken pox) series, or positive titer,
- Hepatitis B series or documented immunity
- Evidence of a negative two-step TB test or a T-Spot blood test, completed within 12 months prior to training.

The annual immunization compliance requirements include:

- Annual Influenza vaccination
- COVID-19. The University of Maine does not require Covid immunizations, but some clinical affiliates may. Booster requirements are dependent upon clinical affiliate requirements.

Students must submit satisfactory health status as certified by submission of a completed health evaluation form signed by a licensed healthcare provider within the last twelve months.

### CRIMINAL BACKGROUND CHECKS

MLT students entering the program must have a completed current criminal background check on file. The MLT Program uses CastleBranch for criminal background checks. If a student's criminal background check returns evidence of a felony criminal conviction or other serious charges that could result in a clinical affiliate denying clinical rotation access to that student, a review of the situation will be conducted by the Program Administration.

If the student feels that an error has been made in the results of the criminal background check, it is the responsibility of the student to contact the external vendor for a verification check.

### HEALTH INSURANCE COVERAGE

Students are responsible for their personal health and accident insurance policy. Students must provide proof of health insurance coverage to the Program Administration when they submit the required health information. Any costs for medical care required as the result of an accident is the responsibility of the student.

If a student is unable to obtain health insurance, the student will be required to sign the Declaration of Financial Responsibility for Healthcare.

### HIPPA/CONFIDENTIALITY GUIDELINES

The Health Insurance Portability and Accountability Act (HIPAA) requires that all protected health information be kept private and secure by all persons that handle, or have access to, that information. Since MLT students, faculty, instructors, and staff use protected health information as part of the educational process (i.e. access to client health

data to provide care and use of de-identified health data for educational assignments such as case studies), all MLT students must annually complete an online training module to remain in compliance with HIPAA regulations. Students are not allowed to enter the clinical laboratory setting until the annual training has been completed and until they sign a Confidentiality Agreement for the MLT Program of Maine. A copy of the signed agreement will be kept in the student's file.

Any violations of HIPAA regulations will result in disciplinary actions up to and including dismissal from the program depending on the severity of the violation and may subject the student to legal liability.

### **MLT PROGRAM REQUIRED COURSEWORK**

Please see the following MLT Program course descriptions. The UMPI MLT transcript audit sheet and the UMA MLT Checksheet indicate the required coursework for degree completion at each University and are also used for student advising.

### **MEDICAL LABORATORY TECHNOLOGY PROGRAM COURSE DESCRIPTIONS**

#### **MLT 100 CLINICAL CHEMISTRY I (UMA)**

3 credits. Prerequisites: Admission to the MLT Program or permission of the instructor. Topics include laboratory math, quality control, theory of instrumentation, carbohydrates, electrolytes, mineral balance, renal function, lipids, and arterial blood gases. Emphasis will be placed on the lab analysis of blood using spectrophotometers and correlation of laboratory test results with normal physiology and disease states. Fee.

#### **MLT 103 PHLEBOTOMY (UMA)**

2 credits. Prerequisites: Admission to the MLT Program or permission of the instructor. Orientation to the field of medical laboratory including professionalism and ethics, laboratory safety, and medical terminology. An introduction to blood collection: safety precautions, types of specimens, collection, and handling techniques. Routine venipuncture and dermal puncture equipment and procedures as well as special situations and additional techniques used to accommodate them. Fee.

#### **MLT 104 PHLEBOTOMY CLINICAL PRACTICUM (UMA and UMPI)**

1 credit. Prerequisites: MLT 103 and permission of the instructor. Practicum in phlebotomy utilizing the laboratory facilities and staff at the University of Maine at Presque Isle and clinical affiliated hospitals. The fundamentals of specimen collection, specimen processing and handling with a minimum performance of 100 successful unaided blood collections including venipuncture and skin punctures will be performed. Offered first summer of the Program.

#### **MLT 105 URINALYSIS (UMPI)**

3 credits. Prerequisites: Admission to the MLT Program. The course prepares students to perform a complete urinalysis, which includes physical, chemical, and microscopic analysis. Topics explore anatomy and physiology of the urinary system and its functions, urine formation and the procedures used in analysis of urines and body fluids, and the correlation of abnormal findings with disease states. Fee.

#### **MLT 200 CLINICAL IMMUNOLOGY (UMA)**

3 credits. Prerequisites: MLT203. This course is an introduction to the basic principles of the immune system and its components. Topics include principles of a natural and acquired immunity, hypersensitivity, autoimmunity, immunodeficiency, transplant and tumor immunology, immunological techniques, and flow cytometry. Emphasis will be placed on the correlation of abnormal findings and disease states. Fee

#### **MLT 202 CLINICAL MICROBIOLOGY (UMPI)**

4 credits. Prerequisites: MLT 100. This course focuses on bacteria including their morphological, physiological, and biochemical characteristics, and the correlation of abnormal findings with disease states. Consideration is given to microbial structure, metabolism, and the role of microorganisms in the infectious process. Fee.

**MLT 203 CLINICAL CHEMISTRY II (UMA)**

3 credits. Prerequisites: MLT100 or permission of the instructor. Topics include: the analysis of proteins, enzymes, laboratory markers of cardiac damage and function, liver function, hormones, therapeutic drug monitoring, toxicology, and body fluids. Emphasis will be placed on the correlation of laboratory test results with normal physiology and disease states. Fee.

**MLT 204 CLINICAL MICROBIOLOGY (UMPI)**

4 credits. Prerequisites: MLT 202. This course focuses on bacteriology (focusing on body sites and specimen work ups), mycology, parasitology, and virology. Students are expected to correlate clinically important findings of diagnostic tests with disease states. Fee.

**MLT 205 IMMUNOHEMATOLOGY (UMPI)**

4 credits. Prerequisites: MLT 200. Fundamentals of immunohematology with emphasis on antigens and antibodies of ABO, Rh and other blood group systems, antibody identification, pre-transfusion practices, donor screening, preparation of components and adverse effects of transfusion. Routine serological tests and quality control are included. Fee.

**MLT 206 HEMATOLOGY/COAGULATION (UMA)**

4 credits. Prerequisites: MLT 105, 200 or permission of the instructor. Identification of blood cell types and their enumeration of body fluids. Various red cell and white cell disorders are discussed. Coagulation including routine coagulation tests, coagulation disorders, and anticoagulant therapy is covered. Fee.

**MLT 365 MICROBIOLOGY INTENSIVE TRAINING (UMA and UMPI)**

2 credits. Prerequisites: MLT 202, 204. A simulated one-week training in microbiology focusing on workflow and responsibilities of an entry-level MLT. Fee.

**MLT 375 IMMUNOHEMATOLOGY INTENSIVE TRAINING (UMA and UMPI)**

2 credits. Prerequisites: MLT 205. A simulated one-week training in immunohematology focusing on workflow and responsibilities of an entry-level MLT. Fee.

**MLT 385 CORE LAB INTENSIVE TRAINING (UMA and UMPI)**

2 credits. Prerequisites: MLT 100-206. A simulated two-week training in the core lab focusing on workflow and responsibilities of an entry-level MLT. Other topics include laboratory operations, management, professional attributes, and board of certification preparation. Fee.

**MLT 395 HOSPITAL PRACTICUM (UMA and UMPI)**

6 credits. Prerequisites MLT 100-385. A supervised clinical practicum in hematology, coagulation, blood banking, serology, urinalysis, clinical chemistry, and microbiology utilizing the laboratory facilities and staff at various clinical affiliates around the state.

## UMPI MEDICAL LABORATORY TECHNOLOGY, ASSOCIATE OF SCIENCE

All MLT and science courses must be passed with a "C+" or higher for successful student completion.

### GENERAL EDUCATION – 31 CREDIT HOURS

ENG 101 College Composition	3
ENG 121 College Composition II	3
PCJ 215 Business Communication OR	
BUS/COM 210 Organizational Communication	3

### MATH AND SCIENCE

MAT 101 Basic Statistics	3
BIO 112 General Biology	4
BIO 261 Anatomy and Physiology I	4
CHY 111 General Chemistry I	4
CHY 122 General Chemistry II	4

### SOCIAL SCIENCE

PSY 100 General Psychology	3
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### MLT MAJOR REQUIREMENTS - 43 CREDIT HOURS All courses must be passed with a C+ or better

MLT 100 Clinical Chemistry I	3
MLT 203 Clinical Chemistry II	3
MLT 103 Phlebotomy**	2
MLT 104 Phlebotomy Clinical Practicum	1
MLT 105 Urinalysis**	3
MLT 200 Clinical Immunology**	3
MLT 202 Clinical Microbiology I	4
MLT 204 Clinical Microbiology II**	4
MLT 205 Immunohematology	4
MLT 206 Hematology/Coagulation	4
MLT 365 Microbiology Intensive Training**	2
MLT 375 Immunohematology Intensive Training	2
MLT 385 Core Lab Intensive Training	2
MLT 395 Hospital Practicum***	6

**Students must complete the program in three years once they begin MLT courses.**

\*\*MLT 103, MLT 104, MLT 105, MLT 200, MLT 204 and MLT 365 are required courses offered only during the summer sessions.

\*\*\* MLT 395 is a supervised clinical practicum utilizing the laboratory facilities and staff at clinical affiliates around the state. Students must successfully complete each clinical rotation with a minimum grade of C+ to proceed to the next rotation.

**Total credits required for the degree: 74**

**Minimum cumulative GPA required for graduation: 2.00**

**Minimum GPA in the MLT & Science Courses: 2.33**

## UMA: MEDICAL LABORATORY TECHNOLOGY, ASSOCIATE OF SCIENCE

### Admissions Requirements:

Applicants who do not meet these requirements may qualify for admissions by completing comparable course work at UMA and will be admitted into the Pre-Medical Laboratory Science track of the Liberal Studies program.

Enrollment in the Pre-Medical Laboratory Science track does not guarantee admission to the Associate of Science, Medical Laboratory Technology degree program.

High School Diploma or General Equivalency Diploma (GED)  
High School Biology with lab or [BIO 110](#) (grade of C or higher)  
High School Chemistry with Lab or [CHY 100](#) (grade of C or higher)  
[ENG 100 - Introduction to Academic Reading & Writing](#) 3 CR  
2.0 Grade Point Average (GPA) or higher

### Associate Degree Requirements:

Minimum 74 Credit Hours  
Writing Intensive Course  
Minimum Cumulative G.P.A.: 2.00  
15 Credit Hours of Residency Courses  
9 Credits of Major Residency Courses  
Minimum G.P.A. in the MLT & Science Courses: 2.33

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### Program Major Requirements (43 Credit Hours):

All courses must be passed with a "C+" or better.

Students must complete the program in three years once they begin MLT courses.

[MLT 100 - Clinical Chemistry I](#) 3 CR taken in fall via UMA  
[MLT 103 - Phlebotomy](#) 2 CR taken in summer (first semester of program) via UMA  
[MLT 104 - Phlebotomy Clinical Practicum](#) 1 CR taken in summer (first semester of program) via UMA  
[MLT 105 - Urinalysis](#) 3 CR taken in summer (first semester of program) via UMPI  
[MLT 200 - Clinical Immunology](#) 3 CR taken in summer via UMA  
[MLT 202 - Clinical Microbiology I](#) 4 CR taken in spring via UMPI  
[MLT 203 - Clinical Chemistry II](#) 3 CR taken in spring via UMA  
[MLT 204 - Clinical Microbiology II](#) 4 CR taken in summer via UMPI  
MLT 365 – Clinical Microbiology Intensive Training 2 CR taken in summer via UMA  
[MLT 205 - Immunohematology](#) 4 CR taken in fall via UMPI  
MLT 375 – Immunohematology Intensive Training 2 CR taken in fall via UMA  
[MLT 206 - Hematology/Coagulation](#) 4 CR taken in fall via UMA  
MLT 385 – Core Lab Intensive Training 2 CR taken in spring via UMA  
[MLT 395 - Hospital Practicum](#) 6 CR taken in the final spring semester via UMA

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### Other Program Requirements (31 Credit Hours):

[ENG 101 - College Writing](#) 3 CR  
[MAT 115 - Elementary Statistics I](#) 3 CR  
[BIO 110 - General Biology I](#) 4 CR must be passed with a "C+" or better  
[BIO 210 - Anatomy and Physiology](#) 4 CR must be passed with a "C+" or better  
[CHY 115 - General Chemistry I](#) 4 CR must be passed with a "C+" or better  
[CHY 116 - General Chemistry II](#) 4 CR must be passed with a "C+" or better

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### Complete one of the following Communications electives (3):

[COM 101 - Public Speaking](#)  
[COM 102 - Interpersonal Communication](#)  
[COM 104 - Communications in Groups and Organizations](#)

[COM 106 - Oral Communication of Literature](#)  
[COM 160 - Interpersonal Health Communications](#)

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Complete one of the following Fine Arts or Humanities (3):

Writing Intensive Course Recommended

ARH xxx any Art History course

ART xxx any Art course

ASL 1xx/2xx any 100- or 200-level ASL course

DRA xxx any Drama course

[ENG 351W - Creative Writing](#)

[ENG 452W - Creative Writing II](#)

ENG xxx any literature course (except [ENG 100](#) [ENG 101](#) [ENG 210W](#) [ENG 317W](#) or [ENG 320W](#) )

FRE xxx any French course

HGH xxx any Holocaust, Human Rights & Genocide course

HTY xxx any history course

HUM xxx any humanities course

MUS 1xx any 100-level MUS course

MUH xxx any MUH course

PHI xxx any philosophy course

SPA xxx any Spanish course

WGS xxx any Women and Gender Studies course

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Complete one of the following Social Science electives (3):

ANT xxx any anthropology course

JUS xxx any justice studies course

ECO xxx any economics course

GEO xxx any geography course

POS xxx any political science course

PSY xxx any psychology course ([PSY 100 - Introduction to Psychology](#) recommended)

SOC xxx any sociology course

SSC xxx any social science course

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General Education:

It is the intention of the University of Maine at Augusta that every degree graduate will be prepared to function in our society as an effective and informed citizen. To this end, the faculty has designed a set of minimum expectations that students are expected to satisfy. The aspirations are defined by core skills, competencies, and abilities as well as knowledge-based learning experiences that are the grounds for the General Education Requirements. To learn more, visit [www.uma.edu/academics/general-education/](http://www.uma.edu/academics/general-education/)

Advising Note:

Science courses will be transferred only if taken within the past ten-year period.

## ADVISING POLICY FOR THE MLT PROGRAM

### UNIVERSITY AND MLT FACULTY RESPONSIBILITIES:

Each University provides each student with both a faculty advisor and a professional advisor. The faculty and professional advisors assist students with advising and degree program questions, goal setting, course registration, referral to campus resources and other services designed to optimize the student's academic experience and contribute to their success.

When each University announces the official period for advising for registration purposes, MLT Program Administration will be available to meet with students for advising purposes during regularly scheduled office hours or via appointment. No students will be permitted to register for MLT courses without instructor permission. Each semester, the MLT Program Administration sends a letter to the Registrar and Advising offices at UMPI and UMA granting instructor permission to enroll in the next semester classes.

Each University has a variety of resources for supporting student success. Faculty and professional advisors can direct students to services as requested by the student.

MLT Program student files will be maintained using reasonable safeguards to protect the security and confidentiality of student records and information. Records will be protected against unauthorized access or use of student information.

### MLT STUDENT RESPONSIBILITIES:

The student responsibilities in the advising process are as follows:

- Know your degree program and graduation requirements.
- Learn how to access your academic information in MaineStreet including the degree progress report function.
- Schedule an advising appointment or learn to use the MaineStreet wish list function and email your advisor when your wish list needs to be approved.
- Meet with your advisor if you experience academic difficulty.
- Talk to your advisor before dropping a course, changing majors, transferring to another college, or withdrawing from college.

## MLT PROGRAM ACADEMIC POLICIES

### ACADEMIC PERFORMANCE AND PROFESSIONAL BEHAVIORS

The MLT Program's overall goal is to ensure graduates have a strong academic foundation, a sound ethical core, and a robust set of professional behaviors. The following policies and procedures address academic standing within the MLT curriculum. Academic performance expectations in the MLT Program include two components, academic performance standards and professional behavioral standards. Students are expected to maintain these academic and professional standards throughout the curriculum and during the clinical experience to remain in good standing.

### MLT STUDENT ORIENTATION

Newly admitted students are required to attend the MLT Program Orientation. The orientation includes a review of MLT Program policies, the student handbook, and insight into the first semester courses as well as other information pertinent to the program. Each student will be enrolled in a class cohort Brightspace page that contains orientation materials, program, and safety requirements. The orientation is held via Zoom and is scheduled for the week prior to the start of classes.

### PROGRESSION IN THE MLT PROGRAM

The MLT curriculum is sequential in nature and classes are offered in summer, fall or spring semesters and only once per year. To successfully progress through the MLT Program, the student must:

- Achieve a minimum grade of 77% or C+ in all MLT and science courses.
- Maintain a minimum cumulative GPA of 2.0.
- Satisfactorily meet course learning outcomes.
- Comply with all policies in the MLT student handbook.
- Consistently meet affective domain requirements.
- Successfully pass competency assessments in MLT 100, MLT 103, MLT 104, MLT 105, MLT 200, MLT 202, MLT 203, MLT 204, MLT 205 and MLT 206.
- Successfully pass the rotation exams, assessments, and evaluations required in MLT 395
- Complete the program in three years once they begin the MLT courses.

### PINNING CEREMONY

The MLT Program hosts a pinning ceremony to honor program graduates on the Saturday following completion of the clinical practicum. The ceremony is held at the UMA Bangor Campus.

DEGREE PLAN

Two-Year Plan -Medical Laboratory Technology, A.S.

**First Year – Summer Semester**

UMPI	UMA	Course Name	Credits
MLT 105	MLT 105	Urinalysis	3
MLT 103	MLT 103	Phlebotomy	2
MLT 104	MLT 104	Phlebotomy Practicum (2 weeks)	1
ENG 101	ENG 101	College Composition I	3
		Total	9

**First Year – Fall Semester**

UMPI	UMA	Course Name	Credits
BIO 112	BIO 110	General Biology I	4
BIO 261	BIO 210	Human A&P	4
CHY 111	CHY 115	General Chemistry I	4
MLT 100	MLT 100	Clinical Chemistry I	3
		Total	15

**First Year – Spring Semester**

UMPI	UMA	Course Name	Credits
MAT 101	MAT 115	Basic Statistics	3
CHY 122	CHY 116	General Chemistry II	4
MLT 202	MLT 202	Clinical Microbiology I	4
MLT 203	MLT 203	Clinical Chemistry II	3
		Total	14

**Second Year – Summer Semester**

UMPI	UMA	Course Name	Credits
PSY 100	PSY 100	General Psychology	3
MLT 200	MLT 200	Clinical Immunology	3
MLT 204	MLT 204	Clinical Microbiology II	4
MLT 365	MLT 365	Microbiology Intensive Training	2
		Total	12

**Second Year – Fall Semester**

UMPI	UMA	Course Name	Credits
MLT 205	MLT 205	Immunoematology	4
MLT 206	MLT 206	Hematology/Coagulation	4
MLT 375	MLT 375	Immunoematology Intensive Training	2
ENG 121	ENG 102W	UMPI: College Composition II UMA: Introduction to Literature	3
PCJ 215/COM 210	COM Elective	Business Communication	3
		Total	16

**Second Year – Spring Semester**

UMPI	UMA	Course Name	Credits
MLT 385	MLT 385	Core Lab Intensive Training	2
MLT 395	MLT 395	Hospital Practicum (Jan-March)	6
		Total	8

**Total credits required for the degree: 74**

### Three-Year Plan -Medical Laboratory Technology, A.S.

#### First Year – Fall Semester

UMPI	UMA	Course Name	Credits
BIO 112	BIO 110	General Biology I	4
CHY 111	CHY 115	General Chemistry I	4
ENG 101	ENG 101	College Composition I	3
PSY 100	PSY 100	General Psychology	3
		Total	14

#### First Year – Spring Semester

UMPI	UMA	Course Name	Credits
CHY 122	CHY 116	General Chemistry II	4
MAT 101	MAT 115	Basic Statistics	3
ENG 121	ENG 102W	UMPI: College Composition II UMA: Introduction to Literature	3
May add class		Recommend BA-Bio requirement	3-4
		Total	13-14

#### First Year – Summer Semester

UMPI	UMA	Course Name	Credits
MLT 105	MLT 105	Urinalysis	3
MLT 103	MLT 103	Phlebotomy	2
MLT 104	MLT 104	Phlebotomy Practicum (2 wks)	1
		Total	6

#### Second Year – Fall Semester

UMPI	UMA	Course Name	Credits
MLT 100	MLT 100	Clinical Chemistry I	3
BIO 261	BIO 210	Human A&P	4
PCJ 215/COM 210	COM Elective	Business Communication	3
May add class		Recommend BA-Bio requirement	3
		Total	13

#### Second Year – Spring Semester

UMPI	UMA	Course Name	Credits
MLT 202	MLT 202	Clinical Microbiology I	4
MLT 203	MLT 203	Clinical Chemistry II	3
May add class		Recommend BA-Bio requirement	6-8
		Total	13-15

#### Second Year – Summer Semester

UMPI	UMA	Course Name	Credits
MLT 200	MLT 200	Clinical Immunology	3
MLT 204	MLT 204	Clinical Microbiology II	4
MLT 365	MLT 365	Microbiology Intensive Training	2
		Total	9

#### Third Year – Fall Semester

UMPI	UMA	Course Name	Credits
MLT 205	MLT 205	Immunohematology	4
MLT 206	MLT 206	Hematology/Coagulation	4
MLT 375	MLT 375	Immunohematology Intensive Training	2
		Total	10

#### Third Year – Spring Semester

UMPI	UMA	Course Name	Credits
MLT 385	MLT 385	Core Lab Intensive Training	2
MLT 395	MLT 395	Hospital Practicum (Jan-March)	6
		Total	8

**Total credits required for the degree: 74**

### TIME TO EARN DEGREE

The MLT curriculum is designed to be completed within four college semesters and two summer sessions. The degree requirements must be completed in three years beginning with the first MLT course, to maintain continuity of the program.

### PHLEBOTOMY WAIVER

Students who have appropriate phlebotomy experience may have the opportunity to substitute the phlebotomy requirements. Acceptable experience may include successful completion of a formal phlebotomy program or course, completion of an organization phlebotomy training program or on-the-job training with attestation. The student must provide documentation of completion of a NAACLS accredited or equivalent program. If a formal program is completed, the documentation must include the number of classroom and clinical hours. If documentation is from an employer, it must be on institution letterhead.

If a student has relevant phlebotomy/lab assistant experience, program administration will determine the appropriate documentation and evidence to submit. If a student is concurrently training in phlebotomy at the time of admission, the student may have the opportunity to waive the phlebotomy courses but must show documentation of the minimum required 100 successful venipunctures and a phlebotomy competency between the time of admission to the next MLT 103 Phlebotomy course offering. If the minimum requirements are not met, the student will be required to take MLT 103 Phlebotomy and MLT 104 Phlebotomy Practicum.

When substituting phlebotomy credits, if the student does not have additional credits to utilize towards degree completion, options will be discussed with advising and program administration.

### ACADEMIC DIFFICULTY: EAB MID-TERM ALERTS

MLT faculty will generate a midterm alert for students who may be in academic difficulty in one of their courses. Students who receive an alert are required to/should meet with instructor or assistance and guidance toward successful completion of the course. This may include counseling about study habits, tutoring services, referral to University services, or other assistance as necessary. These assistance measures are not required however the student is strongly encouraged to use the services available toward academic success. Students are responsible for obtaining the assistance they need to be successful.

### MINIMUM GRADE

In all MLT and science courses the minimum required grade is 77% or C+ with a minimum GPA of 2.33. If an MLT student fails to earn a passing grade they will be dismissed from the program. The minimum cumulative GPA required for graduation is 2.00.

### REPEATING A COURSE

A student may repeat a course only one time. If a course is repeated, the second grade stands and is calculated in the grade point average.

### READMISSION FOR ACADEMIC WITHDRAWAL

A student may withdraw due to poor academic performance, illness, or personal reasons. Students who withdraw are not guaranteed readmission. A student may apply for readmission only once due to academic failure. A minimum cumulative GPA of 2.0 is required for readmission and there must be availability at the clinical facilities. Please refer to the MLT Program of Maine Readmission Policy.

### READMISSION FOR NONACADEMIC WITHDRAWAL

Students are not guaranteed readmission into the program. Readmitted students will be allowed to take the remainder of their MLT classes on a space available basis.

## PROGRESSIVE DISCIPLINE: ACADEMIC PROBATION

Faculty is committed to assisting students to be successful in the program. To afford students due process, MLT students who are not meeting course objectives in class, student labs or the practicum, successfully passing exams and competencies, and/or not meeting established professional guidelines will be advised of their performance status using the progressive discipline process. Discussions may be initiated for any of these reasons and could result in corrective action to include dismissal from the program. Written warnings may be implemented for:

- Unsatisfactory academic performance
- Unsatisfactory affective performance
- Unsatisfactory clinical performance
- Unsatisfactory attendance and punctuality
- Unethical, unprofessional behavior, and/or unsafe clinical practice
- Unsafe or unprofessional clinical practice that compromises patient or staff safety
- Failure to comply with all terms outlined in the conference/discussion form

### **Step 1: Initial Discussion (Student Concern Form)**

The instructor identifies student concerns and provides the student with written feedback as to their status. The instructor(s) counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to - utilization of peer study groups, tutors, study habit techniques, and seeking assistance from University support services.

The student must maintain all other required technical standards and affective behaviors through the duration of the course and demonstrate improvement with noted areas of concerns. At the discretion of the instructor(s) and depending on the situation, this step may be skipped, and a conference done.

### **Step 2: First Written Warning (Formal Discussion Form)**

The student meets with the instructor(s) in a formal conference to review the performance deficit. A written MLT Program Discussion Form will identify specific concerns, remediation plan or agreement. The plan will include deadlines for completion to assist the student to correct the deficit and successfully remain in the program. If at any time the student does not comply with all terms outlined in the discussion form, the student will be advanced to step 3 or step 4 of the discipline process.

### **Step 3: Final Written Warning (Formal Discussion Form)**

Following a first written warning, if the behavior of concern has not improved, a final written warning will be issued.

The student will meet with the Program Administration. A representative from the Dean of Students Office may be asked to participate. The student and faculty will review and sign a final written warning explicitly stating expectations that must be followed.

### **Step 4: Dismissal from the Program**

If the student fails to meet any of the conditions of the final written warning, the student will be dismissed from the program. A student who receives a final written warning for unsafe or unprofessional conduct will be dismissed from the program for any subsequent safety or professional conduct violations and will receive a course grade of "F".

***Some situations do not allow for the progressive discipline process due to the severity or nature of the timing of their occurrence.*** Incidents of this nature may require the student to be immediately placed on a final written warning or withdrawal from the program. Examples of these include, but are not limited to:

- *Violations of patient confidentiality*
- *Academic dishonesty*
- *Falsification of documentation*
- *Unprofessional behavior/unsafe behavior that seriously jeopardizes patient, student, staff, or preceptor safety*

## COMPLAINTS AND APPEALS

Complaints from external parties or individuals, including clinical sites, employers, or the public, related to the program, faculty or students should be forwarded to the Program Administration. The Program Administration will review the nature of the complaint and determine the appropriate response. The Program Administration will respond to legitimate complaints in a timely fashion by phone, email or in person.

Issues involving wider university policies will be discussed by the faculty and brought to the attention of the appropriate University administrator. The MLT Program of Maine follows University policy for complaints and appeals. These policies are available online. The Program Administration will place all complaints eliciting a response from program faculty or University administration in a secure file.

## GENERAL POLICIES

### TEXTBOOKS AND SUPPLIES

MLT textbooks are available for purchase or rental via the campus portal of the University in which the course originates. The course syllabus will list the required textbooks.

Students are responsible for providing the following:

- Lab Jacket
- Computer/Laptop
- Scientific calculator
- Scrubs

### TECHNICAL ABILITY REQUIREMENTS

Due to the hybrid and online delivery format of all MLT courses, students in the MLT Program must have **consistent and reliable access** to a computer equipped with an internal or external camera and a reliable internet connection.

### ATTENDANCE POLICIES

Students are expected to adhere to lecture, and laboratory session schedules as outlined in the course syllabus. This includes bringing the correct course materials, completion of any assignments which are due, materials for note taking, accessories to be used in lab and appropriate clinical paperwork, as well as reading the lecture and laboratory notes for that day PRIOR to coming to class.

If an emergency or illness occurs which prevents the student from attending class, please notify the instructors. Notification of your absence, by phone, or email must be provided to your instructor in a timely manner, no later than 30 minutes prior to class. If the instructor is notified of the absence within the allotted time, this will be considered an excused absence. Failure to notify the instructor is considered an unexcused absence.

Punctual attendance is expected for scheduled lecture, laboratory, and clinical days for each MLT course. Students are expected to always come prepared to class (lecture and laboratory) and clinical. This includes bringing the correct textbook, paperwork for the laboratory, submission of any assignments which are due, materials for note taking, calculators and supplies to be used in lab or clinical.

Routine medical or dental appointments, well child check-ups, vacations etc., should be scheduled outside of class time. Specific attendance policies are found in the syllabus of each MLT course. According to each course's syllabus, excessive absences will result in implementation of the Progressive Discipline Policy.

**Lecture:** MLT courses are hybrid in nature with lectures delivered synchronously via Zoom. Lecture notes are posted to Brightspace prior to the live session. Lectures are recorded and posted to the "Media Gallery" via the "Tools" tab in the respective Brightspace site.

Attendance demonstrates professionalism. Regular and punctual attendance is the expectation in the professional workplace setting. As an MLT student you are expected to demonstrate your commitment to the profession.

**Laboratory:** Absences from student laboratory sessions are unacceptable. Laboratory schedules require a “building block” approach in which skills learned in one lab are utilized as the “building block” of another. The skills learned in student laboratory are essential for entry into the rotations in a clinical laboratory to develop competency. Make up labs will **NOT** be available. If a lab is missed, students will receive a grade of “0” for that laboratory. Prelab assignments are due on the Monday of each lab week. Late assignments will not be accepted.

**Clinical:** Students will observe the daily schedules defined by the clinical affiliate. Students will generally adhere to the hospital observed holidays. Students will not necessarily have the University observed holidays off. Changes in the general schedule may be necessary due to limitations with the clinical affiliates.

If students will be late or are ill, they must call the laboratory; email or text-message notifications are not acceptable. Students must notify the lab department at least 30 minutes before the scheduled arrival time if he/she cannot report to work because of illness. The Program Administration must also be notified of the absence. Students are expected to make up any significant clinical time missed due to illness, weather, or other unavoidable circumstance. Student make-up time will be arranged at the discretion of the Clinical Instructor and Program Administration. An absence of more than three consecutive days will require a note from a physician stating the reason for the absence and medical permission to return.

Absences due to illness or personal problems of more than one week will result in review of the student’s situation by the Program Administration with input from the clinical faculty. The Program Administration will meet with the student and a plan will be developed on a case-by-case basis.

Each student will receive one personal day off during the clinical practicum to be used as a personal or sick day. This time will not need to be made-up. The Program Administration must grant permission for personal days.

### COMMUNICATION

The student@maine.edu email will be the official email that the instructor will use to communicate with students as well as through Brightspace announcements. Students are expected to check their maine.edu email account and Brightspace announcements on a daily basis for communication about program updates. Failure to respond to email queries is non-compliance with professional behavior requirements of the program.

Emails to the instructors will be answered within 24 hours Monday through Friday when classes are in session and no later than noon on Monday for communication received on weekends and breaks.

### NETIQUETTE – EXPECTATIONS FOR ELECTRONIC COMMUNICATION

Netiquette is defined as a philosophy of effective internet communication that utilizes common conventions and norms as a guide for rules and standards. Over the past several years, a few guidelines regarding the polite, constructive conduct of online communication have become widely accepted. Netiquette helps to make electronic messages easier to understand by suggesting some conventions for language and usage.

Because the MLT Program is delivered in a hybrid format and many of the communications between students and faculty take place in the electronic domain, it is essential that we develop a set of expectations for how this should occur.

Here are some basic rules and requirements for electronic communications that will support a positive learning environment for all. One of the key things that we now need to understand is that email in the MLT Program is all considered “formal” and should be treated as such.

Get in the practice of appropriate communications as these guidelines will be essential for the workplace after you graduate.

- Use the subject line to describe your purpose – required for all email or discussion threads
- Use an appropriate greeting – examples – Hello – followed by their name
- Make sure you end with your name
- Use appropriate capitalization, sentence, and paragraph structure
- Proofread your writing for spelling and grammatical error before sending

- Do not use all CAPS – it seems like you’re yelling
- Do not send communication without capitalization or punctuation – difficult to understand
- Tell the truth – don’t embellish or expand for effect – keep to the facts
- Be respectful and polite – you can disagree without anger or personal attacks
- Do not angry emails as a reaction – pause, think, evaluate, ignore
- Do not send irrelevant material in course emails
- Minimize the length – summarize - if you need a long explanation do that in person
- Do not send email at night or right before an exam expecting a response
- Use discretion on who is copied for email
- Always keep your responses constructive and on-topic
- Keep your responses jargon-free – please do not use slang or “texting” abbreviations

### USE OF SOCIAL MEDIA

Use of social media affiliated with the MLT Program must not interfere with MLT Program integrity, create potential harm to others including patients and their families, other students, and faculty. All public social media use should uphold all MLT Program Pillars of Professionalism and privacy policies. MLT students may encounter confidential information within the classroom and clinical setting, and it is the responsibility of the student to adhere to the following policy related to social media.

### SOCIAL MEDIA PROGRAM POLICY

- The MLT Program utilizes social media for program promotion and may take photos or videos for publications, marketing, or public relation purposes. MLT faculty will obtain a signed release form from students per course.

### SOCIAL MEDIA POLICY FOR STUDENT USE

- All social media postings must be made within the guidelines of the policies outlined in the program handbook, Rules of Conduct and Behavior and Code of Ethics and Pillars of Professionalism.
- All postings to social media platforms must comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), applicable facility policy, and state law.
- Do not share, post, or otherwise disseminate any information, including images, about a patient, faculty, clinical instructor, other students, or information gained as a result of your presence in a MLT course including the clinical practicum setting.
- During the practicum, any use of electronic devices (cell phones, laptops, etc.) must be within the guidelines of facility program policies.
- Do not take photos or videos of patients on personal devices, including cell phones.
- Maintain professional boundaries in the use of electronic media. Online contact with patients or former patients blurs the distinction between a professional and personal relationship.
- Students must have permission from the faculty to videotape or audiotape in the classroom. The University policy for requesting and granting official accommodations will be followed.
- When social media is used professionally, it can enhance learning, networking, and building community within the professional field.

### CONSEQUENCES

1. Violations of patient privacy with a portable electronic device/use of social media platforms will be subject to HIPAA guidelines and consequences.
2. Students who violate policies outlined in the MLT student handbook, using social media platforms do so at the risk of disciplinary action that can result in failure of the course and/or dismissal from the program.

## TRANSPORTATION

Transportation to all required in-person sessions (course and lab) and clinical assignments is the responsibility of the student. Clinical training experiences may include learning experiences that require significant travel by car. Students should have a back-up plan for the necessary travel if they experience car trouble. Carpooling may not be feasible during clinical assignments due to varying schedule requirements.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The following statement concerning student records maintained by the University of Maine System is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification and enrollment status. Any student objecting to the release of all or any portion of such information must submit a request to suppress directory information form to the Registrar's Office. The request will be honored until such time as the student requests otherwise in writing. If written notification is not filed, the University assumes that the student does not object to the release of the directory information.

## FERPA RELEASE FOR CLINICAL TRAINING AND PRACTICUM PLACEMENT

Students are encouraged to sign the release form allowing the Program Administration to discuss student information with potential clinical affiliates for practicum training.

## STUDENT RECORDS

The University accords all the rights under the Family Educational Rights and Privacy Act of 1974 to its students. In addition to the official records kept elsewhere in the University, students' files or electronic records are maintained by the MLT Program Administration. Academic and health information pertinent to each MLT student is maintained permanently in these files. While the student is in the program, current files are kept which include formative and summative evaluations, advising records, applications/transcripts, copies of official letters, records of grades and attendance, signature forms, conference forms, and accident reports. Formative evaluations are kept for one year following graduation and are then shredded. The Program Administration permanently retains the following in each student file: clinical instructor evaluation forms, department checksheets, and rotation grading sheets from MLT 395. Health information and documentation of incidents or accidents involving the student will be maintained permanently.

The MLT Program Administration also keeps a record of students' addresses and telephone numbers. It is the student's obligation to notify the MLT Program Administration of any changes.

Students can access their academic and health information files by arranging an appointment with the MLT Program Administration. Records may not be removed from the Program Administrator's office. Copies of these files will be made available per the University's FERPA policy.

## CAMPUS SAFETY

Each campus is committed to the safety and security of its faculty and students.

In case of emergency call 911.

Non-emergency calls

UMA: 207-621-3400

UMPI: 207-768-9580

More information about safety and security services are available on the University websites.

UMA: Click [here](#).

UMPI: Click [here](#).

## STUDENT IMPAIRMENT/SUBSTANCE ABUSE

The MLT Program of Maine is committed to providing safe and meaningful learning experiences for students and so must provide for the safe and effective care of patients by students in the clinical setting. The presence or use of substances, lawful or otherwise, which interferes with the judgment or motor coordination of a MLT student in clinical settings results in unacceptable risk for patients, fellow students and staff, the University and the clinical affiliate. Illegal or unauthorized manufacture, sale, possession or use of alcoholic beverages and/or controlled substances by students while engaged in any part of educational experiences poses an unacceptable risk and is strictly prohibited. Any behavior resulting in the impairment of the student's judgment or motor coordination resulting from an unmanaged medical condition is also included under the terms of this policy.

Didactic Courses: Students are expected to adhere to the University of Maine System Student Code of Conduct and the Substance Abuse Policy which is available online. Violation of either policy will result in further disciplinary actions.

Laboratory/Clinical Practicum: The student will be immediately dismissed from the clinical setting if there is a reasonable suspicion of impaired performance. Reasonable suspicion will include but not be limited to observations based on the following: slurred speech, incoordination; unsteady gait; drowsiness; impaired judgment, attention, memory, or social function; irritability; paranoia; belligerence; euphoria; dilated or constricted pupils. If necessary, to assure safety for the student in his/her immediate egress from the laboratory or clinical setting, the student's Emergency Contact Person will be notified to come and pick up the student. The clinical faculty will document the incident and share with the Program Administration, who will complete the required University documentation.

The student will not be permitted back into the laboratory/clinical setting until the following have been met:

- The student is required to meet with the Program Administration or designee.
- The student will be referred to appropriate support services by the Program Administration or designee.

The Program Administration or designee reserves the right to require assessments as appropriate and/or verification of ongoing treatment of identified substance abuse or medical condition which has caused impaired student performance. Said assessment and/or verification must be obtained from the student's Primary Care Practitioner and/or appropriate professional expert at the student's expense.

An incident of impaired behavior may result in program dismissal.

This policy shall not limit or be in lieu of any other University discipline in accordance with all other University policies governing student behavior and conduct.

## SEX DISCRIMINATION, SEXUAL HARASSMENT, SEXUAL ASSAULT, RELATIONSHIP VIOLENCE, STALKING AND RETALIATION POLICY (TITLE IX)

The University is committed to providing an environment free of violence and harassment based on sex and national origin, etc. If you or someone else within the University community is struggling with sex discrimination, sexual harassment, sexual assault relationship violence, or stalking you can find the appropriate resources for UMA students: [University of Maine Augusta Title Nine Information](#). For UMPI students: [University of Maine Policy Manual](#)

## REFERENCE REQUEST

Students and alumni of the MLT Program of Maine must submit a signed reference release form prior to release of any information to employers, educational institutions, or organizations that provide awards or scholarships.

## POLICIES FOR DIDACTIC COURSES

### GRADING

The syllabus for each course is posted on Brightspace on or before the first day of class and contains course objectives, course guidelines and specific criteria for grade calculations. Grading criteria is outlined in the course syllabi.

The MLT courses use the following scale for determination of final grades.

#### UMA:

A = 93-100	C = 74-76
A- = 90-92	C- = 70-73
B+ = 87-89	D+ = 67-69
B = 84-86	D = 64-66
B- = 80-83	D- = 60-63
C+ = 77-79	F = <60

#### UMPI:

A = 93-100	C = 74-76
A- = 90-92	C- = 70-73
B+ = 87-89	F = <60
B = 84-86	
B- = 80-83	
C+ = 77-79	

All MLT courses require a minimum of 77% or C+ for progression in the MLT Program. Assignments must be emailed or faxed to the instructor on the specified due date.

### LATE POLICY

Late assignments will have 5 points taken off for each day that the assignment is overdue up to 5 days. After 5 days, the grade awarded will be a "0". Extenuating circumstances must be discussed with the instructor **prior to the date** the work is due. Assignments for MLT 395 are due weekly on Monday, no late work will be accepted.

### EXAMS

All MLT exams will be given through Brightspace using Respondus Lockdown Browser at a designated University campus or test center. Exams must be completed in one sitting and within the posted time limit. Unless otherwise stated, no unauthorized study materials or outside resources are allowed during an exam.

### STUDENT LABORATORIES

During student laboratories in the MLT program, students will collect and/or utilize biological specimens to perform procedures needed for entry-level competencies in their careers. Students are trained in safety procedures and regulations for handling biological specimens before participating in the laboratory experience. All biological specimens are considered potentially infectious and must be treated utilizing universal/standard precautions.

To safeguard students, instructors, maintenance, and cleaning personnel, the MLT Laboratory Safety Policy and Procedure will be followed. Safety contracts and student consent forms will be addressed at the first lab. Copies of the signed forms will be kept in the student's file.

Student participation in MLT courses consists of a hands-on component, which requires the use of human subjects to develop skills essential to being a MLT. A hands-on component may require the student to collect urine or blood samples from other MLT students enrolled in the Program. Students understand that other MLT students enrolled in the Program will also be required to collect blood samples using the same procedures. All students will sign a Consent for Student testing prior to the collection of samples.

Healthcare services at the UMPI and UMA Campuses are limited to basic first aid. The University relies on the 911 Emergency Calls System. A first aid station in the laboratory is equipped with band-aids, bandages, and antiseptic.

### COMPETENCY ASSESSMENT

Students will be assessed during each laboratory using the rubric for MLT student labs. A copy of the lab rubric with instructor feedback will be provided to each student following the lab. **It is the student's responsibility to request additional lab practice and training to improve any areas of concern.**

Students must demonstrate professionalism, academic preparedness and the appropriate level of technical skills,

knowledge, and skill proficiency for course objectives. At the end of the semester, all students are required to achieve a minimum level of competency to successfully pass the course. A minimum grade of 77 is required to pass the competency. Competency assessment is used to determine that the student has the necessary knowledge and skills to perform a laboratory test accurately. Each competency assessment has a written set of criteria which must be performed to demonstrate competency has been achieved. The student will be provided with the assessment criteria and receive feedback from the instructor. The student will be allowed two attempts for each competency assessment. If the student has an unsuccessful competency assessment, an action plan will be developed which will include remediation.

Remediation can include demonstration of skills by the instructor, discussion of specific errors the student made and how to correct them, and additional practice opportunities. If a passing score is received upon the first attempt, the student will earn that grade for their competency and no second attempt will be allowed. If a second attempt is required, the student **must** obtain a minimum score of 77.

**If the student does not achieve a 77 upon second attempt, a grade of “0” will be earned.** The inability to function professionally in the laboratory will result in failure of the course. **A demonstration of inadequate performance and competency skills will result in failure of the entire course, unless the student withdraws, regardless of the overall course grade.** Per MLT Program of Maine policy, the student will have one attempt to retake the course before program dismissal.

It will be at the discretion of the instructor to allow a second attempt immediately following the first failed attempt or to determine if additional support is required before the second attempt. It is expected that written work, skill demonstration or other projects as determined by the instructor that does not meet proficiency competency must be revised/redone within 10 days of the original assessment, unless there are extenuating circumstances.

Program Administrators will review the circumstances surrounding each student case to determine further progression within the program.

Note: Accommodations used in the didactic courses may not transfer to the technical skills assessments.

### PROFESSIONAL CONDUCT

The courses taken prior to clinical practicum are an integral part of the professional curriculum. One aspect of building a professional behavioral pattern is to be dependable and reliable. It is the expectation students will attend all class sessions and turn in assignments when due. A portion of the lab grade will be determined by displaying the appropriate professional conduct listed in the affective objectives of each MLT course syllabus.

Disruptions during class such as cell phone use in the classroom and personal conversations are not permitted. Please put away and place phones on silent mode so as not to disturb others. Electronic devices brought to the classroom to access course materials should be used for relevant course activities and not for accessing social media during class meetings.

### DRESS CODE

All students are expected to dress appropriately, in good taste, and be well groomed so as not to cause a distraction to the educational purposes of the MLT Program. Lab coats, student badges, and gloves must be worn during all MLT student laboratories. Scrubs are recommended lab attire, but not required.

### INCLEMENT WEATHER

Students are encouraged to sign up for emergency alerts regarding weather closure and emergency information for both UMA and UMPI. Students are expected to be present for all didactic courses, even during inclement weather, unless the University from which the class originates is closed. The MLT Program will follow University guidance on cancellations and adjust accordingly.

In some cases, only one campus will be affected by inclement weather. When this occurs, MLT Program Administration will make decisions on cancellation or postponement and notify students via email. The MLT didactic courses are recorded for delayed viewing purposes. It is the expectation students will watch the recorded lecture. Scheduled laboratories that are canceled for any reason will be rescheduled and students are expected to

attend. If students are unable to attend the make-up lab, they will receive a grade of “0” for that laboratory.

### TECHNICAL DIFFICULTIES

If there are technical difficulties, students should call IT support at 1-800-696-4357 and notify their instructors. Every attempt should be made to rectify the technical problem; however, all lectures are recorded for later viewing. The student will be expected to view the missed lecture prior to the following lecture or lab session.

### PARTICIPATION

Each student is encouraged to become involved in the classroom discussions. We welcome questions and discussions centered on course content. Periodically, every student will be directly involved in a discussion to enhance the learning process. Team exercises will be utilized as necessary, and students are expected to participate.

It is the expectation for students to be active participants in learning.

All reading assignments are to be completed prior to the lecture or laboratory sessions.

### ELECTRONIC COMMUNICATION DEVICES

In any learning setting, the use of electronic communication devices such as cell phones must be limited to class activities or emergency situations only. The devices must be always set to silent mode during didactic lessons and lab sessions. If it is necessary to respond to a call or page, the student should leave the classroom with minimal disruption, and may reenter the classroom.

Whether in lecture or laboratory, students are to only access course related sites. No social networking, instant messaging, email, etc., are allowed during class or laboratory time. This includes the use of PCs, laptops, mobile phones, etc. Students may perform these types of activities during designated breaks.

The student laboratory is considered “contaminated” as we work with human blood and body fluids. If a student chooses to use tablet applications during the laboratory component of the course, these items must have a protective cover that can be disinfected at the conclusion of the activity.

Use of a cell phone during any academic testing situation or during exam review, is prohibited. It is considered an act of academic dishonesty if a student is found using a cell phone or other electronic communication device during an exam or test review.

### INFECTIOUS DISEASE EXPOSURE RESPONSE

Students who experience a body fluid exposure should immediately cleanse the wound or mucous membrane with soap and water, or if contact is to the eye(s), flush with water for several minutes.

Exposure involving a known HIV positive source should be considered a medical emergency, and therefore, the student should seek medical evaluation immediately. Post-exposure prophylaxis (PEP) should be initiated within 2 hours of exposure per CDC recommendations.

The student should immediately contact the appropriate personnel and seek care for necessary lab work and evaluation for post-exposure prophylaxis.

An UMS incident report should be completed and submitted to MLT administration within 24 hours of the incident. Documentation should include the name and contact information of the student that was exposed and the source patient from which the contaminated exposure originated. The time, date, and location of the exposure and a description of the incident should also be included in this documentation.

## COURSE INFORMATION AND RECOMMENDATIONS

**INSTRUCTIONAL METHODOLOGY** - the instructional methods used in MLT courses include the following:

- Zoom delivery of didactic information, lecture notes posted prior to class
- Brightspace Learning Management System (quizzes, exams, resources)
- Hands-On Laboratory Training
- Software/Internet Resources: MediaLab, PhysioEx, Labdaq LIS, Zoom, iClicker, Kahoot, Flipgrid, as assigned

### TIME COMMITMENT

According to “Hints on How to Succeed in College Classes”, additional time (beyond attending class and labs) should be budgeted per week for a four-credit course as follows:

- Reading assigned text 1 to 2 hours
- Homework assignments 3 to 6 hours
- Time for review and test preparation 3 to 6 hours
- Total study time per week 7 to 14 hours **per week**

### INSTRUCTOR RECOMMENDATIONS

The student may be required to listen to pre-recorded lectures and read textbook assignments and laboratory procedures **prior to** the date on which those lectures and labs are assigned on the course schedule.

A recommended way to prepare for each lecture/lab class session is to:

- Print and review the unit objectives.
- Print a copy of the lecture notes and write down questions while reviewing the material.
- Look the questions up in the required textbook or watch the recorded lecture again.
- If there is confusion on a concept or principle, have question(s) prepared and available to discuss during class or contact the instructor.
- If there is difficulty in understanding the material, please do not wait to seek help. Make an appointment or email the instructor as soon as possible.

### PREPARATION FOR WRITTEN EXAMINATIONS

Exam questions are created from the course objectives. One helpful way to study is to create a study guide by writing or typing the objective and then record the information pertaining to that objective.

No single study strategy works for everyone, but the best approach is to be active and to make studying a daily process. Keep up with assignments, review any lecture or lab session material within 24 hours of class and review it consistently and in small increments. Regularly studying the material in small increments will result in more effective learning. Best practice shows that 2-3 hours per week should be dedicated for such review.

Examinations are the property of the MLT program and will NOT be returned to the students. Students may review exams via Brightspace during allotted times. MLT 395 exam review may be conducted in person or via Zoom.

## POLICIES AND EXPECTATIONS DURING THE CLINICAL PRACTICUM

During clinical education experiences, students are expected to be an ambassador of the University and behave accordingly. Students will be subject to the academic and policies and code of student conduct of the University, as well as the clinical affiliate’s policies, procedures, and rules. Students are expected to be on time, dressed appropriately, and behave in a professional manner.

### CLINICAL PLACEMENT

Student clinical assignments are dependent on many factors including the availability of qualified staffing and other resources at the clinical sites. Consequently, it cannot be guaranteed that a student will get his/her top choices for clinical experiences. Since the MLT Program of Maine is a statewide program, the available clinical training site offered to a student may be anywhere within the State of Maine. Students who are unwilling to accept their assigned clinical training site will need to withdraw from the MLT Program and apply for readmission the following year. See academic policies on readmission and time to earn a degree. Only if there are not enough clinical sites for

the number of qualified students, an additional section of MLT 395, the clinical practicum, will be created for the following semester. The Program Administration will work with the clinical affiliates to schedule training the following semester.

Assignment to a clinical site will be based on the following:

1. Student academic performance (GPA and mid-semester grades prior to clinical rotation. This means a student with the highest academic performance will have preference in clinical site assignment.
2. Students will be assigned to clinical sites closer to where their homes are as much as possible.
3. The assignment of a student to a clinical site will take into consideration a variety of factors contributing to the appropriate pairing of students and their preceptors during clinical training. Any clinical site reserves the right to decline any student based on their clinical resources and student training requirements.

During the supervised clinical practicum (MLT 395), students will be required to attend on a full-time basis. Some rotations may include an intensive week workshop requiring travel to the other campus. Students will be working the hours assigned by the Clinical Instructor and the clinical affiliate. The typical schedule for a clinical experience is Monday through Friday, 6:00-2:30, 7:00-3:30 or something similar.

On a rare occasion, students may be scheduled for an alternative shift. Students will be fully informed of these schedules well enough in advance to make personal arrangements.

The clinical affiliates have the right to not allow students to do clinical practice at their facility if the student does not adhere to clinical affiliate policies and regulations. The student must realize that failure to adhere to hospital policies and regulations may jeopardize completion of a degree in Medical Laboratory Technology.

Because of the intense nature of the clinical experience and the requirements for student attendance and study, the MLT Program Administration strongly recommends that students minimize the number of hours of paid work during this time. With the current economic climate as well as personal and family obligations, we understand that some students must work. However, the clinical training must take priority over the outside work schedule.

#### **INCLEMENT WEATHER**

Due to the nature of schedule coordination and dedication of the clinical affiliate to MLT student training, travel to the clinical affiliate during inclement weather is at the discretion of the student and the clinical affiliate. The clinical instructor may dismiss a student at any point during the shift or prior to the inclement weather. **Inclement weather cancellations and delays from the UMS will not affect MLT 395 clinical scheduling.** The missed time must be made-up. This will be coordinated with the clinical affiliate and Program Administration.

Students must notify the lab department at least 30 minutes before the scheduled arrival time if he/she cannot report to work. The Program Administration must also be notified of the absence.

#### **PERSONAL APPEARANCE AND HYGIENE**

Students are required to maintain a professional appearance when on-site at the clinical affiliate. Students must keep themselves neat, clean, and well-groomed at all times. Students will follow the dress code at their affiliate hospital. Laboratory dress codes generally consist of the following:

- **Clothing:** Properly fitting, clean scrubs or clothing described as business casual.
- **Shoes:** Shoes must be closed-toed and comfortable. Shoes with holes in the top are not allowed.
- **Hair:** Hair must be clean and well groomed. If the hair's length is at or below the shoulder, or if it has a tendency to hang in the face, it must be pulled back.
- **Head coverings:** Nothing shall be worn on the head (baseball caps, scarves, hats, etc.) unless it is of a required religious nature or medical condition. If the head covering falls below the shoulders it must be tucked securely inside the scrub top or lab coat to prevent contamination by blood and/or body fluids
- **Beards:** Students must either shave regularly or if they choose to wear a mustache and/or beard, must keep them clean and well groomed.
- **Hygiene:** Before attending clinical rotation, students must bathe regularly (i.e. daily) to avoid offensive odor. Conservatively applied makeup is permitted. Students must maintain good oral hygiene.
- **Fragrances:** DO NOT use perfume, body spray, scented cologne, or scented hair products or lotions. Some patients/co-workers may have allergies to fragrances or the odor may make patients nauseous.

- **Tattoos:** Offensive tattoos will be covered at all times in the clinical setting.
- **Fingernails:** Fingernails must be kept clean and at a reasonable length. Reasonable length is defined as 1/8" above the fingertips. Artificial nails and nail jewelry are *not* to be worn. Chipped nail polish is not permitted.
- **Jewelry:** Jewelry must not interfere with the employee's ability to perform job duties and must not present a safety hazard to the wearer or patient.
- **Identification:** During clinical assignments students must wear a photo ID badge identifying them as a student. The badge must be visible at all times by clipping the badge onto the top of the scrub top or the lab coat. Badges CANNOT be worn at or below waist level.
- **Personal Protective Equipment:** Student PPE will be provided by each clinical affiliate.

### PRIVILEGED INFORMATION AND CONFIDENTIALITY

All patient information or business information that students will have access to during their clinical practicum will be treated in a confidential manner. Unauthorized or inappropriate access, viewing, alteration, use or disclosure of patient and/or business information other than to accomplish one's professional duties is a violation of confidentiality. The serious consequences of betraying the confidentiality of patient and/or medical information are obvious and irrevocable.

Therefore, information regarding patients, doctors and others must be considered strictly confidential. At work you must not discuss such information except in a private location with those whose position it is to receive such information and such information must never be discussed with people outside the hospital.

Students must be careful about casual conversation with other hospital personnel in public spaces (the cafeteria, hallways, etc.). Patients have the right to privacy and the highest regard and consideration for their personal and physical condition. Cell phones, cameras and other recording devices are not to be used in the clinical setting for recording identifiable patient data.

Clinical affiliates expect students to complete HIPAA training and sign a confidentiality agreement before beginning the clinical training. Failure to maintain confidentiality is grounds for disciplinary action up to and including dismissal from the program.

### PATIENT RIGHTS

All patients have the right to refuse to participate in clinical education. It is the student's responsibility to introduce him/herself to the patient as a student and receive consent.

### SAFETY

Students have received training regarding infection control hazards, fire, chemical and general lab safety prior to starting their clinical practicum. In addition to the MLT Program training, students are expected to receive training regarding their clinical affiliate's policies for fire safety, chemical spills, infection control measures, and bloodborne pathogen/exposure control. Students are expected to adhere to the safety policies in place at their clinical affiliate.

Students must familiarize themselves with posted fire safety information (evacuation routes, fire alarm stations, fire extinguishers, etc.). They should also be acquainted with safety policies and practices of the laboratory, such as the safe use and disposal of chemicals, the handling of biohazard materials, the disposal of sharps, and hand hygiene expectations, etc.

Because the use of electronic communication devices can be a safety concern, students must follow the MLT program Rules of Conduct and Behavior policy regarding the use of electronic communication devices in the clinical setting.

During the clinical practicum, students may perform patient testing under the supervision of qualified laboratory personnel responsible for their training.

### INCIDENT/ACCIDENT REPORTS

An incident that occurs in the clinical area resulting in personal, patient, or hospital injury and or damage to equipment must be reported immediately to the instructor. An incident/accident report form will be completed

and forwarded per hospital policy. If appropriate, a copy of the report should be provided to the Program Administration to be placed in the student file. Note: All patient information will be redacted.

The student is responsible for notifying the MLT Program Administration of the incident as University incident/accident forms may also need to be completed.

Examples of incidents include, but are not limited to:

- a needlestick with a contaminated needle
- a patient complaint
- a significant error that could have or did impact patient care

### **MALPRACTICE LIABILITY INSURANCE**

UMA and UMPI maintain commercial general liability insurance for professional malpractice of students while in clinicals, insuring against the negligent acts or omissions of University students or faculty participating in clinical education at the facility.

### **EMERGENCY MEDICAL CARE**

According to the clinical affiliation agreement, clinical sites agree to “Provide initial emergency care, if available, for students who are injured or become ill while on duty in an assignment at the facility. It is understood that students (or their parents or guardians as the case may be) shall be responsible for their own medical expenses, whether incurred at the facility or elsewhere.”

### **SERVICE WORK POLICY**

Medical Laboratory Technology students are not expected to perform service work and are not allowed to take the place of qualified staff during any clinical rotation. After demonstrating proficiency, students with qualified supervision may be permitted to perform procedures. During the clinical practicum, students may perform patient testing under the supervision of qualified laboratory personnel responsible for their training.

A clinical institution, which employs a currently enrolled MLT student as a laboratory assistant or phlebotomist, will schedule the student for work **ONLY** during **non-instructional hours**. Students shall not receive any compensation from the facility for their participation in the clinical practicum.

### **UNSAFE CLINICAL PRACTICUM PRACTICES**

The MLT Program of Maine identifies safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Unsafe clinical practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patients, instructors, students, clinical and other staff, or self. Unsafe or unprofessional clinical practice may result in implementation of the Progressive Discipline Policy outlined in the MLT Student Handbook.

The following examples serve as guides to these unsafe behaviors but are not to be considered all-inclusive.

**Physical Safety:** Unsafe behaviors include but are not limited to:

- Failure to correctly identify patient(s) prior to initiating care
- Inappropriate use of side rails, wheelchairs, other equipment
- Lack of proper protection of the patient which potentiates falls, lacerations, new or further injury

**Biological Safety:** Unsafe behaviors include but are not limited to:

- Failure to properly identify patient(s) prior to treatments
- Failure to recognize violations in aseptic technique
- Performing actions without appropriate supervision
- Failure to seek help when needed
- Providing direct patient care while ill with a potentially contagious infection

**Emotional Safety:** Unsafe behaviors include but are not limited to:

- Threatening or making a patient, bystander, clinical instructor or other staff fearful

- Providing inappropriate or incorrect information
- Performing actions without appropriate supervision
- Failure to seek help when needed
- Unstable emotional behaviors

**Unprofessional Practice:** Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions (including but not limited to postings on social media sites), or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians.
- Behavior which interferes with or disrupts teaching or learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting
- Breach of confidentiality in any form
- Falsifying patient laboratory results
- Misrepresenting care provided to a patient, clinical errors, or any action related to the clinical experience
- Leaving the clinical area without notification of faculty and clinical staff or supervisor

## REQUEST FOR REMOVAL OF STUDENTS FROM THE CLINICAL PRACTICUM

The clinical affiliate may request withdrawal of any student whose performance is unsatisfactory or whose conduct or disregard for hospital regulation compromises quality patient care or has detrimental effect on laboratory operations and/or personnel. Students may be changed from one clinical site to another if the faculty or clinical coordinator considers it necessary to ensure objective evaluation.

When it becomes obvious that a student is not maintaining standards necessary for the training and, in the opinion of the University and the clinical affiliate, cannot improve his/her status to satisfactory performance, the student can be dismissed from the program. This requires the mutual agreement of the University and the clinical affiliate. The dismissal decision may be appealed as outlined by University policy.

Examples of cause for dismissal include (though not limited to) the following:

- Inadequate academic and technical competence
- Theft (regardless of amount) or dishonesty
- Threatening, intimidating, or coercing patients, instructors, staff or others
- Unauthorized possession of weapons, firearms, or explosives on premises
- Conviction of a felony
- Willful damage of hospital equipment or property
- Immoral or indecent conduct
- Physical assault/battery on employees or patients during working hours or anywhere on clinical affiliate premises
- Deliberate omission or falsification of significant information on hospital records
- Possessing, consuming or being under the influence of intoxicants, narcotics, or non-prescribed barbiturates on the premises
- Excessive absence of scheduled clinical days in any department. (See attendance policy)
- Willful acts or conduct detrimental to patient care or hospital operations that result in neglect or abuse of any patient
- Insubordinate acts or statements, or failure to carry out orders
- Violation of safety standards that could result in harm to patients/employees or major damage to equipment

The clinical affiliate has the right to refuse admission (or readmission) of any student to the practicum on the basis of:

1. Academic record
2. Violation of hospital policy
3. Negligent, incompetent, or intentional actions that jeopardize patient care
4. Negligent or intentional violations of quality control practices
5. Failure to meet the clinical affiliate's standards for safety, health, or ethical behavior

If the practicum must be repeated, the student can reapply for admission to the program. If readmitted, every effort will be made so the practicum is repeated at a different affiliate. The Laboratory Manager and clinical instructors will be informed of the reason the practicum must be repeated and may require an interview with the student. The MLT Program of Maine assumes the responsibility for the final decision concerning acceptance or rejection of the student for repetition of the practicum.

Students will be allowed to repeat a practicum **only if clinical space is available** after non-repeating students are assigned clinical spots. Repeating students will have the last **priority** for clinical space.

## SUSPENSION / DISMISSAL FROM A CLINICAL AFFILIATE

Some hospitals have specified the following in their Clinical Affiliation Agreements with the University of Maine System:

The clinical affiliate has the discretion to suspend or terminate a student from the clinical program due to:

- Unsatisfactory performance
- A medical condition that renders the student unable to perform the requirements of the clinical program
- Failure to comply with privacy or confidentiality policies
- Failure to abide by any facility policy and/or procedure
- Any other reasonable cause when the hospital deems it in the best interests of the hospital or its patients to do so. If the hospital deems the student is in any way a danger to patients, staff, the general public, or themselves, the hospital may expel the student immediately.

For reasons other than safety concerns, the University will be given a seven-calendar day notice of expulsion. The student will cease participation in the clinical experience during the notice period.

If a student is suspended/ dismissed from their assigned clinical affiliate, the MLT Program cannot guarantee placement of the student at another clinical affiliate. Therefore, if a student is suspended/dismissed from their assigned clinical affiliate, they will be dropped from the MLT Program and they will receive a grade of "F" for MLT 395. Readmission to the MLT Program will follow the existing MLT Program Academic Policies.

If there are extenuating circumstances surrounding a student's suspension from a clinical affiliate, the MLT Program Administration will be responsible for:

- Reviewing the circumstances of the suspension to determine possible continuation in the MLT Program.
- Reviewing opportunities for possible placement at another clinical training site.
- Reviewing the findings and recommendations with the appropriate University Academic Administrator and/or the Dean of Students.

The authors have freely borrowed, adapted, modified, and used words, phrases, ideas, and concepts found in MLT Program Handbooks of the following educational institutions, listed in alphabetical order:

Allegany College of Maryland

Austin Community College

Central Texas College

Delaware Technical and Community College

Marion Technical College

Montgomery County Community College

Quincy College

University of Minnesota