

Student Handbook

2018-2019



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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 Co-Directors as deemed necessary. Students will be notified of significant content changes via email.

Vision and Mission Statements and Program Overview

Vision Statement

“Providing Quality MLT Education to Communities Across the State of Maine.”

Mission Statement

The MLT Program of Maine, with the assistance of its clinical affiliate laboratories, 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 healthcare facilities. There is a strong need for medical laboratory technicians as approximately 40% of the current laboratory workforce is within five to ten years of retirement. We need to continually prepare and graduate the best technicians to ensure ongoing delivery of quality healthcare to communities across the State of Maine.

Program Overview

The Medical Laboratory Technology (MLT) Program of Maine was created 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 videoconferencing at locations statewide. Periodic intensive laboratories will be held at Presque Isle or Augusta locations. The final semester is a supervised clinical practicum scheduled at an affiliated hospital laboratory.

The MLT program can be completed as a fast-track option for students with a four-year degree who have the non-MLT core courses completed including Biology and two semesters of Chemistry.

The MLT Program of Maine includes Canadian alumni that have trained in the United States and have become certified through the Canadian Society of Medical Laboratory Science (CSMLS).

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

Medical Laboratory Profession

The health of all Americans 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 of the United States make a vital contribution to the quality of healthcare.

What is an MLT?

Medical Laboratory Technicians (MLT) are vital to the healthcare team as they are often the first to produce patient results. MLTs use sophisticated biomedical instrumentation, as well as manual procedures, to perform testing and provide results that are essential in the diagnosis, treatment, and prevention of disease. It is estimated that over 70% of all medical decisions are based in part on laboratory results.

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, correlation of clinical procedures and results, principles and practices of quality assessment for all major areas: clinical chemistry, hematology, immunology, immunohematology, microbiology, and molecular biology 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 healthcare professionals, and others in the laboratory practice as well as the public.

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

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: <http://www.naacls.org> or call 773-714-8880.

Faculty

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Clinical Affiliates

UMA:

MaineGeneral Medical Center, Augusta, ME

Please contact Judy Clukey for more information pertaining to the following clinical affiliates:

Blue Hill Memorial Hospital, Blue Hill, ME
Central Maine Medical Center, Lewiston, ME
Franklin Memorial Hospital, Farmington, ME
Mid Coast Hospital, Brunswick, ME
Redington Fairview General Hospital, Skowhegan, ME
Waldo General Hospital, Belfast, ME

Penobscot Bay Medical Center, Rockport, ME
Miles Memorial Hospital, Damariscotta, ME
St. Mary's Medical Center, Lewiston, ME
St. Joseph's Hospital, Bangor, ME
NorDx Laboratories, Scarborough, ME
Bridgton Hospital, Bridgton, ME

UMPI:

The Aroostook Medical Center, Presque Isle, ME
Cary Medical Center, Caribou, ME
Houlton Regional Hospital, Houlton, ME
Northern Maine Medical Center, Fort Kent, ME
Penobscot Valley Hospital, Lincoln, ME
Calais Regional Hospital, Calais, ME

Program Closure and Teach Out Policy

In the event that 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 Blackboard online course delivery system and the University College Centers. Should Blackboard 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.

Goals and Competencies

Goals

The MLT Program of Maine has established the following goals with the support of UMA and UMPI:

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.
2. Provide a climate conducive to further developing interest in MLT education by participation in professional organizations, and encouraging awareness in changing trends in medical laboratory technology.
3. Produce graduates that will demonstrate the technical skill of an entry-level technician in an ethical and professional manner.
4. To produce skilled clinical laboratory workers who:
 - through general and technical education, are qualified to perform with minimal supervision, the tests routinely performed in clinical laboratories,
 - are able to collect, label, identify, and log in specimens accurately,
 - have a working knowledge of the principles of the tests they are performing,
 - perform laboratory test procedures accurately and efficiently,
 - keep accurate and legible records and are able to communicate reports clearly to fellow medical personnel,
 - correlate laboratory test results with patient diagnosis and treatment,
 - are skillful in the operation of laboratory instruments and are able to recognize instrument failures and take appropriate actions by problem solving and troubleshooting,
 - perform quality assessment within the clinical laboratory; recognize interferences with pre-analytical, analytical, and post-analytical test factors and take appropriate actions,
 - demonstrate knowledge of infection control and safety practices and follow established guidelines and regulations,
 - demonstrate technical training sufficient to orient new employees within the clinical laboratory,
 - will take responsibility for their own work and are able to organize their work to make the most efficient use of time,
 - will adapt well to various work situations by cooperating with their coworkers and all members of the healthcare team,
 - maintain the confidentiality of patient results,
 - are able to perform efficiently under stress,
 - will pursue certification and strive to keep their competence and knowledge current in relation to the changing work environment with continued professional development.
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.

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, and taking appropriate actions within predetermined limits when corrections are indicated;
4. Performing and monitoring quality control within predetermined limits;
5. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs;
6. Applying principles of safety;
7. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other healthcare professionals, and with the public;
8. Recognizing the responsibilities of other laboratory and healthcare personnel and interacting with them with respect for their jobs and patient care;
9. Applying basic scientific principles in learning new techniques and procedures;
10. Relating laboratory findings to common disease processes;
11. Establishing and 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.

Program Assessment Policy

The MLT Program faculty recognizes the importance of ongoing assessment for validation of quality, and for identification of areas that require improvement. For more information, please refer to the Program Assessment and Continuous Quality Improvement Plan in the policy section at the end of this handbook.

Technical Standards

The MLT Program of Maine has established minimum essential requirements (separate from academic standards for admission), which every student must meet, with or without reasonable accommodations, in order to participate fully in all aspects of training and eventual employment in the clinical laboratory setting. These essential requirements are divided into observational, movement, communication, intellectual, and behavioral categories.

Observational - Ability to participate actively in all demonstrations, laboratory activities and clinical experiences in the professional program component. Such observation and information requires functional use of visual, auditory and somatic sensations.

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

Movement - Sufficient motor ability to execute the movement and skills required for safe and effective performance of duties.

- Move freely and safely about a laboratory.
- Reach laboratory benchtops and shelves, patients lying in hospital beds, or patients seated in specimen collection furniture.
- Travel to clinical laboratory sites for practical experience.
- Perform moderately taxing continuous work, often requiring prolonged sitting or standing, over several hours.
- Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
- Possess finger and manual dexterity necessary to control laboratory equipment (i.e. pipettes, inoculating loops, test tubes), adjust instruments to perform laboratory procedures, such as handling small tools and/or parts to repair and correct equipment malfunctions, and transferring drops into tubes of small diameter.
- Use a computer keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

Communication - 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.

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

Intellectual - Ability to collect, interpret, and integrate information and make decisions.

- Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
- Be able to exercise sufficient judgment to recognize and correct performance deviations.
- Apply knowledge to new situations and to problem solving scenarios.

Behavioral - 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 mature, sensitive, and effective relationships with faculty, fellow students, clinical instructors, patients, and other members of the healthcare team.

- Manage heavy academic schedules and deadlines.
- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- Demonstrate appropriate judgment and effectively employ intellect under conditions of stress.
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e. ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e. stat test orders), and a distracting environment (i.e. high noise levels, crowding, complex visual stimuli).
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- Adapt to working with unpleasant biologicals.
- Support and promote the activities of fellow students and of healthcare professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem-solving, and patient care.
- Be honest, compassionate, ethical, and responsible. Accept responsibility and accountability for one's own actions. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism, and look for ways to improve (i.e. participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.
- Show respect for diversity: works well with individuals of different age, ethnic background, religion, sexual orientation and/or educational backgrounds.
- Exhibit professional behavior by conforming to appropriate standards of dress, appearance, language, and public behavior.

MLT students will review the Technical Standards during the first class of MLT 103. The student will sign the Technical Standards and a copy will be maintained in the student's file.

Admission Requirements

The MLT Program of Maine admits a maximum of 30 new students (15 at UMPI and 15 at UMA) in the program the summer semester of each academic year.

In order to be considered for the MLT program, you must do the following:

Complete 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
 - 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 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 one of the Program Co-Directors, the advising department, or the admissions office for assistance in identifying methods to obtain necessary courses required for the program.

Required Essay:

We ask all potential MLT students 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 good MLT?
- What are your professional goals?

Lab Tour:

If you have not had an opportunity to visit a clinical laboratory, please contact one of the Program Co-Directors for more information on scheduling a visit.

Further Education:

MLT graduates may upgrade their professional certification to Medical Laboratory Scientist (MLS) by transferring into the BA Biology program.

Criminal Background Checks

MLT students entering the clinical rotation component of the program must have a completed current criminal background check on file. 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 Co-Director. Students are advised in MLT 103 that the majority of our clinical affiliates require evidence/validation of a criminal background check as per clinical affiliate/college contract agreements. If a student has a criminal history, the clinical affiliate has the right to deny that student access to its facility and the program must disclose such information to the affiliate and allow the affiliate the right to deny or approve access to said clinical affiliate. Failure to be placed in a clinical rotation would prevent the student from completing the MLT clinical program.

In the event that 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.

Student Health Record

MLT students entering the clinical rotation component of the program must have a completed Health Record Form on file with the program that was completed no more than 12 months prior to the beginning of the clinical rotation. Students are advised in MLT 103 that all of our clinical affiliates require evidence/validation of immunizations and health records. The MLT Program has a standard health records form that must be completed by an approved medical provider. The following information must be completed as part of this process:

- Two Step PPD process (evidence of Negative TB screen)
- Evidence of immunization history
- Required Titer levels
- Hepatitis B vaccine or waiver form
- Physician Evaluation

Professional Behavior

Code of Ethics

Medical professionals and their patients depend on technical skills, knowledge, honesty, and integrity from everyone on the healthcare team. Those engaged in laboratory medicine add to those attributes careful attention to detail, accuracy, and precision.

Producing reliable and quality test results is the province of the clinical laboratory. Educators are responsible for producing ethical, well-trained graduates. Therefore, in addition to the technical curriculum, the MLT Program emphasizes professional ethics and attitudes.

Unethical practices can result in legal action and/or endangering patients. Clinical laboratories cannot tolerate dishonesty and unsafe or unethical behavior. The MLT Program will dismiss students who demonstrate such behaviors as plagiarizing, falsifying lab results, destroying/misusing equipment, and failing to adhere to safety policies. The program adheres to the Code of Ethics of the American Society for Clinical Pathology (ASCP). ASCP publishes principles and standards for clinical laboratory professionals.

MLT students pledge the following:

- To treat patients, instructors, and colleagues with respect and thoughtfulness;
- To perform laboratory work in an accurate and responsible manner;
- To use laboratory resources properly;
- To abide by laws and regulations and disclose illegal or improper behavior to the appropriate authorities;
- To study the Medical Laboratory Technician body of knowledge conscientiously throughout their training.

Continuing to update knowledge and skills throughout a career in laboratory medicine is ethical behavior. Program instructors will convey this concept of responsibility.

MLT students will review the Code of Ethics during the first class of MLT 103. The student will sign the Code of Ethics and a copy will be maintained in the student's file.

Professional Behavior

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. 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

One of the MLT Program goals is to train ethical, responsible laboratory professionals. To guide students toward this end, the program has developed 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.

Confidentiality Guidelines

In compliance with the Health Insurance Portability and Accountability Act (HIPAA), information will be provided to students on maintaining confidentiality regarding patient privacy and data security as it relates to healthcare workers.

All patient medical and financial records, and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by students unless pertaining to his or her learning requirements. Under HIPAA regulations, you can only discuss patient information if it is directly related to treatment, and even then, you must limit the disclosure of any patient information to the minimum necessary for the immediate purpose. Discussion of confidential information must take place in private settings. Students must not discuss confidential information to family members or friends, or other parties who do not have a legitimate need to know. Disclosure of the patient's presence in any healthcare agency may violate confidentiality. Students are not allowed to enter the clinical laboratory setting 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 unauthorized disclosure of protected health information may subject the student to legal liability. Failure to maintain confidentiality is grounds for disciplinary action up to and including dismissal from the program.

Use of Social Media

When publishing information on social media sites, the student needs to be aware that information may be public for anyone to see and can be traced back to them as an individual. There is no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. If you are unsure about posting something or responding to a comment, ask your faculty. Social media typically enables two-way communications with the audience therefore an individual has less control of how materials will be used by others. Social media may be used to investigate student behavior.

As a student in the MLT Program, you may encounter confidential information within the classroom or clinical settings. It is the responsibility of the student to adhere to the following policy related to Social Media.

Policy

- 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.
- 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.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient (examples include but not limited to: date of care, facility name, diagnosis, and treatment). Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- 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.

- Student 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.

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, through the use of social media platforms do so at the risk of disciplinary action that can be failure of the course and/or dismissal from the program.

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 Description

MLT 100 CLINICAL CHEMISTRY I (UMPI)

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. Offered first summer of the Program.

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. Offered first summer of the Program. Fee.

MLT 203 CLINICAL CHEMISTRY II and IMMUNOLOGY (UMPI)

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 (UMA)

4 credits. Prerequisites: BIO 316, MLT 206. Consideration of pathological forms of microbes including their morphological, physiological, and nutritive characteristics, and the correlation of abnormal findings with disease states. Some emphasis will be given to mycology and parasitology. Three 2-day intensive labs and/or review sessions.

MLT 205 IMMUNOHEMATOLOGY (UMPI)

4 credits. Prerequisites: MLT 206. 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. Four intensive labs and/or review sessions. Fee.

MLT 206 HEMATOLOGY/COAGULATION (UMA)

4 credits. Prerequisites: MLT 105, 203 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. Three intensive labs and/or review sessions. Offered second summer of the Program.

MLT 395 HOSPITAL PRACTICUM (UMA and UMPI)

12 credits. Prerequisites MLT 100-206. 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.

Medical Laboratory Technology, A.S.

College of Arts & Sciences

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

GENERAL EDUCATION – 36/37 CREDIT HOURS

FYS 100 First Year Seminar	1
ENG 100 Introduction to College Reading and Writing (with a grade of C- or higher)	
OR ENG 101 College Composition	4/3
ENG 121 College Composition II	3
PCJ 215 Business Communication	3

MATH AND SCIENCE

MAT 101 Basic Statistics	3
BIO 112 General Biology	4
BIO 261 Anatomy and Physiology I	4
BIO 316 General Microbiology	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 - 35 CREDIT HOURS All courses must be passed with a C+ or better

MLT 100 Clinical Chemistry I	3
MLT 203 Clinical Chemistry II & Immunology	3
MLT 103 Phlebotomy**	2
MLT 105 Urinalysis**	3
MLT 204 Clinical Microbiology	4
MLT 205 Immunohematology	4
MLT 206 Hematology/Coagulation**	4
MLT 395 Hospital Practicum***	12

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

Recommended Elective:

MLT 104 Phlebotomy Clinical Practicum	1
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**MLT 103, MLT 105 and MLT 206 are required courses offered only during the summer sessions.

*** MLT 395 is a supervised clinical practicum, which begins before the scheduled start of the spring semester. Students must successfully complete (minimum C+) each clinical rotation to proceed to the next rotation.

Note: MLT students are required to pay a program fee of \$75.00 at the beginning of each semester for travel to attend mandatory workshops and trainings in the second year of the program. Students enrolled as “MLT” majors will be assessed the non-refundable fee.

Total credits required for the degree: 71

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 admissions 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 005 Developmental Writing **or** course waiver
- REA 008 Reading for Understanding **or** course waiver
- MAT 111 Algebra II **or** higher-level algebra course **or** course waiver
- 2.0 Grade Point Average (GPA) or higher

Associate Degree Requirements:

- Minimum 70 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

Program Major Requirements (35 credit hours):

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

- MLT 100 Orientation and Clinical Chemistry I (3)
- MLT 103 Phlebotomy (2)
- MLT 105 Urinalysis (3)
- MLT 203 Clinical Chemistry II & Immunology (3)
- MLT 204 Clinical Microbiology (4)
- MLT 205 Immunohematology (4)
- MLT 206 Hematology (4)
- MLT 395 Hospital Practicum (12)

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

General Education Requirements (35 credit hours):

- Complete one of the following Communications electives (3):
 - COM 101 Public Speaking*
 - COM 102 Interpersonal Communications*
 - COM 104 Communications in Groups and Organizations*
 - COM 106 Oral Communication of Literature*
- ENG 101 College Writing (3)

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

ARH 105 History of Art & Architecture I
ARH 106 History of Art & Architecture II
DRA 101 Introduction to Theatre
DRA 265 The American Movie
DRA 280 Introduction to Films
ENG xxx any literature course
HTY xxx any history course
HUM xxx any humanities course
MUH 104 Music of the Classic Era: Haydn, Mozart, Beethoven
MUH 123 Understanding Music
MUH 160 World Music
MUH 190 Women in Western Music
MUS 225 The Mysterious Power of Music
MUH 333 History & Literature of Music I
MUH 334 History & Literature of Music II
MUH 337 Tradition and Innovation: Western Art Since the Romantics
PHI xxx any philosophy course
POS 390 Survey of Political Theory
WGS 101W Introduction to Women's Studies

MAT 115 Elementary Statistics (3)

- BIO 110 General Biology I (4) **must be passed with a "C+" or better**
- BIO 210 Anatomy and Physiology (4) **must be passed with a "C+" or better**
- BIO 321 Microbiology (4) **must be passed with a "C+" or better**
- CHY 115 General Chemistry I (4) **must be passed with a "C+" or better**
- CHY 116 General Chemistry II (4) **must be passed with a "C+" or better**
- 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

Students are encouraged to contact their faculty advisor and the Advising Center for academic advising and support services throughout their stay at UMA.

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, the MLT Co-Directors 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 Co-Directors send 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

Time to Earn Degree

The MLT curriculum is designed to be completed within four college semesters and one summer session. This normal progression may be interrupted by a student's illness, the need to repeat a course, or other unforeseen circumstances. In order that continuity of the program is maintained, the degree requirements must be completed in three years beginning with MLT 103 Phlebotomy. The MLT program is a career program that will enable students to seek employment in a clinical laboratory at the program's completion.

The MLT program can be completed as a fast-track option for students with a four-year degree who have the non-MLT core courses completed including Biology and two semesters of Chemistry.

Minimum Grade

In all MLT and science courses the minimum required grade is 77% or C+ with a minimum GPA of 2.33. 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.

Phlebotomy Waiver

Students who have successfully completed a formal phlebotomy program may waive/substitute the phlebotomy requirement. The student must provide documentation of the Completion of a NAACLS accredited or equivalent program. The documentation must include the number of classroom and clinical hours.

Students with one or more years of recent (within three years) full time employment as a phlebotomist may waive the phlebotomy requirement. Documentation from the employer on institution letterhead must be provided.

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.

Certification Eligibility

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.

Progression in the MLT Program

The MLT curriculum is sequential in nature and classes are offered in fall or spring semesters and only once per year. In order 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 objectives
- Successfully pass competency assessments in MLT 100, MLT 203, MLT 105, 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

Degree Plan

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

First Year – Summer Semester

Course Number - UMPI	Course Number - 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
		Total	5-6

**Strongly Recommended Elective

First Year – Fall Semester

Course Number - UMPI	Course Number - UMA	Course Name	Credits
FYS 100	n/a	First Year Seminar	1
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	UMPI = 16 UMA = 15

First Year – Spring Semester

Course Number - UMPI	Course Number - UMA	Course Name	Credits
MAT 101	MAT 115	Basic Statistics	3
CHY 122	CHY 116	General Chemistry II	4
MLT 203	MLT 203	Clinical Chemistry II & Immunology	3
BIO 316	BIO 321	General Microbiology	4
ENG 101	ENG 101	College Composition I	3
		Total	17

Second Year – Summer Semester

Course Number - UMPI	Course Number - UMA	Course Name	Credits
MLT 206	MLT 206	Hematology/Coagulation	4
PSY 100	PSY 100	General Psychology	3
		Total	7

Second Year – Fall Semester

Course Number - UMPI	Course Number - UMA	Course Name	Credits
MLT 204	MLT 204	Clinical Microbiology	4
MLT 205	MLT 205	Immunoematology	4
ENG 121	ENG 102W	UMPI: College Composition II UMA: Introduction to Literature	3
PCJ 215	COM Elective	Business Communication	3
		Total	14

Second Year – Spring Semester

Course Number - UMPI	Course Number - UMA	Course Name	Credits
MLT 395	MLT 395	Hospital Practicum (Jan-June)	12
		Total	12

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

First Year – Fall Semester

Course Number - UMPI	Course Number - UMA	Course Name	Credits
FYS 100	n/a	First Year Seminar	1
BIO 112	BIO 110	General Biology I	4
CHY 111	CHY 115	General Chemistry I	4
ENG 101	ENG 101	College Composition I	3
		Total	UMPI = 12 UMA = 11

First Year – Spring Semester

Course Number - UMPI	Course Number - 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

Course Number - UMPI	Course Number - 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	5-6

**Strongly Recommended Elective

Second Year – Fall Semester

Course Number - UMPI	Course Number - UMA	Course Name	Credits
MLT 100	MLT 100	Clinical Chemistry I	3
PSY 100	PSY 100	General Psychology	3
BIO 261	BIO 210	Human A&P	4
PCJ 215	COM Elective	Business Communication	3
		Total	13

Second Year – Spring Semester

Course Number - UMPI	Course Number - UMA	Course Name	Credits
MLT 203	MLT 203	Clinical Chemistry II & Immunology	3
BIO 316	BIO 321	General Microbiology	4
May add class		Recommend BA-Bio requirement	6-8
		Total	13-15

Second Year – Summer Semester

Course Number - UMPI	Course Number - UMA	Course Name	Credits
MLT 206	MLT 206	Hematology/Coagulation	4
May add class		Recommend BA-Bio requirement	3
		Total	7

Third Year – Fall Semester

Course Number - UMPI	Course Number - UMA	Course Name	Credits
MLT 204	MLT 204	Clinical Microbiology	4
MLT 205	MLT 205	Immuno-hematology	4
May add class		Recommend BA-Bio requirement	3-6
		Total	11-14

Third Year – Spring Semester

Course Number - UMPI	Course Number - UMA	Course Name	Credits
MLT 395	MLT 395	Hospital Practicum (Jan-June)	12
		Total	12

General Policies

Communication

The student@maine.edu email will be the official email that the instructor will use to communicate with students as well as through Blackboard announcements. Students are expected to check their maine.edu email account and Blackboard announcements on a **minimum** bi-weekly basis for class-related updates.

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.

Transportation

Transportation to all classes 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. Car-pooling may not be feasible during clinical assignments due to varying schedule requirements.

Note: All MLT students are required to pay a program fee of \$75.00 at the beginning of each semester for travel to attend mandatory workshops and trainings that require an overnight stay during the second year of the program. Students enrolled as “MLT” majors will be assessed the non-refundable fee.

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. In the event that such 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 Co-Directors 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 are maintained in the office of the MLT Program Co-Director. 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, copies of official letters, records of grades and attendance, and accident reports. Formative evaluations are kept for one year following graduation, and are then shredded. The Program Co-Directors permanently retain in each student file, the following: clinical instructor evaluation forms, department check sheets, 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 Co-Directors also keep a record of students' addresses and telephone numbers. It is the student's obligation to notify the MLT Program Co-Director of any changes.

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

Progressive Discipline

Faculty is committed to assisting students to be successful in the program. To afford students due process, MLT students who are not meeting courses objectives in class, clinical/practicum or lab will be advised of their performance status using the progressive discipline process.

Step 1: Initial Warning

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor 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.

At the discretion of the instructor and depending on the situation, this step may be skipped and a conference done.

Step 2: Conference/Discussion Form

The student meets with the instructor in a formal conference to review the performance deficit. A written MLT Program Discussion Form will identify specific concerns and a remediation plan or agreement. This 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

Final written warning is implemented for:

- Unsatisfactory clinical performance
- Unsatisfactory clinical 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

Following a written warning is a trial period in which the student must improve or be withdrawn from the program.

The student meets with the Program Co-Director(s). 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 during the trial period.

Step 4: Withdrawal from the Program

If at any time during the trial period, the student fails to meet any of the conditions of the final written warning, the student may be withdrawn from the program. Accordingly, if at the end of the trial period the student has not met the criteria for satisfactory performance as outlined, the student will be withdrawn from the program. A student who receives a final written warning for unsafe or unprofessional conduct will be withdrawn 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*

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 setting 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, in order 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 Co-Director, 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 Program Co-Director or designee.
- The student will be referred to appropriate support services by the Program Co-Director or designee.

The Program Co-Director 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: <http://www.uma.edu/about/title-ix-info/>. For UMPI students: <http://www.maine.edu/about-the-system/board-of-trustees/policy-manual/section402/>

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.

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.

Academic Integrity

Academic integrity means that a student's work is the product of his/her 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.

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 Co-Director. The Program Co-Director will review the nature of the complaint and determine the appropriate response. The Program Co-Director 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 Co-Director will place all complaints eliciting a response from program faculty or University administration in a secure file.

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

Professional Conduct

The courses taken prior to clinical practicum are an integral part of your professional curriculum. One aspect of building a professional behavioral pattern is to be dependable and reliable. You are expected to attend all class sessions and turn in assignments when due. A portion of your 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 in order 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 and gloves must be worn during all MLT student laboratories.

Attendance for Lecture Courses

Regular and punctual attendance for all lecture and laboratory sessions is the single most important thing that you can do to be successful in this course. Each class serves as a building block of knowledge for the next class session. Important announcements are made at the beginning of class and may not be repeated. 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.

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 period, this will be considered an excused absence. Failure to notify the instructor is considered an unexcused absence. Four days of tardiness or early departures will be considered an absence.

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 where the class originates, is closed. If the campus from which the class originates is closed, class is **cancelled**.

In some cases, only one campus will be affected by inclement weather. When this occurs, if the class originates from the unaffected campus, class will be held. The students attending at that campus will be expected to attend class and any scheduled laboratories. The MLT didactic courses are recorded for delayed viewing purposes. In the case of UCLS site closures due to weather or other unexpected events, the MLT students that were unable to attend the class are responsible for viewing the recorded lecture and are accountable for the lecture information. Students unable to attend class due to a UCLS site closure will NOT lose participation points for that day. Scheduled laboratories that are cancelled for any reason will be rescheduled and students are expected to attend the make-up lab. 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 compressed video technical difficulties, students should call IT support at 1-800-696-4357. Students should wait a minimum of 30 minutes for the resolution of the technical issues before leaving class.

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 in order to enhance the learning process. Team exercises will be utilized as necessary and students are expected to participate.

You are expected to be an active participant in your learning. We are committed to your success and it starts with you being actively engaged in all activities, both in and out of class.

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 set to silent mode at all times in the classroom. 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.

Our 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.

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. In order to safeguard students, instructors, maintenance and cleaning personnel, the MLT Laboratory Safety Policy and Procedure will be followed. Review the safety policy and procedure in the policy section of this handbook.

Healthcare services at the UMPI Campus are limited to basic first aid. The University relies on 911 Emergency Calls System. A first aid station in the laboratory is equipped with band-aids, bandages, and antiseptic. A full range of healthcare services is available at MaineGeneral Medical Center. At clinical sites, Emergency Room facilities are available if needed. Otherwise, basic first aid is utilized in the laboratory.

Competency Assessment

Competency assessment is used to determine that the student has the necessary knowledge and skills to perform a basic laboratory test accurately. Each competency assessment has a written set of specific criteria which must be performed without error to demonstrate that competency has been achieved. The student will be provided the assessment criteria and receive feedback from the instructor during the laboratory session.

Clinical competencies are pass/fail and must be completed successfully to pass the course. 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.

Any student who does not meet competency assessment standards on any assessed work must meet with the instructor to determine what is required for remediation. 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 one week of the original assessment.

The student who is not able to meet competency standards within one week of the original assessment will receive a written warning regarding potential course failure due to the inadequate demonstration of competency skills. The student will be given one additional attempt (the third opportunity) to demonstrate clinical

competency. Failure to achieve competency by the end of the semester will result in “0” points for the lab/simulation component of the course. The Program Co-Directors will review the circumstances surrounding each student case in order to determine further progression within the program. If the student is allowed to participate in the clinical practicum, competency assessment concerns identified during student laboratories will be shared with the clinical affiliate to enhance instruction.

Grading

The syllabus for each course is posted on Blackboard 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:		UMPI:	
A = 93-100	C = 74-76	A = 93-100	C = 74-76
A- = 90-92	C- = 70-73	A- = 90-92	C- = 70-73
B+ = 87-89	D+ = 67-69	B+ = 87-89	F = <60
B = 84-86	D = 64-66	B = 84-86	
B- = 80-83	D- = 60-63	B- = 80-83	
C+ = 77-79	F = <60	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 assignments will have 5 points taken off for each day that the assignment is overdue. Extenuating circumstances must be discussed with the instructor prior to the date the work is due.

Course Information and Recommendations

Instructional Methodology

The instructional methods used in MLT courses include the following:

- Lecture and Power Point Presentations
- Blackboard On-line Course System (quizzes, exams, resources)
- Hands-On Laboratory Training
- Internet Resources: www.medialabinc.net
- Computer Programs: Physio Ex 9.1

Time Commitment

According to “Hints on How to Succeed in College Classes” you should budget your time 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 out and review the unit objectives.
- Print out the PowerPoint in note form.

- Listen to the presentation either before or in class as appropriate and take notes.
- Write down questions that you have as you review the material.
- Look the questions up in the required textbook or review the PowerPoint slides again.
- If you are confused on a concept or principle, have your question(s) available to discuss during class or contact the instructor.
- If you start to get lost in understanding the material, please don't 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 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 at their UCLS center location.

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 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 degree. Only in the event that 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 Co-Director 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. 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 Co-Directors strongly recommend 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.

Attendance

The practicum begins the first Monday after the New Year. The general schedule for MLT 395 will be as follows:

Rotation 1

Rotation 2

Vacation (1 week)

Rotation 3

Rotation 4

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. There will be a mandatory Ova and Parasite (O&P)/Mycology workshop, scheduled during the second half of the practicum.

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 Co-Director 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 Co-Director. 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 Co-Director with input from the clinical faculty. The Program Co-Director 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 Co-Director must grant permission for personal days.

Inclement Weather

Travel to the clinical affiliate during inclement weather is at your discretion; missed time must be made-up. Students must notify the lab department at least 30 minutes before the scheduled arrival time if he/she cannot report to work. The Program Co-Director 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, neat and of a *natural* hair color. 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 lotions. Some patients/co-workers may have allergies to fragrances or the odor may make patients nauseous.
- **Body Piercing/Tattoos:** No visible body piercings are allowed with the exception of pierced ears. 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 sign a confidentiality agreement before beginning the clinical training.

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 Co-Director to be placed in the student file. Note: All patient information will be redacted.

The student is responsible for notifying the MLT Program Co-Director 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."

Student Health Insurance

Students are responsible for their personal health and accident insurance policy. Students must provide proof of health insurance coverage to the Program Co-Director 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.

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 practicum 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 practicum 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 repeat 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 have **last priority** for clinical space.

Practicum Grading

Each rotation is graded based on the following breakdown:

20% *Theory

- Rotation Exams and Quizzes 15%
- Comprehensive Final Exam 5%

15% *Rotation Checklists, Logs, Worksheets

25% *Practical Exams, Competency Evaluations, Unknowns

15% *Logbook

25% *Student Clinical Evaluation

* Students must earn a minimum of 70% of the total possible points in each component to receive a passing grade for the rotation. Earning less than 70% of the total possible points in any component results in failure of the rotation, regardless if the total number of points is greater than 77%. If a student fails a rotation, the overall course grade for MLT 395 will be determined based on the work completed and it will not be more than a “C”. Students must pass each rotation with a 77% or higher to progress to the next rotation and successfully complete MLT 395.

Course Grading

The MLT 395 course grade will be determined based on the following breakdown:

23.5%	Microbiology Rotation
23.5%	Blood Bank Rotation
23.5%	Hematology / Urinalysis Rotation
23.5%	Chemistry Rotation
6%	Immunology/Phlebotomy

The following criteria will be used for determining **course** 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	

The passing grade in MLT 395 is 77% or C+ for students in the MLT program. C or C- is NOT passing.

If an MLT student fails to earn a passing grade they will be dismissed from the program and they will not graduate.

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 Co-Directors will be responsible for:

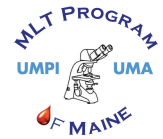
- Reviewing the circumstances of the suspension to determine possible continuation in the MLT Program.
- Reviewing opportunities for possible placement at another clinical training site.
- Reviewing the findings and recommendations with the appropriate University Academic Administrator and/or the Dean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

MLT Program Policies Referenced in Handbook

The following MLT Program policies were referenced in the student handbook. Please review the following policies for complete information.

MLT Program of Maine

Program Assessment and Continuous Quality Improvement Plan



In order to successfully meet our vision of “Providing Quality MLT Education to Communities Across the State of Maine”, the MLT Program of Maine will continuously and systemically assess the effectiveness of the program. The broad program goals include the following:

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.

Evidence of Effective Instruction:

- Students will complete formal University evaluations and informally offer feedback to instructors
 - Ongoing program review: Program Co-Directors discuss student feedback and evaluations and make changes accordingly. A simple change may be made during the semester or changes may be made before the start of the course the next academic year.
 - Clinical affiliate and advisory board feedback: Program Co-Directors incorporate changes based on feedback provided from instructors and lab managers from each clinical affiliate and the advisory board. Curriculum changes are presented to the Curriculum Committee at each University as required.
 - At the conclusion of the MLT Program, students will have received adequate academic instruction and professional training in the field of laboratory medicine to meet employment needs of communities in the State of Maine as evidenced by:
 - Within one year of completing the program, 75% or greater of the program graduates will pass certification exams as a first-time applicant at a 90% pass rate.
 - Program graduation rates for those students beginning the second year of the MLT courses (MLT 204, MLT 205, MLT 206, and MLT 395) will be 70% or greater.
 - 70% or greater of the program graduates will find employment in a lab related field or continue their education within one year of graduation.
 - Periodic employer surveys with a statistically valid response rate (defined as >35%) will indicate that 85% or more of the program graduates are able to function as an entry level MLT in the laboratory after a suitable orientation period.
2. To provide a climate conducive to further developing interest in MLT education by participation in professional organizations, and encouraging awareness in changing trends in medical laboratory technology.

Evidence of Life-Long Learning

- Students will demonstrate knowledge and understanding of career development and lifelong learning.
 - Students will complete a career planning and lifelong learning assignment. Assignment is graded based on a rubric. Student scores will be monitored and areas for improvement identified.

- Students will participate in professional development activities
 - Second-year MLT students become ASCLS members and participate in the Northeast Fall Conference attending the student forum and various conference sessions. Students will submit summaries of three of the sessions they attended. Attendance will be tracked.
3. To produce graduates that will demonstrate the technical skill of an entry-level technician in an ethical and professional manner.

Evidence of Professionalism and Ethics

- Students will review the MLT Program of Maine Code of Ethics
 - Professionalism and ethics are introduced in MLT 103 and emphasized throughout the entire program. Each student signs the MLT Program of Maine Code of Ethics and a record is kept in each student file. Each MLT class syllabus identifies the affective objectives of the program, which emphasize professional ethics and attitudes.
 - 100% of students will sign the Code of Ethics.
 - Students will be evaluated in each lab session with a rubric
 - The lab rubric incorporates the affective objectives.
 - The rubric score from each lab is incorporated into the course grade.
 - 100% of the students will score a 6 or higher on the affective criteria of the lab rubric.
4. To produce skilled clinical laboratory professionals that:
- Apply knowledge of theory and principles of related content to the clinical laboratory setting in making appropriate professional decisions.
 - Perform laboratory procedures accurately and in a timely manner, and evaluate and correlate results.
 - Use critical thinking to recognize, troubleshoot and solve pre-analytical, analytical and post analytical problems.
 - Act professionally and adhere to ethical and legal responsibilities toward consistent quality patient care.
 - Demonstrate knowledge of infection control and safety practices and follow established guidelines and regulations.

Evidence of Laboratory Skills

- 100% of students will pass course specific lab/skill competencies for each MLT course
- In MLT 395, students are required to pass each department with a 77% or higher
 - For those students that do NOT meet the requirement, the Program Co-Directors, with input from the clinical instructors, will review each case individually to identify areas of concern and opportunities for program adjustments.
 - $\geq 70\%$ of students who have begun the second year of the MLT Program will graduate.

Calendar of Assessments:

	Assessment	Goal
July	Graduate Certification Rates	NAACLS benchmark: 75% of graduates will pass certification exams as a first-time applicant at a 90% pass rate.
	Graduation Rates	NAACLS benchmark: 70% of students beginning the second year of MLT courses (MLT 204, 205, 206 and 395)
	Graduate Placement Rates	NAACLS benchmark: 70% of graduates find employment in a lab related field or continue their education within one year of graduation.
	Update webpage	
	Update CQI Dashboard	
	MLT Co-Director Meeting	
August	Clinical Faculty Evaluations for MLT 395	
	Update MLT Course Charters (UMA)	
	MLT Faculty Meeting	
September	Clinical Faculty Evaluations for MLT 104	
	MLT Co-Director meeting	
October	Contact Advisory Board Members regarding clinical practicum curriculum development	
	MLT Co-Director Meeting	
November	NAACLS annual report	
	MLT Faculty Meeting	
December	Affiliate Laboratory Instructor Training	
	MLT Co-Director Meeting	
January	Employers Surveys	85% or more of the program graduates are able to function as an entry level MLT in the laboratory after a suitable orientation period
	Update CQI Dashboard	
	Visits to Clinical Affiliates MLT 395	
	MLT Co-Director Meeting	
February	Visits to Clinical Affiliates MLT 395	
	MLT Co-Director Meeting - Review of Resources, Equipment, Faculty for next academic year	
March	Visits to Clinical Affiliates MLT 395	
	MLT Faculty Meeting	
	Advisory Board Meeting	
April	Visits to Clinical Affiliates MLT 395	
	MLT Co-Director Meeting	
May	Visits to Clinical Affiliates MLT 395	
	Update CQI Dashboard and student handbook	
	MLT Co-Director Meeting	
June	Graduate Surveys	
	Annual Report UMA and UMPI	
	MLT Co-Director Meeting	
Ongoing	Student Feedback during and after each MLT course	
	Quizzes/exams/lab exercises or competencies	

Program Modification

Based on the data gathered via the various assessment tools and the evaluation of program outcomes, modifications to the program will be thoughtfully planned and implementation will proceed as follows:

Curriculum changes will be planned with input from appropriate faculty, college administrators, clinical instructors, and advisory board members.

- Major Curriculum / Program changes will be reviewed and approved at both UMA and UMPI prior to program implementation.
- Minor curriculum changes will be reviewed, planned and implemented by the Co-Directors and other appropriate faculty and clinical instructors.

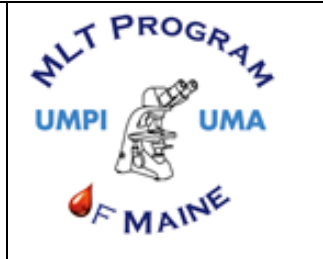
The Co-Directors will plan proposed budget and resource changes with input from appropriate faculty, college administrators, clinical instructors, and advisory board members.

- Re-allocation of the current MLT Program budgets and resources that can be managed by the Co-Directors will be implemented at that level.
- Requests for additional resources will be planned by the Co-Directors and presented to college administrators per established University procedures.

Following implementation of a change, the Program Co-Directors will measure the effectiveness and make further modifications if indicated.

Updated May 2018

MLT PROGRAM OF MAINE
LABORATORY SAFETY POLICY & PROCEDURE



Policy Background

Safety hazards in the MLT student and clinical laboratories include biohazards, chemicals, fire and electricity. Biohazards are those agents capable of transmitting infectious diseases, such as blood, urine and body fluids or inanimate objects contaminated with these substances. Microbiological cultures are also potential biohazards. Biohazards are encountered routinely by MLT students. Potentially harmful chemicals used in the lab include reagents used for testing. Because open flames are not used in the MLT student laboratory, the risk of fire is limited to only that associated with the operation of electrical equipment. If used properly, electrical equipment (analytical instruments) should pose no danger for students.

The risks to students are minimized through education. Lectures, reading assignments and lab exercises regularly include safety information. Students' work in the lab is closely monitored by instructors. Clinical specimens from patients with Hepatitis or HIV are never intentionally used for MLT student laboratories. Additionally, the use of harmful chemicals is minimized whenever possible and analytical instruments are maintained in good working order.

Students are trained in safety procedures and regulations for handling biological specimens before participating in student laboratory experiences. Faculty completes annual mandatory safety training in the following: basic safety, hazard communications, and handling Blood Borne pathogens.

Purpose of the Safety Program:

1. To protect the health and well-being of the students and faculty while working in the student laboratory.
2. To eliminate the spread of potentially infectious agents.
3. To protect housekeeping staff who clean the facilities.
4. To teach students the principles of safety and asepsis so they can work safely at the clinical sites and in their future employment.

Procedure:

The safety guidelines to be followed by MLT students in the laboratory are listed below:

1. OSHA regulations must be followed at all times in the laboratory.
2. Students and instructors will use universal/standard precautions at all times. Students and instructors will use personal protective equipment when performing phlebotomy procedures, specimen handling, and laboratory testing of biological specimen.
3. Eating, drinking, smoking and gum chewing are prohibited in the MLT student lab. There should be no hand to mouth contact for any reason.
4. Non-latex gloves are to be worn for all work with blood, urine, or other body fluids. Gloves which become obviously contaminated or torn should be discarded and a new pair obtained.
5. Hands are to be washed using antiseptic before leaving the lab and anytime they are soiled with a biohazard.
6. Lab surfaces (bench tops, floors, etc.) which have been contaminated with a biohazard via a spill or splash are to be disinfected as soon as possible following the established Blood Borne Pathogen Spill Clean-up Procedure
7. The work surface of the lab stations is to be disinfected at the end of each student lab period.

8. Students will keep a small biohazard bag at their lab stations and place non-sharp contaminated disposable items directly into them. These bags are then placed in the larger biohazard bags at the end of the lab period. Sharp or rigid biohazards are discarded into biohazard sharps containers available in the laboratory classroom.
9. All disposables contaminated with biohazards (e.g., tissues, pipet tips, etc.) are to be discarded into biohazard containers.
10. Instructors will notify students when and where clinical specimens may be discarded.
11. Students must follow instructions for proper disposal of any chemicals used in lab.
12. Mouth pipetting is prohibited. Suction bulbs, aspirators, or automatic pipettes must be used at all times.
13. Students must wear proper lab coats, no open toed-shoes, long hair must be tied back, nails must be kept short.
14. Students may not operate any electrical equipment (instruments, etc.) until instructed in their proper use.
15. Centrifuges must be closed and balanced for operation and should never be opened until they have come to a complete stop.
16. Lab procedures, product literature, and reagent labels should be read carefully before beginning work.
17. All clinical specimens must be handled as if they are infectious and necessary safety precautions taken. (Note: It is never known with certainty if specimens are free of hepatitis or HIV viruses!)
18. Venipuncture needles should not be resheathed after use. Needle safety devices should be properly engaged per the manufacturer's procedure, prior to disposal of the needle.
19. Broken glass will be discarded in a rigid sharps container.
20. All cases of accidents, personal injury (even if very minor) or lab spills need to be reported to the instructor immediately. The instructor is responsible for seeking medical evaluation if appropriate and for completion of appropriate incident and accident forms.
21. Students are expected to concentrate on their work, keep alert and use common sense at all times.

Fire Procedure - "RACE" - Steps are to be followed in the order listed below.

1. R = Remove any persons in immediate danger.
2. A = Alarm - Sound the nearest fire alarm.
UMPI – dial 8-911 to call the fire department
MGMC – dial 16444 to report the location of the fire – "Lab Training Room"
3. C = Contain or Confine the fire by closing windows and doors if possible.
4. E = Evacuate – follow the planned evacuation route.
Extinguish – if appropriate, use a fire extinguisher to put out a small fire.

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Allegany College of Maryland
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