



Medical Laboratory Technician

Student Handbook



The Hibbing Community College Medical Laboratory Technician Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

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I. Welcome!!

Welcome to Minnesota North Hibbing Campus Medical Laboratory Technician Program! Being accepted in to the MLT program comes with it many opportunities, hard work, vigilance, and character. We emphasize patient care above all else, problem solving, critical thinking, and ethics. The role of the MLT is both rewarding and challenging. It requires professional judgment as medicine often does not fall into absolutes. The profession requires independent thinking, interpretation, and a drive for continuous learning. This handbook has been prepared to help you learn and understand the responsibilities and expectations that will apply directly to you as an MLT student.

During your first semesters you can be expected to be challenged well beyond your personal expectations. Your time commitment and commitment to learning is essential and cannot be underestimated. The expectations of the MLT faculty is high as it is our role to prepare you to sit for your ASCP Board of Registry upon completion of the program. During your initial phases of the program, we as faculty, encourage you to get to know your classmates. These people will be your associates and colleagues. As a member of the class, it is your responsibility to work together. You will need to accept the attitudes and ideas of class members that may be very different from your own. Without this harmony, the goals of the class and the MLT program cannot be attained. It is the expectations that students will demonstrate the ability to discuss, demonstrate, and debate in a proper, respectful manner. It is also expected that students will be good listeners. Listen with the intent to learn.

Professional Description

The Medical Laboratory Technician is a health professional qualified by academics and skills training to provide quality service in the field of clinical laboratory science.

Code of Ethics:

The American Society for Clinical Laboratory Science (ASCLS) is an organization representing the lab profession. This organization has put together a Code of Ethics setting “forth principles and standards by which clinical laboratory professionals practice their profession.” In doing so ASCLS has set guiding principles that include:

- Duty to the Patient
- Duty to Colleagues and the Profession
- Duty to Society

Please visit www.ascls.org for more information.

Program Description

Medical Laboratory Technician is a profession combining the challenges and rewards of both medicine and science. A Medical Laboratory Technician performs laboratory testing to include visual, chemical, and microscopic examinations of blood, body fluids, and tissues to aid in diagnosis, treatment, and monitoring of disease. On campus student will complete two years of studies to include a clinical practicum during their last semester. On line students will complete the same program in a three-year program designed for working part-time students. Students will learn theory and principles behind the testing performed. In addition, students learn to think critically, correlating patient results with disease states.

Laboratory Technician Career

The need for Medical Laboratory Technicians is growing faster than there are qualified people to fill these jobs. Currently, positions are open for qualified laboratory professionals at places such as hospitals, clinics, public health facilities, business, and industry. The employment outlook promises to continue to be strong, as there is a shortage of Medical Laboratory Technicians nationwide. Because the Laboratory Technician Career often involves life and death scenarios and situations, it is imperative that students recognize the level of responsibility they carry entering the workforce. The career is challenging and

rewarding and therefore includes certain academic rigors and legal aspects to be met in order to complete the program. In order to be successful students must be prepared to dedicate their time to build on the professional development skills. In order to be successful in the MLT program and in the career of Medical Laboratory Technician, you must:

- Hold a valid driver's license or have transportation to your internship site
- Have a clear criminal history*
- Have completed and documented the required immunizations (on campus students)
- Have the ability to think critically with strong problem-solving skills
- Have good time management
- Be self-motivated
- Possess proper communication skills both written and verbal
- Possess the ability to perform the essential job functions of a Medical Laboratory Technician.

Mission Statement

Minnesota North Hibbing Campus Medical Laboratory Technician program is a NAACLS accredited program committed to improving the quality of care as an integral member of the health care team. With the collaboration of our clinical affiliates, MLT graduates will adhere to the highest ethical and safety standards expected of health care professionals, provide high quality, reliable patient laboratory results, and maintain exceptional levels of confidentiality, integrity, and professionalism.

MLT Program Goals:

- To provide to students, relevant occupational learning experiences through various resources and practices, preparing them to become Medical Laboratory Technicians with an Associate of Applied Science (AAS) degree.
- To provide and coordinate the course of study and general education opportunities, progressing in knowledge, to support entry-level literacy, including the ability to communicate, articulate and problem solve.
- To offer a supportive learning environment by offering equal opportunities without regard to race, creed, color, gender, sexual orientation, nation of origin, age, marital status, status with regard to public assistance, religion, or disability.
- To maintain a high level of quality instruction, incorporating flexible, innovative, and traditional teaching techniques.
- To provide responsive and responsible student learning services, advisement and referrals, committing to the development of competent entry-level Medical Laboratory Technicians.
- To promote, demonstrate, and foster the necessary professional attitudes and ethics required in the field of Medical Technology.
- To support and encourage curiosity and the need for life-long learning, self-development, and critical thinking skills.
- To collaborate with businesses, industries, and higher education institutions both inside and outside of our community, for professional opportunities.
- To commit to an on-going program of improvement and development through a system of self-evaluation, self-study, and assessment.
- To demonstrate accountability to students, governing bodies, and the community.

MLT Program Competencies

Upon graduation from Minnesota North and initial employment, the medical laboratory technician will be able to demonstrate workplace readiness competencies in the following areas of professional practice:

- Working collectively and collaboratively exhibiting skills in leadership, perseverance, and integrity
- Identifying, collecting, and processing patient specimens in accordance with current HIPAA laws and regulations
- Adhering to and practicing all clinical safety guidelines to include chemical, biological, and safety as it relates to patient laboratory testing
- Demonstrating identification and understanding of basic red cell and white cell development stages and morphologies and relating findings to hematologically normal as well as diseased states

- Demonstrating a basic understanding of urinalysis and body fluids in chemistries and microscopic findings relating to healthy and diseased states
- Demonstrating a basic understanding of microbiology, and mycology in identification methodologies and findings in normal as well as disease states
- Demonstrating foundational knowledge of blood banking to include blood typing, antibody identification, transfusion services, neonatal workups, component therapy, and administration
- Demonstration of the body's chemistries, systems, and markers including acid/base balance, proteins, enzymes, therapeutic drug monitoring, toxicology and instrumentation
- Persevering in becoming life-long learners, exemplifying critical thinking skills and a desire for personal engagement in and out of the field

Keys to Success

1. Use time wisely; spend extra time in the lab, with learning groups, and with instructors asking questions and clarifying subject matter in order to fully understand the theory or practice.
2. Strive to always learn more. Constantly asking “why?” assures investigation and promotes deeper thought processes.
3. Do not go it alone! Find at least one other person to work with in order to provide mutual benefit.
4. Learn to learn: Adapt. If the old ways are no longer sufficient, recognize and accept that early on and be willing to change methods.
5. Practice. Practicing lab skills, reading papers out loud, critiquing the work of those around you, will make you a better student.

Technical Standards

The following are intended to identify technical standards needed in the Medical Laboratory Technician curriculum and are representative of the standards expected in the industry. These functions are in no way meant to discriminate, intimidate, or otherwise exclude students from the program. They include:

- Ability to see and discern colors
- Ability to understand and follow instruction from spoken material
- The ability to follow written directions and procedures
- The ability to sit, bend, reach, push, pull, and lift up to 15 pounds
- The ability to demonstrate manual dexterity sufficient to calibrate, adjust and operate precision laboratory instrumentation such as microscopes, automated chemistry analyzers, pipettes, and computers
- The ability to manage time effectively
- The ability to cooperate
- The ability to follow through (show initiative)
- The ability to organize
- The ability to work and make sound judgments under stress
- The ability to think critically and correlate information
- The ability to prioritize
- The ability to interact effectively and sensitively with people
- The ability to adapt to change
- The ability to be accurate
- The ability to seek help and find information
- The ability to accept responsibility, limitations, and implications of those actions
- The ability to continuously display professional behaviors

An acceptable demonstration of these essential behaviors and/or abilities is a requirement for success in the MLT program. Evaluation or measurement of these competencies will occur during the education and clinical segments of the program and will be accomplished by various means including: written tests, completion of projects, clinical assessment of practical skills, and instructor observation.

Interest and Initiative

Students are expected to demonstrate initiative and interest in learning and are expected to participate actively in a variety of learning opportunities on and off campus. Doing so helps build the student's professional portfolio, develops strong references for job interviews, builds confidence and skill, and broadens the student's knowledge base. Low levels of motivation, poor focus, and/or inconsistent attendance are likely to result in poor learning of subject matter and difficulty successfully completing courses, developing technical skills, finding employment in the field, and keeping a job after graduation.

The MLT program in conjunction with the college will attempt to make reasonable accommodations required by law to enable otherwise qualified individuals to participate in the program. If you have questions about the Essential Functions or reasonable accommodations, please contact the Disability Coordinator at 218-262-6745 TTY 218-262-7294

II. Accreditation Standard

The Minnesota North Laboratory Technician Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). The program was recently awarded a 10-year recertification to commence in 2030. Annual reports continue to be submitted assessing the program's outcomes and benchmarks. Accreditation is based on standards set by NAACLS in the areas of:

1. Sponsorship
2. Assessment and Continuous Quality Improvement
3. Resources
4. Students
5. Operational Policies
6. Administrative; Maintaining Accreditation/Approval
7. MLT Program Administration
8. MLT Curriculum Requirements

The MLT program will undergo continuous self-evaluation. The purpose of which is to strive for continuous improvement in meeting NAACLS standards and benchmarks, as well as evaluating the content and delivery of information given in the class setting in order to meet students' needs. The purpose of gaining accreditation is to demonstrate that the training program meets or exceeds the requirements of the Standards set by NAACLS. As a student and graduate of a training program, accreditation is important in that first, it ensures that students are receiving training and skills that reflect the national standard. Second, employers will know that the education and training received meets the Standard's criteria. Finally, accredited programs must constantly strive to maintain up-to-date information, delivery, and practices. Because of this continuous evaluation process, students can be sure that they are learning the most current information available relating to the medical laboratory.

NAACLS may be contacted at the following:

5600 N. River Rd. Ste. 720
Rosemont, IL 60018
Tel. 773-714-8880
Fax. 773-714-8886
Email: naacclsinfo@naaccls.org

III. Program Requirements

Applicants accepted into the Medical Technician program must meet the minimum technical standards and technical standards of the medical technology profession.

Background Study

State law requires that any person providing services that involve direct contact with patients and residents at a licensed health care facility have a healthcare worker background study conducted. On campus students must have completed both a federal and state healthcare worker background study and results received prior to internship placement. Online students, with some exceptions such as those in Essentia sites, are not subject to these same standards as they are required to be employed at a healthcare facility prior to beginning the program. It is the assumption that the employer conducts these checks as per individual state law as a contingency of the student's employment. Background information reviewed includes criminal conviction records maintained by the Bureau of Criminal Apprehension which includes felonies, gross misdemeanors, and misdemeanors, and records of substantiated maltreatment of vulnerable adults and minors. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical internship or a clinical placement in a licensed health care facility. Failure to participate in the clinical placement required by this program will result in the ineligibility to qualify for the degree and the student will be withdrawn (dismissed) from the program.

Note: Each internship site may have different regulations when it comes to background studies. Not every internship site will allow a student to intern at their facility if they have a background study that has been set aside. We cannot guarantee placement or graduation from the MLT program for the student that has a background study set aside.

Immunizations

Due to regulations within our community, on campus MLT students are required to show proof of immunization status prior to internship placement. Online students must show proof of immunization per employer protocol. It is not the role of HCC to maintain full vaccination records of online students. Failure to present this information prior to an internship will result in the internship being delayed to another semester. In this case, placement cannot be guaranteed. Vaccinations and guidelines include:

Vaccination	Requirement can be met by the following
Measles, Mumps, Rubella	Documentation of immunity to measles & mumps & rubella (positive antibody titer $\geq$ 1:8 or Documentation of two (2) doses of MMR vaccine received after first birthday
Chicken Pox (Varicella)	Medically Documented history of chickenpox disease or Documented evidence of immunity to chickenpox (Positive antibody titer $\geq$ 1:8 or Documentation of two (2) doses of Varivax (Chickenpox Vaccine)
Tuberculosis	Documented negative 2-step TST test (Tuberculosis skin Test or Mantoux) in the history with annual negative TST or BAMT Students with positive TST test must have a negative chest x-ray test within the 12 months prior to the program visit and negative annual symptom survey.
Diphtheria, Tetanus and Pertussis	Documentation of a single booster dose (given as DTaP vaccine) within the previous two years (recommended not required)
Hepatitis B*	Documentation that a 3-shot Hepatitis B immunization series has been completed or Laboratory evidence of immunity to Hepatitis B or Signed Declination Form
Annual Flu Shot	Documentation of annual flu shot (or signed medical or religious exemption form on file)

COVID-19 Vaccine	Documentation of at least 2 COVID-19 shots (or signed medical or religious exemption form on file) (Dependent upon facility)
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*As of Fall 2017 on-campus students will be required to present proof of hepatitis B immunization. Lack of proof, will result in a student “hold” in registration for the upcoming semester until such documentation is provided.

Drug Screens

Although not currently in place, future on campus students may be asked to submit to a drug screen collection. This collection, processing, paperwork, and testing would be performed through an off-site contracted company. Students refusing or not passing the drug screen will not be allowed to complete the internship process. Because online students are required to be working at a health institute in order to comply with program requirements, it is expected that these students are subject to such screening per employer policy.

IV. Program Description and Course Requirements

Program Description

The MLT Program at Minnesota North College is offered both on campus in a two-year curriculum program or online 3-year cyclical format for out of area students who wish to complete the program. Both offer a 62 credit A.A.S. technical degree. The on-campus cohort begins each fall with new admissions. The Program Director may choose to accept the maximum of 16 students per year based on market demand, expected attrition, adequacy of staffing levels, and adequacy of lab space. The online program offers admissions each Fall and Summer semester per approval, and is open to a maximum of 25 students per semester.

On campus curriculum follows a lower to higher level learning sequence beginning with necessary core knowledge followed by more specific course work. The online curriculum is cyclical and allows students to enter at either the Fall or Summer semester. At times, this method may be more difficult. Students do not always follow lower to higher level learning as students may enter the program requiring them to take higher level learning courses first, depending upon semester of entrance and cycle of courses offered. Although, this is somewhat minimized by restricting first-time students, to Fall and/or Summer registrations only.

Internships or clinical practicums are reserved for those students completing **ALL coursework with a C or better.** The clinical practicums take place during the students last semester and requires the student to work side-by-side with laboratory professionals completing set competencies in each department or rotation. On campus students intern Monday through Friday at times set by the clinical site. Students are to complete the full scheduled semester for the entirety of the shift each day. All students are required to fill out a time sheet showing the “Dates, Departments, and Rubric Objectives Met” and must be initialed by the overseeing Preceptor. Online students are allowed more flexibility in their scheduling. Online students may have the semester extended by one full semester (excluding Summer semester) to accommodate for the required competency completion. For both online and on-campus students, Clinical Competencies are to be assessed and graded by their mentor in the department and are based on minimal expected competency as developed through collaboration with the Minnesota North MLT Advisory Committee.

Admission Criteria

Minnesota North College is an open enrollment campus, meaning, any student with a high school diploma or GED will be accepted. Students who do not meet the above requirements may still be accepted after meeting specified college entry evaluation(s).

Applications to the on campus MLT Program will be accepted every Fall semester on a first-qualified, first-admitted (based on the date of the completed application) until the class limit has been reached.

Applications to the on-line program will be accepted for Fall and Summer semesters. Deadlines do apply. Online courses will accommodate 25 students while on-campus accommodation for enrollment is 16. When applicant numbers exceed program capacity, and additional sections are not available, applicants are placed on a waitlist based on date of receipt of a completed application by the Admissions Office. If an applicant is not successful in gaining acceptance into the program, the applicant may request that his/her application be reconsidered for the following year. There is no additional cost for this request. Working closely with an academic advisor, students may be able to fulfill some of their general education program requirements while waiting for an opening in the program.

Be advised, many of the courses in the MLT program require upper-level reading comprehension and math.

Personal Requirements

In addition to the professional behaviors, students are expected to follow general hygiene and grooming guidelines, which are in the interest of safety and professionalism while attending laboratory sessions. The MLT program appearance guidelines mirror requirements of the clinical sites and is supported by the MLT program advisory board. Adherence to these guidelines is expected. Students who do not adhere to the guidelines may be asked to leave the laboratory and privately counseled on these matters. While on campus, students may wear clothing and footwear appropriate for the college learning environment. The student is expected to maintain proper body hygiene, free of body sprays, perfume, natural and unnatural scents (i.e. smoke, incense, and body odor). In the laboratory, students must follow proper guidelines expected in the laboratory workplace. These include:

- Consistent hand washing and/or use of non-soap and water hand hygiene solutions while in the lab
- Hair: hair will be clean and tied back while in the lab. No hats, scarves or other headpieces are allowed in the lab (religious exclusions may apply). Hair will be modest and of reasonable color (i.e. no pink, blue, purple, green, etc.)
- Fingernails: nails must be clean and neatly trimmed to be no more than the height of the tips of the fingers. Artificial nails are not allowed.
- No offensive body odor, strong perfumes, colognes or strongly scented cosmetics or hygiene products. No odors from smoking.
- Neat, clean, modest and appropriate clothing should be worn during class, community, and lab activities. No tank tops or low-cut shirts/blouses, no bare midriff, no low or baggy pants and no T-shirts with slogans or potentially offensive language or pictures. Students should wear lab coats during student labs and must wear scrubs at the clinical sites.
- No chewing gum, eating, drinking, applying cosmetics or lip balm in the lab.
- No sandals or open-toed shoes can be worn in the lab. Closed-toed shoes should not be made of mesh or have holes through which sharps (needles) or fluids could easily pass. Solid shoes that cover the top of the foot must be worn and be made of material that will inhibit penetration by sharp objects such as needles.
- Long pants are preferred in the lab
- Beards and mustaches must be closely trimmed and neat
- No dangling earrings or other jewelry such as oversized rings in the laboratory.

During the clinical internships, students are expected to adhere to the dress code of the facility to which he/she is assigned. The dress code of the facility may require the student to purchase scrubs of a certain style or color. The student is responsible for the purchase of these items if required. If unable to purchase professional attire, please visit Amy's Closet on campus or other thrift shops such as Goodwill® or Savers. These often have a great selection of used scrubs available for a minimal cost.

Code of Conduct

Students are expected to exhibit professional behavior by showing respect for faculty and fellow students, by refraining from activities that disrupt class and/or lab, and by keeping dialogue courteous and thoughtful. Disruptive, rude, or discourteous behaviors may include but are not limited to allowing cell phones to ring in class/lab, using a cell phone during class/lab time for any reason (except if permission is granted), arriving late to class/lab, and excessive sidebar conversations during class/lab especially during lectures and class discussions, or presentations, intimidation practices, making fun of others, aggressive behavior/body language, or general disregard for others, unexcused or excessive absences. Disrespect may include any behavior including dress that disrupts the learning environment and educational goals of the program and college, inappropriate language, body language, gestures, expression (ex. eye rolling etc.). These behaviors will not be tolerated. Students will be given an opportunity to work it out through discussion. If in the event the behavior continues or escalates after both a verbal and written notice, a student may be dismissed from the program.

Program Progression

Program standards have been developed to ensure that academic and professional objectives are met. **A letter grade of “C” or better must be earned in ALL program curriculum to continue.** Students who fail **any** courses (less than a grade of “C”) **may repeat the course only once.** Students failing a course a second time are not eligible for continuation of the program. For NAACLS benchmark record keeping, on campus students enrolled in MLT 2466 (Blood Bank) will be considered second year equivalent. Online students will be considered “second-year equivalent” upon reaching between 29-32 credits. Students have the right to any and all petition procedures should the student feel that extenuating circumstances need be considered.

Courses Sequence and Grades

All lecture/lab courses and the clinical experience in the MLT program must be taken in sequence, with exception of the cyclical online program. Course sequence and/or curriculum may change based on changes in accreditation requirements, guidance from the advisory board, mandatory changes from the state legislature, Minnesota State, or other reasons. Students will be subject to the program plan under which they entered the program. All courses are graded A-F.

When a student starts the MTL courses, he/she will follow the program plan in place that year. NOTE: Technical courses are only offered one time per year. Students who get “out of sequence” because of failure to satisfactorily complete a class at that time, may have to wait an entire year to retake the course. Students must complete the program within three (3) years from the original start date. Online students subject to the cyclical nature of the program, may have to wait three (3) YEARS to retake a course if “out of sequence” due to failure to satisfactorily complete a class. These students may, repeat the course at an earlier date through another NAACLS Accredited institution if desired.

1. Satisfactory progress is evaluated according to school policy (See Student Handbook).
2. All courses must be completed with a grade of “C” or better to continue.
3. Practical exams may have a higher required pass rate (80%-100%).
4. It is at the instructor discretion to administer a make-up exam or extra credit.
5. The evaluation process for individual courses will be stated in each course syllabus.
6. Assessment techniques employed to determine a student’s course grade include: written or online tests and quizzes, practical lab tests, skill check-offs, worksheets, case studies, projects, and professional evaluations. The weight assigned to each of these evaluation tools varies based on the individual course as not all courses use the same variety and number of assessment tools. Weighted grades will be stated in each course syllabus.
7. Prerequisites for each course requiring one, must be passed successfully before the next course can be taken. **The Clinical Practicum cannot be taken if all the prior course work has not been satisfactorily completed.**
8. A student who fails an MLT course twice or withdraws from a course, will be dismissed from the program. Partial withdrawals and continuation in the program are only allowed with preauthorization from the program director and in conjunction with a student Advisor. Re-entry into the program after a withdrawal will be considered on an individual basis, based on a student petition, a remedial action plan, reason for dismissal, availability of clinical placement, faculty recommendation, and any other specified items.
9. A student who has not attended for one semester or more may need to retake courses depending on how long they have been out of the program and reason for absence.
10. A student out of the program for one (1) year or more will be assessed on a case-by-case basis.

Advisement/Evaluations

Course work will be assessed by written or online tests, worksheets, practical exams, laboratory exercises, reports (oral and/or written), performance evaluations, etc. as indicated in the individual course syllabi. Students will be evaluated at least one time per semester by their instructors and will be assessed on:

1. Academic (cognitive knowledge) evaluations will be based on course test grades, class assignments, and class participation.
2. Technical (psychomotor) skills will be evaluated by practical skill tests and/or laboratory exercises/observation.
3. Affective behaviors will be evaluated by a rubric, performance evaluations, and observation. These behaviors shall address honesty, cooperation, responsibility, confidence, confidentiality, respect, communication, reaction to criticism etc.

Students are expected to meet with their advisors at a minimum, once during advisement week and by appointment at any other time during the semester should issues arise. Student advisors will guide students through the program plan and assess in class registration.

Satisfactory Academic Progress Policy

All students are required by the college to maintain a minimum GPA of 2.0. Students must earn a minimum of 67% cumulative registered credits. At the end of any term, students not meeting the minimum academic standards will be placed on probation. A student on probation who fails to meet the 2.0 GPA the next consecutive semester will be subject to suspension, one semester in duration, commencing immediately. During the semester of probation, a student who receives a 2.5 GPA and completes all attempted credits (minimum of 12 semester credits), may continue in school and receive financial aid for the next semester but will remain on probation. Inability to complete a prerequisite course with a C or better, will prohibit the student from taking the following course to which the prerequisite was required.

Affective Evaluations

Faculty and online mentors will provide oral and/or written feedback to students regarding professional behaviors observed. Students not demonstrating an appropriate level of professional behavior will receive a verbal warning. A second written warning will ensue should inappropriate behavior be continued. Should the behavior continue, the student will be asked to meet with the Dean of Academics and/or Student Services for appropriate actions or receive counseling from the Clinical Coordinator at the site and pending determination and severity, may ultimately be dismissed from the program.

Promptness and Attendance:

Students are expected to be on time (as expected on the job) for academic classes, labs, and educational experiences held either on or off campus. Being on time includes being IN THE APPROPRIATE ATTIRE (in the lab) at the start of the lab class (worksites disinfected and work station inventory completed). Instructors MAY DEDUCT points or give no credit for arriving late to lecture, lab, or other educational experiences.

- Students who know ahead of time they will be absent from class, lab or any educational experience must notify the course instructor ahead of time and arrange IN ADVANCE to make-up work missed. Students should make all attempts to schedule medical, dental, and other appointments at times other than scheduled class/lab times.
- Students who must miss a class, lab, or other educational experience unexpectedly due to illness or other reasons should call the course instructor prior to the start of class or lab. This is expected on a job and is expected in a professional program.
- Individual instructors have attendance policies for their courses. These policies will be stated in the course syllabi.
- IT IS THE STUDENT'S RESPONSIBILITY to obtain and make up all work which has been missed if able.
- If absences are without good reason or become habitual, students will be referred to a college counselor and individual contracts will be arranged with the student to deal with the situation. For more information see the Student Handbook.

- All students are expected to be present for scheduled testing situations including quizzes, tests, final exams, and skill checks. Any student who misses one of these testing situations must:
 - Notify the instructor prior to the time of the test AND make arrangements to make up the test as quickly as possible.
 - At the instructor's discretion, students who are absent from class and miss a test may receive a "zero" grade on all tests, quizzes, or assignments not completed by the deadline.
- Interning students will adhere to the school calendar unless otherwise arranged through Minnesota North and the facility Liaison or Clinical Coordinator.
- Interning students are allowed two (2) missed days. Any days missed after the allowed two, must be made up hour for hour at the time and convenience of the facility.
- Those completing internships during the Spring Semester, in coordination with the Clinical Liaison, may opt to intern through Spring Break. In this case, that student would complete the semester a week earlier assuming no additional make-up days are necessary.
- Online students may be granted one additional semester (not including summer), with permission, to complete the necessary requirements. These students will receive a grade of "incomplete" (I) until all requirements have been met.

Effective Learning

In order to be able to adequately provide students with critical thinking, problem solving, and understanding of material, the successful MLT student will:

- Attend all lectures and lab sessions
- Utilize time effectively. Students who are NOT actively participating in lab activities and/or who are distracting other students may be asked to leave.
- Study class material BEFORE lecture and lab.
- Utilize open lab times to practice new skills and review previously learned skills.
- Clarify material and ask questions of the appropriate instructor as needed.
- Utilize the Learning Centers and Writing Centers at the college for study skills, writing help, and test-taking strategies.
- Discuss program-related issues with program director/advisor at the EARLIEST sign of academic difficulty.
- Seek assistance from a college counselor at the EARLIEST sign of personal problems that may interfere with the ability to succeed in school.

Academic Integrity

MLT students must adhere to moral and ethical principles in the classroom and at the clinical sites. This includes BUT IS NOT LIMITED TO that of honesty regarding the following:

- Cheating on a test: Copying from another's test paper or test questions, using unauthorized materials during a test, knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part, the contents of a non-administered test, substituting for another student or permitting another student to substitute for oneself to take a test, or bribing another person to obtain a non-administered test.
- Plagiarism: Meaning the appropriation, buying, receiving as a gift, or obtaining by any means, another person's work and the unacknowledged submission or incorporation of it in one's own work.
- Collusion: Meaning unauthorized collaboration with another person in preparing written work offered for credit.
- Students who violate the integrity of their responsibilities in the performance of their role as a MLT will be given a written warning, participate in a meeting with the Dean of Students, and be subject to dismissal from the MLT program. Return to the program will not be guaranteed.

Clinical Placement Policy

Satisfactory completion of the Clinical Practicum MLT 2590 is a program requirement and is offered to those students who have satisfactorily completed all course work with a grade of "C" or better.

On campus students may participate in a group interview where they will be introduced to representatives from area affiliates. Here they will have the ability to ask questions, meet Liaisons and address concerns. Students will then complete a questionnaire documenting first, second, and third choice placements. The final placement is up to the discretion of the

Program Director and internship representatives. Should two or more students select the same sites, the student with the higher GPA throughout the program will be placed first, followed by the second etc. with child care and family concerns considered.

Online students are responsible for finding an appropriate clinical site(s). Acceptance of the clinical site for online students will be determined by the MLT Program Director upon the student's submission of the Statement of Support, the NAACLS Facility Fact Sheet, State of Minnesota Memorandum of Agreement, and NAACLS Faculty Fact Sheet completed for EACH mentor or Liaison that will be working with the student.

Placement at clinical sites lacking a department such as Microbiology and/or Blood Bank will require the student to complete the remainder of those rotations at an additional site and would require all of the same paperwork as that required for the initial site.

The following local clinical affiliates are usually available as internship sites:

Clinical Site	No. of Students	Separate Micro?	Separate BB?
Riverwood: Aitkin	1	No	No
Fairview Range: Hibbing	1-2 (may rotate)	No	No
Essentia Hibbing Clinic	1-2 (may rotate w/Fairview)	Yes (with Fairview)	Yes (with Fairview)
Essentia Virginia	1-2	Yes	No
Big Fork Valley	1	No	No
Cook	1	No (limited)	No
Essentia Deer River	1	Yes (to GI)	Minimal (to GI)
Essentia Health Northern Pines: Aurora	1	No (limited micro)	No
Fairview: Grand Itasca (GI)	1 (Contingent on MLS students)	No	No
Ely Bloomenson, Ely	1	No	No
Rainy Lake: Int'l Falls	1	No	No
Essentia Duluth (FKA: St. Mary's)	1 (as available)	No	No
St. Luke's Duluth	1 (as available)	No	No
Essentia Health Moose Lake	1	Yes	No

Additional internship sites may be arranged through agreement by both the clinical site and Minnesota North administration through contract review and completion of required paperwork.

If not enough clinical sites are available for the number of students ready for their Clinical Practicum, those not selected may wait until summer semester to begin their clinical experience or, if available, may stagger start dates and/or locations as available. Site availability may be limited at this time due to staffing shortages.

Every effort is made to place a student at a location that is most convenient for them. Family needs will be taken into consideration during placement. This does not however, mean that students will be exempt from travel to their clinical sites.

Expectations of Students Attending Clinical Practicums Arranged Through Minnesota North

The clinical practicum for on-campus students is one full semester (with additional time given to online students). The suggested amount of time spent in each rotation are merely "suggestions." Site staffing and lab routine/workload, and site Liaison will determine how to best work the student into the laboratory workflow while still meeting departmental competency requirements. The suggested breakdown is suggested:

1. Immunohematology (Blood Bank): – 4 weeks
2. Microbiology: – 4 weeks
3. General Lab:
 - a. Hematology: 2-3 weeks
 - b. Coagulation: 1 week
 - c. Urinalysis: 1-2 weeks

- d. Chemistry: 3 weeks
- e. Phlebotomy/Specimen Collection/Processing: 1 week

Departments may be combined as determined by each specific site set up and workflow. Other opportunities or experiences may be provided and are specific to each clinical site upon availability. These may include but are not limited to: EKG's, autopsies, histology exam, thin needle biopsies, and other Pathology services. Online students will be given a time sheet that is to be filled out and signed by the Clinical Coordinator, Mentor, or Liaison. These students will document the equivalent time (640 hours) of unpaid internship hours. This time sheet must be submitted with the Competencies and Clinical Site Evaluation prior to a grade being given. It is understood that online students will take longer to complete the internship and times will be addressed on a case by case basis with check-ins by the Program Director to make sure progress is being made. Should the practicum not be completed by the end of the semester, a grade of "I" (incomplete) will be given and subsequently updated upon completion and submission of required paperwork.

On campus students will begin their Clinical Practicum spring semester of their second year after ALL courses have been completed with a "C" or better. It may be necessary to postpone one's internship until the following semester should placement shortages occur. Students are expected to be at their clinical sites Monday through Friday at the hours specified by the Liaison according to rotation/department hours.

Online students may begin their Clinical Practicum the semester following completion of ALL course work with a grade of "C" or better. Schedules for online student internships will vary according to student and staff availability. **Online students will perform the same rotational competencies as the on-campus students as set up by their Liaison. Time logged for the practicum CANNOT be done during work hours. Students are not to be "on the clock" when performing the Clinical Competencies, nor can they be pulled from the competency work to perform regularly performed work duties for no pay.**

NOTE: Clinical evaluations will be performed by the supervising technologist from the clinical site. Evaluations will be reviewed and signed by the student and instructor of the rotation. The student may write on or submit an attachment to the evaluation to document a specific disagreement with the evaluation. A grade for the rotation is based on a Likert scale of achievement based on minimal level of expectation assigned by the MLT Advisory Board. A grade will not be given for the Clinical Practicum until the evaluations for each rotation as well as the Clinical Site Evaluation survey is turned in to the Program Director

Internship Behavior Expectations

Clinical affiliates have established policies regarding the use of medications, drugs, and alcohol and these must be followed during the clinical practicum/internships. Any concern for the mental stability of a student shall be communicated to the Program Director. Drowsiness, confusion, inability to concentrate, etc. may contribute to unsafe lab conditions for the student and co-workers and may lead to inaccurate patient results which are unacceptable.

Attendance at Clinical Internships

Students are expected to attend one full semester in their internships. Additional time may be granted for those in the online program and for those whom emergency circumstances warrant lost time, with permission (see Special Considerations below). These students will receive an "incomplete" grade until all requirements are met for completion. Attendance is expected during the clinical internship experiences as in the workplace. Absence should be for serious illness or emergencies only and outside appointments should be scheduled around the clinical schedule whenever possible. Days missed will be tracked by the clinical facility and reported to the clinical MLT Program Director. A defined protocol should be followed for absences:

- a. Students must call the laboratory at least one hour before the scheduled start time. Failure to do so will be tracked and reported to the Program Director.
- b. In cases of a serious illness or accident, a doctor's written release with NO LIMITATIONS is needed in order to continue the program.
- c. Snow Days: If campus is closed due to inclement weather, students should use caution and common sense as to whether it is safe to get to their clinical site.
- d. A maximum of two (2) sick days are allowed during the clinical practicum. Additional days missed will need to be made up. If three (3) days are missed during a one-week rotation, those three (3) days need to be made up.
- e. Tardiness will also be recorded and reported to the Program Director. It is expected that students will be on the floor and ready to work at their set start time.

Time spent at the clinical sites mirrors the yearly student calendar, reflecting school observed holidays and scheduled faculty and staff "Duty Days." Students are required to attend all scheduled internship days. If a student anticipates an absence both the clinical site Coordinator/Liaison as well as the Program Director in advance. Students are allowed two (2) missed

days/sick/snow days, after which all hours must be made up. Should the student need to leave in the middle of a shift AND the two days have not been missed, the student will not need to make up those hours. If the two missed days are used, the student MUST make up the hours missed for that day. Should the school close to weather or other unforeseen events, students may also adhere to that closure date. This date, however, would account for one of the two allowable missed days.

Note: Timely and clear communication is a must! Accommodation for any make-up hours are at the discretion of the Liaison, and/or Mentor availability.

Students adhere to the school academic calendar unless agreements have been made between the facility, the college Program Director, and the student. These holidays can be found on the annual Academic Calendars found at <https://minnesotanorth.edu/academics/academic-calendar/> and include:

- Four (4) scheduled faculty Duty Days
- Veteran's Day
- Christmas/Semester Break (3 weeks)
- Martin Luther King Jr. Day
- President's Day
- Spring Break (1 week)

Special considerations may be given in cases of:

- Student injury, prolonged illness (more than two days), or hospitalization (physician statement required)
- Hospitalization of an immediate family member (physician statement required)
- Death in the family (documentation required)
- Military service or call to active duty (documentation required)
- Religious observance (documentation required)

Unexcused absences include:

- Any absence not listed above (with exception of unpredicted school campus closures)
- Any absence without prior instructor approval
- Absences without proper documentation

Unexcused absences or repeated (>2) missed days should be reported to the Program Director.

Confidentiality and HIPAA Policies:

The purpose of this policy is to ensure that students participating in clinical education experiences protect the privacy and confidentiality of patient information and comply with all applicable regulations governing protected health information (PHI). Maintaining patient confidentiality is a fundamental professional responsibility and an essential component of ethical healthcare practice.

All students assigned to clinical internship or practicum sites must maintain strict confidentiality of all patient information encountered during clinical training. Mentors and Liaisons have the responsibility to demonstrate the behavior by:

- Following all HIPAA Privacy and Security Rules
- Following and communicating all institutional policies of the facility
- Maintain program confidentiality standards
- Follow all applicable federal and state laws governing patient privacy
- Assuring student knowledge by including HIPAA information in the student's orientation information.

Students are permitted to access patient information only when necessary to complete assigned clinical tasks and case studies under supervision. Information may be used to develop a required student case study if all identifiable information is omitted.

Service Work Policy

During the internship, students may be occasionally asked to work hours other than normal scheduled daytime hours during the week (i.e. afternoon shifts, weekends, etc.) The requests are usually made when the student has completed a department rotation or at the end of the entire internship experience. The reason for working “off hours” must be educational in nature.

At no time are students to be used as a replacement for regular personnel. Agreement to work must be voluntary. When requests are received, they must be discussed with the Program Director, Liaison, affiliate personnel, and the student. All must agree that the student is ready to work at times when minimal supervision is available. The assignments must be within the framework of the internship rotation in that a “mentor” must be assigned. **Only techniques or procedures the student has already attained competency in may be assigned, and evaluation procedures must be completed as usual.** Not all internship sites request “off hour” service work.

Safety Policy:

It is imperative that we all participate in promoting a safe learning environment for students participating in their clinical education experiences and to minimize the risks of injury, exposure to hazards, and unsafe practices in the clinical laboratory and healthcare setting.

Students must follow established safety procedures as outlined in the required student orientation to protect themselves, patients, clinical staff, and the public during all clinical training activities.

Students participating in clinical education experiences must comply with all safety policies of:

- The educational program
- The clinical affiliate site
- Applicable federal, state, and local regulations.

Students are required to follow established safety procedures when handling biological specimens, chemicals, lab equipment, and other potentially hazardous materials. Failure to follow safety procedures may result in removal from the clinical site and disciplinary action. As part of the student orientation process, safety training should include:

- Lab safety procedures
- Bloodborne pathogen training
- Infection control practices
- Hazard communication training
- Personal protective equipment use (PPE)
- Emergency procedures
- Chemical safety

Clinical sites may require additional site-specific safety training before students begin clinical activities

Accident and Exposure:

Students are encouraged to carry their own insurance in cases of illness and/or injury. Should a student have an accident resulting in any kind of injury or have been exposed to significant illness, such as HIV, the Program Director shall be notified as soon as possible. The Program Director will contact the Academic Dean as to the next steps. Should an accident or injury occur at that requires medical attention, the student is responsible for obtaining the necessary treatment(s) at their facility of choice, pending insurance coverage, or, if need be, to be treated at the clinical site.

Should a student’s actions result in patient harm or facility damage, Minnesota North provides liability insurance for MLT students while completing their internships. A copy of the most recent liability insurance form can be provided upon request.

Inappropriate Behavior Procedure

Students are to conduct themselves in a positive and professional manner when interacting with clinical staff, other students, patients, and other healthcare professionals. In no way will rude, demanding or inappropriate behavior be tolerated nor accepted. Students are expected to provide communication that is professional and appropriate at all times. Any problems must be brought to the attention of the Program Director. Inappropriate behaviors include but are not limited to:

- Not meeting stated deadlines for task completion without advanced permission

- Not showing up on time without prior authorization or notice
- Tardiness
- Not following proper safety policies
- Not following SOP's
- Violating HIPAA privacy policies
- Use of inappropriate language
- Other inappropriate behavior deemed "unprofessional" i.e. gossip, backtalk, name calling, arguing, comments, jokes, sexual innuendos etc.)
- Blaming others and "things" for mistakes and/or errors
- Demanding extra time or attention by staff/instructors
- Use of aggressive body language (finger pointing, pursing of lips, slamming papers, doors, talking loudly etc.)
- Taking up instructor's time talking excessively and repeatedly about an issue or any number of unrelated issues
- Failing to graciously take direction or criticism

*If any student's action(s) and/or behavior cause any clinical instructor, patient, health care professional, or fellow student to feel physically threatened, uncomfortable, or intimidated, he/she shall be removed immediately from the clinical internship and potential re-entry will be assessed. The result may include the inability to complete the program, a failing internship grade, and/or denial of the degree. NOTE: formal complaint must be made and both the clinical site and Program Director must be made aware of the behavior and shall discuss the consequences up to and including dismissal from the MLT program.

Actions to be taken when inappropriate behavior is displayed:

1. The instructor will take the student aside privately after the incident and discuss the behavior. The instructor should then notify the Program Director of the incident. The Program Director will record the time and date of the conversation. This report will be placed in the student file.
2. Upon second incident, the instructor will take the student aside and discuss the behavior. The instructor will notify the Program Director. The Program Director will record the time and date of the incident. This will be kept in the student file. The student will be dismissed from the clinical site for no more than 5 working days. The instructor will remind the student that the third incident will result in termination from the MLT program. Should the incident be deemed severe enough, the MLT Program Director along with the Dean of Students, the student's advisor, and the student will assess as to whether or not the student should be allowed to complete the degree.
3. Upon a third incident, the instructor will take the student aside and discuss the behavior. The instructor will notify the Clinical Coordinator (Liaison) and the Program Director and, if possible, one or both should be present during the rest of the conversation with the student. The Program Director will record the time and date of the incident. This will be kept in the student file. The student may be required to meet with the Dean of Students to discuss behavior and termination from the MLT program. Should the incident be deemed severe enough, the MLT Program Director along with the Dean of Students, the student's advisor, and the student will assess as to whether or not the student should be allowed to complete the degree.

Expectations of Preceptors Responsible for Teaching Minnesota North Students

Clinical affiliates have established policies regarding employee behavior, dress, professionalism and ethics. It is expected that employees will model professional behavior at all times by following all behavior expectations of the clinical sites.

Preceptors model professionalism by:

- a. Arriving to work on time
- b. Being ready to work with the student at the scheduled time
- c. Being prepared to work with the student; having a plan
- d. Completing the student evaluation forms in a timely manner, with honesty and careful thought including constructive feedback.
- e. Reporting of students in violation of the previously mentioned behavioral expectations
- f. Avoiding negative conversation with the student regarding other students or coworkers
- g. Avoiding gossip, badmouthing, or otherwise negative attitudes toward or with the students and or coworkers
- h. Treating the student with respect and being cognizant of the fact that the student is attending the clinical site as part of their education, not as an employee.
- i. Avoiding showing students "shortcuts" or non-SOP ways of performing a task

- j. Do not use students to replace personnel who have called in sick, nor coerce the student to perform like an employee with the promise of a good evaluation or future employment.
- k. Do not require students to perform work that will be resulted if the student has not been trained, supervised or deemed competent to perform independently.
- l. Do not assume the student knows or understands more than they actually do.
- m. Do not assume they understand the details of the job.
- n. Do not assume students who may be employees in other areas of healthcare, are safe to work in the lab and report results without supervision.
- o. Students should not be “on the clock” at the same time they are acting as a student.

Model Professional Behavior

- Follow HIPAA regulations at all times
- Follow clinical site SOP's at all times
- Follow OSHA guidelines and guidelines in the clinical site hygiene and exposure control plans
- Follow site dress codes
- Refrain from the use or abuse of medications, drugs, and alcohol
- Model calm, professional behavior in the face of instrument breakdown, error, heavy workload and conflict.

Model Professional Communication

- Having a positive attitude toward the student and level of education achieved
- Promote a positive attitude about the profession and the Minnesota North MLT program
- Report any incidents or infractions of policy to the Liaison, Coordinator, and Program Director
- Communicate clearly and calmly; remember, students feel burdensome, overwhelmed, out of place, nervous, insecure and underprepared.
- Listen respectfully to student concerns and take them seriously. Seek help if necessary.
- Do not break the student's confidence or be disrespectful to the student especially in front of patients or other students.
- Do not complain about the clinical site, coworkers, administration, other students, program faculty or staff or make derogatory statements in front of the student about others.
- If the student points out an error, do not become defensive. Show them that errors occur and how to correct the error in the proper way and avoid them in the future.
- Students are expected to be respectful of differences in institutional SOP's and policies which may differ from educational policies and SOP's. They should see respect at the clinical site for educational policies which differ from institutional policies as well as differences between other clinical sites to which students may have been previously exposed.

Know that the faculty and students here at Minnesota North truly do appreciate the time, patience, expertise and willingness to participate in education and are extremely grateful.

State Licensure

Minnesota North MLT program is a NAACLS accredited program. Students completing the MLT program with a C or better in ALL courses are eligible to sit for the ASCP Board of Registry national certification exam. Many states are requiring MLT's to also be licensed for their particular state. Currently Wisconsin and Minnesota do not require a state certification. The following states DO require a state licensure: California, Florida, Georgia, Hawaii, Louisiana, Montana, Nevada, New York, North Dakota, Puerto Rico, Rhode Island, Tennessee, and West Virginia. This list is subject to change. The Minnesota North MLT program does not take on the responsibility of preparing for each individual state licensure. Students are strongly encouraged to take the national certification exam as soon as possible after graduation. The MLT degree confirmation is not contingent upon the passing of the state or national board exams.

V. Student Information

Academic Grievances

A student has the right to challenge a given grade. The request must be made within one year following the semester in which it was given. If a student is requesting that a grade be changed, the following steps must be taken:

- Student must submit a written request to the instructor who gave the grade.
- If the matter is not resolved to the student's satisfaction, the student may follow the student complaint/grievance procedure as stated in the Student Handbook available online or from Student Services.

Student Academic Petitions

Students wishing to waive a college rule or regulation for unusual or unforeseen circumstances should complete a "Student Petition." Forms are available in Student Services and should be submitted to the Registration desk. Student petitions include but are not limited to readmission to the college after having been suspended, adding or dropping a class after the deadline, requests for financial aid exceptions, and requests related to academic holds.

Claims by a Student Alleging Improper, Unfair, Arbitrary, or Discriminatory Treatment

A student has the right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure. The objective of the procedure is to resolve problems as quickly and efficiently as possible at the level closest to the student so that student's educational progress can continue. Nothing within this process precludes a student from seeking legal counsel at any step. The student(s) with a complaint may either go to an instructor, advisor, or one of the counselors. The staff members attempt to work with the student and any other persons who are involved to resolve the problem within seven (7) working days. If the matter is not resolved to the student's satisfaction, the student may follow the student complaint/grievance procedure as state in the Student Handbook.

Withdrawal from the Program

Students considering withdrawing from the MLT program should discuss this matter with the program advisor and/or MLT Program Director. Withdrawal is a formal procedure and needs to be completed by the student in Admissions. Students need to follow Minnesota North policies and procedures regarding program and course withdrawal.

Student Health

It is the student's responsibility to inform the appropriate instructor(s) of any physical condition or change in his/her health status that could interfere with the technical standards of a MLT. Students assume full responsibility for their own accidents or injuries that may occur during classroom, lab or internship settings. Students who sustain injuries during their internship will be responsible for completing the required incident forms provided by the clinic or facility. All injuries that occur in the lab or during the student's internship must be communicated to the Program Director and facility staff ***immediately!***

Forms for participation in student health insurance plans are available at the Academic Center. Please check your insurance needs and coverage to determine if you need to include additional coverage. All international students and visiting scholars engaged in educational activities are required to purchase the Minnesota State Colleges and Universities International Student Accidental Illness Insurance plan; unless they can provide a written verification that their government or sponsoring agency accepts full responsibility for any medical claims that may occur.

Students are covered with liability and malpractice insurance during their internship which is provided by the college. The cost of this insurance is included in the student's college fees.

Communication

Communication is vital. No problem can be resolved until they are made known.

Instructor Communication: Student and instructor communication outside of class/office hours are to be done through email and the office phone number provided.

Student Email: Students are expected to check their college email a minimum of three (3) times a week. Faculty send student and program information to students by this primary mode of communication. Failure to check email is NOT A VALID EXCUSE for missing important announcements. The official communication for Minnesota North is the student email account. Private email accounts are not used. Courses take through D2L also facilitate a "message" tab for communication via that route. The online format, may require students to participate in scheduled or unscheduled discussion and may be used to relay messages to the class or encourage class dialogue.

Cell Phones and Pagers: Cell phones may only be used in class for the purposes of a calculator, and in rare instances, a camera. Cell phones and pagers MUST be muted during class. If you must answer a call or page during class or lab, please excuse yourself from the class to make/take the call. DO NOT answer the phone during class or lab. NO texting is allowed during class. Likewise, cell phones and pagers should be muted and NOT carried on your person when at internship sites. Any musical or cellular devices, etc. are not allowed in class nor at the internship sites. If the policy is not followed, the faculty member may ask you to leave the class resulting in an absence in the class.

MLT Teach Out Policy

In the unforeseen event that Minnesota North cannot physically fulfill the obligation to each course on-campus, NAACLS will be notified within 30 days of the event and MLT courses will be transformed to an online forum and students will be notified by email. Arrangements will be made to either postpone required labs until safe to return to campus or contact local hospital affiliates in an effort to supply space and/or supplies as needed to fulfill these requirements.

MLT Temporary Emergency Policy

In the event of an emergency rendering the campus and/or its technology unusable for what is deemed a temporary period of time, Minnesota North's MLT program will work with area facilities and the MLT program at Lake Superior College (LSC) in Duluth, in making every accommodation in order for students to fulfill their requirements. Extended times may be offered to complete workload. Should this occur, Minnesota North and LSC will communicate needs, requirements and accommodations to one another in order to facilitate the needs as they arise. Course work may be put in an on-line format for completion of written course work and exams.

VI. Tuition and Fees

On Campus Estimated Tuition Costs and Fees:

Tuition and Fees: For up to date information visit:

<https://minnesotanorth.edu/student-services/businessoffice/tuition-and-fees/>

Financial Aid

Financial aid is available for MLT students both online and on-campus. Information regarding financial aid can be found on the Minnesota North website at: <https://minnesotanorth.edu/admissions-aid/financial-aid/>

Additional Information

MLT Lab: The MLT lab is in C-131/132. Hours are posted on the lab doors regarding scheduled lab sessions and when OPEN labs are available for additional practice. Open labs must be scheduled with the instructor. Students may NOT be in the lab without prior permission and the presence of an instructor or campus professional.

Safety: Safety policies and procedures are an essential part of the MLT program. Early in the program safety policies and procedures are covered and students are expected to adhere to them at all times. Consistent and proper use of barrier, personal protective equipment, and adherence to dress code is continually evaluated and enforced. Lab coats, gloves, shields, goggles, biohazard and sharps disposal are provided. Students wishing to purchase their own lab coat must make sure that it is liquid repellent and has cuffed sleeves. Emergency eyewash, emergency shower, safety kit, and fire extinguisher use are discussed at the beginning of the program. On line students are expected to adhere to their facility's safety policies and report to the Safety Officer for individualized facility training and documentation.

Student Records: The MLT program maintains files that include department/student/affiliate contracts, and clinical education performance evaluations as well as program and course assessments, NAACLS benchmark standards, HIPAA, and safety records. Student files such as transcripts, are kept with the Records and Admissions departments in locked or electronic files. Confidentiality is maintained through FERPA. Students over 18 must sign giving authorization to release student grades.

Student Resources: The Academic Learning Center, writing labs, computer labs and library are available for students serving a variety of needs including English as a second language, developmental courses, test taking tips, and tutoring. Students should not hesitate to contact the Learning Center if they feel they are struggling in any course. Instructors may refer students to the Learning Center if concerns arise. The library has a wide variety of texts in multiple formats that are appropriate for various courses. It also has a sophisticated on-line network. Computers are located in certain classrooms for immediate access to the network. Computer access and assistance is available by contacting Instructional Technology.

Contact Information:

Laura Parendo MT (ASCP), MAM, MBA Office: C-136

MLT Program Director

Laura.parendo@minnesotanorth.edu

Phone: 218-293-6888

On Campus Program Plan

Minnesota North College* |

MEDICAL LABORATORY TECHNICIAN AAS Degree | 62

Credits FIRST YEAR

FALL SEMESTER 2022 – 16 Credits

ALHE 1620

BIOL 2371

MLT 1412

MLT 1423

PSYC 2225

SPRING SEMESTER 2023 – 16 Credits

BIOL 2372 *

MLT 1424

MLT 1425

MLT 1432 *

MLT 1445

SUMMER SEMESTER 2023 - 6 Credits

COMM 1210

General Education Electives from Goal 1-6 of the MNTC ** #

SECOND YEAR

FALL SEMESTER 2023 – 12 Credits

MLT 2424 *

MLT 2435

MLT 2445 *

MLT 2466

SPRING SEMESTER 2024 – 12 Credits

MLT 2510

MLT 2590 *

CREDITS

HOURS
LEC/LAB

Applied Medical Terminology 2 2/0

Human Anatomy and Physiology 1
(MNTC 3) 4 3/2

Hematology 1 3 2/2

Laboratory Techniques 4 3/2

Group Processes (MNTC 5 & 7) 3 3/0

Human Anatomy and Physiology 2
(MNTC 3) 4 3/2

Medical Microbiology 1 4 2/4

Clinical Chemistry 1 2 2/0

Hematology 2 3 2/2

Immunology 3 2/2

Introduction to Communications
(MNTC 1) 3 3/0

3

Medical Microbiology 2 4 2/4

Urinalysis and Body Fluids Analysis 2 1/2

Clinical Chemistry 2 2 2/0

Blood Bank 4 2/4

MLT Seminar 2 2/0

Clinical Practicum 10

Appendix B

Minnesota North College* MEDICAL LABORATORY TECHNICIAN (ONLINE) AAS Degree 62 Credits FIRST YEAR		
SUMMER SEMESTER 2022 – 6 Credits	CREDITS	HOURS LEC/LAB
MLT 1423	Laboratory Techniques	4 3/1
ALHE 1620	Applied Medical Terminology	2 2/0
FALL SEMESTER 2022 – 8 Credits		
MLT 1425	Clinical Chemistry 1	2 2/0
MLT 1445	Immunology	3 2/1
PSYC 2225	Group Processes (MNTC 5 & 7)	3 3/0
SPRING SEMESTER 2023 – 6 Credits		
MLT 2445 *	Clinical Chemistry 2	2 2/0
MLT 2466	Blood Bank	4 2/2
SECOND YEAR		
SUMMER SEMESTER 2023 – 3 Credits		
General Education Electives from Goal 1-6 of the MNTC ** #		3
FALL SEMESTER 2023 – 6 Credits		
MLT 1424	Medical Microbiology 1	4 2/2
MLT 2435	Urinalysis and Body Fluids Analysis	2 1/1
SPRING SEMESTER 2024 – 7 Credits		
MLT 2424 *	Medical Microbiology 2	4 2/2
COMM 1210	Introduction to Communication (MNTC 1)	3 3/0
THIRD YEAR		
FALL SEMESTER 2024 – 7 Credits		
MLT 1412	Hematology 1	3 2/1
BIOL 2371	Human Anatomy and Physiology 1 (MNTC 3)	4 3/1
SPRING SEMESTER 2025 – 7 Credits		
MLT 1432 *	Hematology 2	3 2/1
BIOL 2372 *	Human Anatomy and Physiology 2 (MNTC 3)	4 3/1
SUMMER SEMESTER 2025 – 12 Credits		
MLT 2510	MLT Seminar	2 2/0
MLT 2590 *	Clinical Practicum	10



MLT Program Statement of Support

**Minnesota North Hibbing
in Hibbing, Minnesota, is**

to offer a fully accredited MLT program online. The online program option allows a valued employee the opportunity to further their educational goals and obtain certification required for advanced levels of laboratory work without changing jobs, relocating or going back to school full-time.

**Campus, located
excited to be able**

The didactic component of this program will be delivered online by experienced Minnesota North College, Hibbing campus faculty. The laboratory components of the program will be completed at the student's work place or other approved clinical site with the help of a designated mentor or facilitator. This facilitator/mentor works with the student on assigned laboratory exercises and serves as a proctor for written examinations. To complete the required laboratory assignments, the student will need access to laboratory procedure manuals, laboratory instrumentation, and bench supplies and reagents at the facility.

Before the student can be accepted into the online program, the student must obtain this Statement of Support indicating that their employer understands and is willing to undertake these responsibilities. In addition, the Facility Fact Sheet and Faculty Fact Sheet (see attached) must be completed and reviewed by Minnesota North College Academic Affairs and Standards Committee before the student's application can be finalized.

For more information about Hibbing Community College's online MLT program, please contact the MLT Program Director.

Student: _____

Facility Name: _____

Address: _____

City, State, Zip: _____

Telephone: (_____)_____ Fax: (_____)_____

Laboratory Supervisor/Manager: _____

Mentor or Contact Person at Site: _____

Statement of Support

1. The purpose of this Agreement shall be to provide laboratory support and instructional mentoring to students enrolled in the MLT program at Minnesota North College.

2. The laboratory support shall be provided at _____ located

at _____
hereafter referred to as the CLINICAL FACILITY.

RESPONSIBILITIES OF MINNESOTA NORTH COLLEGE:

A. Minnesota North College will designate a Faculty Member for the purpose of providing adequate direction and coordination of the student's off-site laboratory training.

B. Minnesota North College will provide the CLINICAL FACILITY with written objectives for each course/rotation.

C. Minnesota North College and Faculty will be responsible for the planning, development, and evaluation of all course objectives.

RESPONSIBILITIES OF CLINICAL FACILITY

A. The CLINICAL FACILITY will maintain current accreditation by recognized regional and/or national agencies (e.g., CLIA, CAP, JCAHO). The CLINICAL FACILITY will notify the MLT Program Director of any reduction, cancellation or proposed cancellation of such accreditation.

B. The CLINICAL FACILITY will designate a qualified staff member to serve as a Clinical Coordinator for the student's laboratory training.

The Coordinator:

1. shall provide directly or through his/her designee supervision of student's laboratory activities at the CLINICAL FACILITY.
2. shall serve as a proctor for written examinations.
3. shall keep any student records required by Hibbing Community College.
4. shall maintain open dialogue and communication with the Program Director regarding the student's progress, problems, concerns etc.

C. The CLINICAL FACILITY will designate a qualified staff member to serve as a liaison for the student's laboratory training.

The Liaison:

1. shall assign the student duties as appropriate and to the student's level of development and ability
2. shall assign departmental duties reflecting progressive responsibilities consistent with the stated objectives.
3. Shall maintain constant oversight of all student activities in the area of study
4. Shall assess student performance in specific area of study.

JOINT RESPONSIBILITIES:

Prohibition Against Discrimination. Minnesota North College and the CLINICAL FACILITY jointly agree that the parties shall not discriminate in their training or education of any person or in the conditions of training or education or in other actions taken as a result of this Agreement by reason of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

In consideration of the mutual benefits to the respective parties, Hibbing Community College and the CLINICAL FACILITY agree to the terms set forth above.

CLINICAL FACILITY

BY: _____

TITLE: _____

DATE: _____

MINNESOTA NORTH COLLEGE

BY: _____

TITLE: _____

DATE: _____

Please mail or FAX this to:

Admissions
Minnesota North College Hibbing
1515 East 25th Street
Hibbing, MN 55746

FAX: 218-262-6717



Clinical/Applied Learning Affiliate Facility Fact Sheet
(All Programs)

Facility

Institution Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Onboarding System (if applicable):Onboarding Contact Information:**Facility Accreditation Information**

Accredited by (check all that apply):

TJC ☐ CLIA ☐ COLA ☐ CAP ☐

Other: _____

Clinical Liaison as required by Standard VII.C.2

Name: _____

Position: _____

Education: _____

Length of experience as a health care professional: _____**Types of positions held in the field:** _____**For each of the following clinical areas, please identify:**

Department	# of students in clinical/applied learning at one time	Suggested Length of clinical/applied learning **
Blood Bank		4 weeks (160 hrs.)
Chemistry		3 weeks (120 hrs.) w/Serology
Coagulation		See Hematology
Hematology		4 weeks (160 hrs.) w/Coagulation and IIA
Microbiology		4 weeks (160 hrs.)
Serology/Immunology		See Chemistry
Urinalysis/Body Fluids		See Hematology
Phlebotomy/Spec. Processing		1 week (40 hrs.)

** These times reflect those that will be required during the Clinical Practicum (totaling 640 hours). This excludes the time required to complete any applied learning associated with MLT individual course requirements.



Didactic Faculty/Instructor Fact Sheet
(All Programs)

Faculty

Name: _____

Credentials: _____

Position/Title: _____

Certification Information (please list all)

Credential	Certified by	Certification #	Year Certified

Distribution of Work

	Teaching (%)	Administration (%)	Clinical Services (%)	Research (%)
Proportion of time in each area				

Education

Education	Institution	Field of Study	Degree	Year
Undergraduate				
Graduate				
Other (specify)				

Experience (list current position first)

For additional lines, go to Review, click Restrict Editing, then Stop Protection. Add the lines you need, then once finished, go back and click Yes, Start Enforcing Protection.

Institution/City/State	Position	Years

Principal Functions in the Education Program

For additional lines, go to Review, click Restrict Editing, then Stop Protection. Add the lines you need, then once finished, go back and click Yes, Start Enforcing Protection.

Note for Program Directors: Attach evidence of professional development hours as required of the program discipline.

Note for Faculty/Instructors: Attach proof of professional development activities that support assigned teaching responsibilities for the program discipline.

Appendix F

Prior to placement in any clinical affiliate, the following must be documented and turned into the Clinical Site Coordinator and Site HR if required.

Student: _____

ALL STUDENTS ARE REQUIRED TO HAVE PROOF OF IMMUNITY AS FOLLOWS:

Immunization	Documentation	Date(s)
MEASLES, MUMPS, RUBELLA	Documentation of immunity to measles & mumps & rubella (positive antibody titer $\geq 1:8$) <u>or</u> Documentation of two (2) doses of measles/mumps or MMR vaccine received after first birthday	
CHICKENPOX (VARICELLA)	Medically Documented history of chickenpox disease with full diagnosis and date <u>or</u> Documented evidence of immunity to chickenpox (Positive antibody titer $\geq 1:8$) <u>or</u> Documentation of two (2) doses of Varivax (Chickenpox Vaccine) or One dose of Zostavax Or two (2) doses of Shingrix (shingles vaccine)	
TUBERCULOSIS	1. Two negative Tuberculin Skin Tests (Mantoux, PPD) - If this is the first TST or if it has been more than 12 months since the person had a negative TST, a two-step test is required. If the first TST is negative, the second TST must be given 1-3 weeks after the first is read. - For annual 1-step TSTs, (within 12 mos of previous TST), a copy of the negative test results for the previous 12 months must be on file 2. A negative lab documented TB screening (T-spot, TB Quantiferon) within the past 12 mos. 3. Individuals with a past positive TB screening must comply with each of the following: - Initial medical evaluation and clearance by provider including a chest X-ray within 12 months of starting clinical experiences - Subsequent annual medical evaluation and clearance by provider - Follow up chest X- ray required every 5 years	
DIPHTHERIA, TETANUS and PERTUSIS	Documentation of a single booster dose (given as TdaP vaccine) within the previous two years	

	NOTE: Tdap is not the same as other vaccines containing some or even all of the vaccine components (D-T-A-P) such as Dtap, Td, or DT	
HEPATITIS B	Documentation that a 3 shot Hepatitis B immunization series has been completed <u>or</u> laboratory evidence of immunity to Hepatitis through a positive antibody test to Hepatitis B	
Annual Flu Shot	Documentation of annual flu shot or signed and approved influenza vaccine exemption	
COVID-19	Documentation of at least 2 COVID-19 shots (or signed medical or religious exemption form on file)	

Provider Signature: _____ **Date:** _____

Please attach facility documentation of mandated vaccines.



Minnesota College MLT Program Hepatitis B Verification/ Declination Form

The MLT program requires students to be exposed to potentially harmful blood and/or body fluids. Often samples are collected from area hospital patients. Because Minnesota North cannot guarantee the safety of these samples, it is essential that prior to the start of the MLT program all students have on file, verification of immunity to hepatitis B or a stated declination of the vaccine. The immunization is a series of 3 vaccines. Failing to submit proof of vaccination or a declination will result in a hold on the student's application process.

Please complete the following information and submit it to the admissions office.

Documentation that a 3 shot Hepatitis B immunization series has been completed or Laboratory evidence of immunity to Hepatitis B

Please submit the dates of your hepatitis B vaccinations

Dates: (3) _____

Or

Lab verification of HBV immunity: date: _____

Student Signature: _____ **Date:** _____

Or

I have been informed of my risk to hepatitis B during the course of the MLT program. I am declining the hepatitis B vaccination at this time and in no way hold HCC accountable should I become infected with the virus.

Student Signature: _____ **Date:** _____

Laboratory Safety and HIPAA Training Record

Name: (please print) _____

I have received information on the following topics:

Check all that apply:

Infection Control, including the Use of Personal Protective Equipment	
Procedures to Take in the Event of a Contaminated Needlestick Injury	
Proper Disposal of Hazardous Materials and Infectious Waste	
Employee Right to Know and MSDS	
Proper Use of Fire Extinguishers	
Emergency Response Procedures	
HIPAA Privacy Regulations in Healthcare Settings and Student Laboratory	

I know whom to contact if I have questions/concerns about any of these topics.

Signature: _____ Date: _____

I have read and fully understand the MLT procedures and policies discussed in the MLT Handbook.

Student Name (Printed) _____

Student Signature: _____

Student ID#: _____

Date: _____

Appendix I

Student Time Sheet (All Students)

Students completing their Clinical Practicums are required to have one full semester of internship experience or its equivalent (excluding summer semesters) adhering to the posted school calendar. This calendar can be found on the Minnesota North website at:

<https://minnesotanorth.edu/academics/academic-calendar/>

Students are allowed 2 missed days (with prior notice). Additional days/hours must be made up hour-for-hour. The following times in each department are **recommended**. Sites may adjust rotations as staffing, workload and student performance allows. At the completion of the internship, have your Proctor, Mentor, or Lab Supervisor sign off on your timesheet. Sheets are to be submitted in the appropriate D2L drop box. Make additional copies as needed.

Hematology/Urinalysis/Coag: 4 weeks

Microbiology: 4 weeks

Blood Bank: 4 weeks

Chemistry/Serology: 3 weeks

Phlebotomy/Spec. Processing: 1 week

Note: your lab structure may be set up somewhat differently. Students are expected to cover the 4 basic areas of the lab (Chem, Heme, Micro, BB). Where your lab incorporates Urinalysis, Coagulation, and Serology may vary. Students are still required to fulfill the competencies for each department. Students should submit initialed time sheet weekly in the "Weekly Time Sheet" Drop box on D2L.

Mentors: Please annotate the following next to the applicable date(s) should student be absent from scheduled hours: E.E. = Excused Early (must be notified previous to scheduled hours) U.A. = Unexcused Absence.

Week	Dates	Total Hours Completed	Area(s)/Department(s)	Rubric Objectives Completed	Preceptor Initials
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					