

# **Idaho Consortium of Medical Laboratory Technology Education**

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College of Southern Idaho – College of Eastern Idaho  
North Idaho College

MEDICAL LABORATORY TECHNOLOGY  
STUDENT AND CLINICAL EDUCATION  
HANDBOOK

ICMLTE | Spring 2025 Start

## WELCOME

Welcome to the Idaho Consortium of Medical Laboratory Technology Education (ICMLTE). You have chosen to pursue an education that provides entry-level competency in the field of medical lab technology. Seventy percent of all medical decisions rely on the lab testing results produced by you, medical lab technicians (MLT), and your medical lab scientist (MLS) colleagues. Being an MLT is a career unto itself as well as a doorway to MLS certification, further career advancement and global opportunities in the fields of clinical science and healthcare.

This ICMLTE Handbook is designed to outline key institutional policies and procedures as well as the unique standards and expectations of the MLT Program. For students, it should be used in conjunction with the complete suite of institutional policies and procedures your enrolling institution provides. These documents collectively provide critical information relevant to your success and it is your responsibility to become familiar with these resources and the rights and responsibilities detailed therein. For faculty and clinical affiliate staff, the ICMLTE Handbook outlines your responsibilities in fulfilling your roles with our program.

While many successful students work part or full-time during this program, it is important to understand that this program is a full-time, rigorous academic experience wherein an average student is expected to work on course materials and studying minimally 2-3 hours per week per credit outside of class time. While much of your coursework is accomplished online, attendance during on-campus labs is mandatory spring I and fall semesters (unless you are being sponsored by a clinical affiliate). Furthermore, the final (spring II) semester requires all students to participate in 360 clinical internship hours scheduled at the discretion of participating clinical affiliates.

You will be challenged in this program to develop many critical professional, technical and academic skills. Should you have educational or programmatic concerns, consult your instructors and/or the ICMLTE Program Director. If you have additional independent concerns that cannot be met by these resources, each member institution has additional health professions and general institutional resources available to you. Do not hesitate to make an appointment with the appropriate parties to discuss potential solutions to any challenges you may be facing.

Good luck in this program and may this be the beginning of a long and rewarding career in the clinical sciences and healthcare!

Aidan McFall  
Program Director  
ICMLTE

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## OVERVIEW OF PROGRAM

### Mission Statement

The Idaho Consortium of Medical Laboratory Technician Education's (ICMLTE) mission is consistent with the missions of its constituent institutional members and the Idaho Division of Career Technical Education as well as the mission and standards of the American Society of Clinical Laboratory Science and the National Accrediting Agency for Clinical Laboratory Sciences:

"The ICMLTE is dedicated to the provision of quality, relevant and affordable health care education specific to the field of medical laboratory technology. The ICMLTE provides rigorous educational experiences designed to achieve entry-level competency in the academic, technical and professional skills needed by this field. In this manner, the ICMLTE endeavors to meet the needs of the individual student and the communities it serves."

The Medical Laboratory Technology (MLT) program prepares graduates to work as medical lab technicians qualified to perform various laboratory procedures, including low-, medium-, and high-complexity testing. The MLT program includes instruction in the laboratory disciplines of medical microbiology, hematology and hemostasis, medical chemistry, transfusion medicine, urinalysis and body fluids, and lab operations. Coursework includes online didactic classes, student laboratory and clinical internship experiences.

The state of Idaho offers the MLT program through a consortium of community colleges, namely North Idaho College (NIC), College of Southern Idaho (CSI) and College of Eastern Idaho (CEI). Students can enroll in any of these member institutions and complete the professional component of the MLT AAS degree in a 17-month course of study.

Upon completion of the program, students are eligible to sit for national certification examination testing through the American Society of Clinical Pathology (ASCP) or American Medical Technologists (AMT). The MLT AAS degree provides pathways to both MLT and Medical Laboratory Scientist (MLS) certifications. These certifications enhance opportunities for employment in clinical laboratories.

The Medical Laboratory Technology program is a competitive admissions program and has prerequisite course requirements. Prerequisite courses can be accomplished at the ICMLTE member colleges and/or other accredited colleges and universities and are listed in this handbook and on the MLT member-institution websites:

[www.nic.edu/mlt](http://www.nic.edu/mlt)

[www.cei.edu/programs-of-study/health-professions/medical-lab-technologies](http://www.cei.edu/programs-of-study/health-professions/medical-lab-technologies)

[www.csi.edu/programs/medical-lab-technician](http://www.csi.edu/programs/medical-lab-technician)

Up to thirty-six (36) students are admitted to the professional component of the program each fall for a spring semester cohort start date. A maximum of sixteen (16) students will be admitted to North Idaho College (NIC), ten (10) to the College of Southern Idaho and ten (10) to the College of Eastern Idaho.

A minimum grade point average of C/2.0/74% is required for all MLT courses. A minimum grade of C+/2.3/78% is required for all MLT lab practical exams.

## **Program Goals**

Program outcomes meet or exceed the standards for an accredited educational program in medical laboratory technology, providing a means to evaluate program effectiveness and to assist in making program changes when appropriate.

### **Goal 1 Students will be clinically competent.**

Students will demonstrate the skills necessary to perform entry-level competencies as a medical lab technician with routine medical laboratory tests in areas such as chemistry, hematology and hemostasis, immunology, blood banking, microbiology, urine and body fluid analysis, phlebotomy and laboratory operations.

### **Goal 2 Students will have appropriate critical decision skills.**

Students will demonstrate knowledge in all types of laboratory testing (simple to complex) and will recognize routine and non-routine issues in pre-analytical, analytical, post-analytical lab processes.

### **Goal 3 Students will exhibit professionalism.**

Students will demonstrate professional and ethical behavior by membership and active participation in laboratory, didactic courses and related professional organizations. Students will model professional conduct by respecting the feelings and needs of others, protecting the confidence of patient information, and not allowing personal concerns and biases to interfere with the welfare of patients.

### **Goal 4 Students will utilize appropriate communication and interpersonal skills.**

Students will demonstrate effective communication skills to ensure accurate, reliable and timely appropriate information transfer. Students will professionally and accurately report laboratory results, adapt communication to their audience and work with all members of the healthcare team.

## Program Outcomes

Years below correspond to students who graduated during that year. Therefore, for “year 2023,” students entered the program in January, 2022, and graduated May, 2023. Pass rate data is finalized one year post graduation.

The ICMLTE will have program outcomes data once ICMLTE students graduate from the consortium (projected spring 2026).

The individual ICMLTE member NIC has the following program outcomes data.

### **Pass Rate:**

The pass rates for the ASCP MLT national certification exam were 87.5% in 2021, 100% in 2022 and 83% in 2023.

The pass rates for the AMT MLS national certification exam were NA in 2021, NA in 2022 and 100% in 2023.

### **Completion Rate:**

The student completion rates for the final half of the MLT program were 100% in 2021, 100% in 2022 and 100% in 2023.

### **Employment Rate:**

100% of graduates for the year 2021, 100% of graduates for the year 2022 and 87.5% of graduates for the year 2023 are employed in the field or in a closely related field and/or continued their education within one year of graduation.

## Accreditation Status

The ICMLTE is currently seeking accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

Address: 5600 N River Road Suite 720, Rosemont, IL 60018

Phone: 773.714.8800

Fax: 773.714.8886

Email: [naacslinfo@naacsl.org](mailto:naacslinfo@naacsl.org)

Website: [www.naacsl.org](http://www.naacsl.org)

NIC’s MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

Address: 5600 N River Road Suite 720, Rosemont, IL 60018

Phone: 773.714.8800

Fax: 773.714.8886

Email: [naacslinfo@naacsl.org](mailto:naacslinfo@naacsl.org)

Website: [www.naacsl.org](http://www.naacsl.org)

**MEDICAL LABORATORY TECHNOLOGY PROGRAM FACULTY  
HEALTH PROFESSIONS SUPPORT**

**ICMLTE Program Director / Assistant Professor**

Aidan McFall, PhD MLS(ASCP) CP

[amcfall@nic.edu](mailto:amcfall@nic.edu)

Office: 204 Meyer Health Sciences (MHS)

Phone: 208.929.4015

**Clinical Education Coordinator**

TB hired 2025

**Adjunct Instructors**

Brandi Fry, MLS(ASCP)

[bfry@nic.edu](mailto:bfry@nic.edu)

MLS Laboratory Manager

Arthritis Northwest

(Clinical Microbiology and Transfusion Medicine)

George May, MSHS MLS(ASCP)

[gimay@nic.edu](mailto:gimay@nic.edu)

Medical Laboratory Scientist

Kootenai Health

(Clinical Chemistry, Hematology and Urinalysis)

Rosemary Lew, MLS(AMT)

[rlaw@nic.edu](mailto:rlaw@nic.edu)

Quality Analyst

Laboratory Corporations of America

(Phlebotomy)



## ICMLTE MEMBER COLLEGE POLICIES AND PROCEDURES

The following section provides relevant policies and procedures of ICMLTE member institutions. This section is not inclusive of all college policies and procedures which regulate and inform enrolled students.

For additional information, visit the website for each member institution.

NIC [www.nic.edu/](http://www.nic.edu/)

CSI [www.csi.edu](http://www.csi.edu)

CEI [www.cei.edu](http://www.cei.edu)

## POLICY ON ACADEMIC DISHONESTY

Academic and professional honesty is of the utmost importance. **All forms of dishonesty, including but not limited to cheating, lying and plagiarism, are unacceptable behaviors** for any student enrolled in the ICMLTE. Instructors and students are responsible for maintaining academic standards and integrity in their classes.

**Examples** of academic/professional dishonesty include, but are not limited to, the following:

1. Cheating on classroom or outside assignments or exams.
2. Turning in work copied from another person/source.
3. Assisting others with dishonest behavior.
4. Plagiarism – Any use of wording, ideas or findings of other persons, writers or researchers requires the explicit citation of the source. Use of the exact wording requires a “quotation” format.
5. Intentional inaccuracies in footnoting.
6. Intentionally giving false information to an instructor either in the classroom or in the experiential site setting.
7. Falsifying documentation/records.
8. Use, forging, printing, reproducing, altering, removing, or destroying any record, document, or identification used or maintained by NIC.

Penalties for dishonesty may include but are not limited to: failing the course, termination from the program, and suspension from the college of enrollment.

The student in the ICMLTE will abide by the member-college academic dishonesty policies as stated in the representative current catalog. Any student found guilty of dishonesty while in the academic (classroom/lab) and/or clinical affiliation is subject to dismissal from the ICMLTE.

NIC: [www.nic.edu/policy](http://www.nic.edu/policy)

See Section V: Students, 5.06 E. Student Code of Conduct, 5.06.01 Academic Dishonesty

CSI: [www.csi.edu/student-affairs/default.aspx](http://www.csi.edu/student-affairs/default.aspx)

See Code of Conduct, Academic Integrity

CEI: <https://cei.edu/hr/policies-procedures/student-affairs?p=907>

<https://cei.edu/hr/policies-procedures/student-affairs?p=304>

See Code of Conduct, Policy 907, Academic Integrity Code, Policy 304

## PRIVACY STATEMENTS

Two federal laws govern ICMLTE students' privacy rights and obligations, namely FERPA and HIPAA.

### **FEDERAL EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

FERPA is a federal law, which protects the privacy of student education records. Generally, ICMLTE must obtain the student's permission to share or release this type of information. Students have the right to review their records and to request corrections to records they believe are inadequate. The ICMLTE is not required to gain permission to share directory information about a student. For more information on this law visit the member college websites or visit the U.S. Department of Education website at <https://www.ed.gov> > Laws > FERPA.

For ICMLTE distance students, the need for CAALE preceptors that are employed by the clinical affiliate and simultaneously providing an academic advisory and supportive role for its sponsored ICMLTE student(s) necessitates the use of a FERPA release.

Websites:

NIC: <https://www.nic.edu/ferpa/>

CSI: <http://www.csi.edu/ferpa/>

CEI: <https://cei.edu/hr/nursing-faculty-handbook/confidentiality>

### **HIPAA – Health Insurance Portability and Accountability Act**

HIPAA is the federal Health Insurance Portability and Accountability Act of 1996. The primary goal of the law is to make it easier for people to keep health insurance, protect the confidentiality and security of healthcare information and help the healthcare industry control administrative costs. Students will maintain HIPAA confidentiality and security of all patient and experiential education facility information at all times. **Any breach HIPAA may immediately remove the student from the program or result in probation.** Website: <https://www.hhs.gov/hipaa/index.html>

## POLICY ON NON-DISCRIMINATION

### **NIC:**

Non-Discrimination Policies include the following

Civil Rights

Malicious Harassment

Disruptive, hostile or violent behavior on NIC sites

Sexual Harassment, Discrimination and Sexual Misconduct (Title IX)

North Idaho College is committed to its policy of non-discrimination on the basis of race, color, religion, national origin, gender, age, disability, pregnancy, sexual orientation, or status as a Vietnam-era veteran. This policy applies to education programs, services, and facilities, and includes, but is not limited to, admissions, employment, and access to programs and services.

<https://www.nic.edu/policy/all/30306/>

### **CSI:**

Unlawful Discrimination and Harassment

The College of Southern Idaho subscribes to the policy of providing equal educational and employment opportunities, services, and benefits to students and employees without regard to age, race, color, national origin, sex, religion, and/or disability, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and all other state and federal non-discrimination statutes. Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

Compliance Officer Human Resources Director (208) 732-6267

College of Southern Idaho 315 Falls Avenue

P.O. Box 1238

Twin Falls, ID 83303-1238

The College of Southern Idaho is committed to providing an environment free from unlawful discrimination and harassment. CSI takes complaints of illegal discrimination or harassment seriously and all complaints are investigated. Complaint/grievance procedures concerning student conduct are outlined in the [Student Code of Conduct](#) and provide for prompt and equitable resolution of complaints.

Students found to be participating in any form of unlawful discrimination, harassment, or retaliation against another student or College employee for filing a complaint or cooperating with an investigation shall be subject to disciplinary action up to and including expulsion from the College.

<https://www.csi.edu/files/pdf/student-handbook/csi-civil-rights-policies-and-procedures.pdf>

### **CEI:**

CEI prohibits engaging in discrimination against or harassment (including Sexual Harassment) of a member of the Falcon Community on the basis of age, disability, race, color, ethnicity, national origin, religion or irreligion, sex, gender (including gender expression and gender identity), sexual orientation, or veteran status. For more information please see CEI Policies [108](#), [601](#) and [602](#).

<https://cei.edu/student-affairs>

## DISABILITY SERVICES

Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids to be successful in the ICMLTE program will need to contact their Disability/Accessibility Services Center for eligibility determination. Proper documentation of impairment is required in order to receive services or accommodations. The Disability/Accessibility Services Center determines eligibility for and authorizes the provision of services.

**NIC:** <https://www.nic.edu/dss/>

PHONE: 208-769-5947

**CSI:** <http://www.csi.edu/Disabilities/>

PHONE: 208-732-6260

**CEI:** <https://cei.edu/hr/policies-procedures/student-affairs?p=123>

PHONE: 208-535-5462

## GRADUATION

The commencement ceremony is held once each year in May. Students eligible to participate in commencement are graduates from the previous fall or students who plan to graduate in the current spring or summer. All students are encouraged to participate in the ceremony.

It is the student's responsibility to be sure all courses required for their certificate/degree are satisfactorily completed. It is strongly suggested students verify with their advisor on a regular basis they have completed all necessary courses and inquire on how to proceed with the graduation process. Students must submit the "Application for Graduation" with the Registrar's Office whether or not they plan to participate in commencement.

For more information on graduation, please see the following links:

NIC: <https://www.nic.edu/graduation/>

CSI : <https://www.csi.edu/registrar/graduation.aspx>

CEI: <https://cei.edu/registrar/graduation>

## **POLICY ON SUBSTANCE ABUSE**

The ICMLTE program adheres to the established member institutions policies and procedures regarding drugs and alcohol. ICMLTE is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol. The member colleges prohibit illegal possession, consumption, manufacture, and distribution of alcohol and drugs by students in college-owned, - leased, or -operated facilities and on campus grounds. Individuals who violate college policies, city ordinances, state, or federal laws may be subject to disciplinary action and/or criminal prosecution. Student sanctions, as detailed in the Student Code of Conduct, may include warning, censure, fines, disqualification, suspension, expelling, restitution, as well as required attendance at educational programs.

Smoking, tobacco use, and tobacco sales (including the use or sales of smokeless tobacco products) are prohibited on member institution owned, operated, or leased properties including parking lots, walkways, sidewalks, sports venues, and college-owned and private vehicles parked or operated on college property.

All students must comply with all “Smoking and Drug Policies” at all experiential education facilities.

## FACULTY, PRECEPTOR AND STUDENT EXPECTATION

The faculty are employees of member institutions and recognize their responsibility as facilitators of learning and will abide by the policies as stated in the member institution Policy and Procedure Handbooks:

NIC: <https://www.nic.edu/policy/faculty/>

CSI: A PDF copy of the CSI faculty handbook is available upon request.

CEI: <https://cei.edu/hr/faculty-handbook>

Internship Preceptors and Clinical-affiliate Academic Lab Education (CAALE) Preceptors are employees of clinical affiliates and will abide by the operational policies and procedures of their clinical affiliate employer. Their educational roles for students who are enrolled in the ICMLTE are outlined here in the ICMLTE Medical Laboratory Technology Student and Clinical Education Handbook. These preceptors will provide 1:1 oversight of the student's educational experience at clinical affiliate worksites. This includes during clinical internship and/or sponsorship of a distance student experiencing the pre-internship lab education phase of the program. Students are expected to abide by all program and clinical affiliate worksite rules and regulations while functioning as a student at a clinical affiliate worksite.

Students are expected to abide by the Colleges' student responsibilities code of conduct as found in the Student Handbooks:

NIC: <https://www.nic.edu/studenthandbook/>

CSI: <https://www.csi.edu/files/pdf/student-handbook/student-code-of-conduct.pdf>

CEI: <https://cei.edu/hr/policies-procedures/student-affairs?p=603>

Student, Faculty, CAALE and Internship Preceptors all cooperate to ensure that students of the ICMLTE Program only perform laboratory work and related procedures under qualified supervision. Students do not work alone/without qualified supervision in student lab and/or clinical facilities.

### Study Expectations

There is a **minimum** study expectation of two to three (2-3) hours of study per week for each credit hour enrolled. This means for a four (4) credit class, it is expected that students will spend a minimum of eight (8) hours of study outside the classroom per week for a 15-week semester. During the summer CTE schedule, the summer semester is reduced to 8 weeks. Under these circumstances, you will need to study a minimum of four to six (4-6) hours of study per week for each credit hour enrolled. Students are enrolled in 13 credits spring I, fall and spring II semesters and 6 credits summer semester.



## **SAFETY – ON CAMPUS EDUCATIONAL EXPERIENCES**

### Policy

The ICMLTE adheres to its member-colleges' individual on-campus policies and procedures and holds the following in common. This policy and procedure apply across campuses and is intended to apply to each instructional area within the Consortium – its operations, leadership, students, faculty, and staff.

### Procedure

#### General Principles

- Equipment and supplies are the property of the college.
- Equipment in the MLT laboratory should be cared for just as equipment in the clinical facilities; safety and good judgment must be used.
- Equipment and supplies should be returned to their original storage place after use.
- Care should be taken with cords and accessories and equipment operations as outlined in the manufacturer's information on individual equipment.
- While in use, a manual must be kept with each piece of laboratory equipment, easily accessible to users.
- No equipment or specimen is to leave the lab without permission of the program coordinator or designee.
- Microscopes are inspected annually by the program director or designee. Repairs are arranged as needed.
- A part of OSHA workplace standards includes regular inspection of the equipment and environment for safety hazards. All electrical equipment that is powered by institutional current (generally 110 – 220 Volt alternating current) will be inspected annually and, if applicable, calibrated on an annual basis. Repairs and or calibrations will occur on an as-needed basis. The independent clinical engineering contractor provides labels which are placed on each item of equipment to verify such testing, calibration, and/or repairs.
- If students note any potential safety hazards in the laboratory, the instructor or program coordinator is to be notified so that corrective action may be taken to prevent injury or accidents.

*The following rules are required for safety during labs. Please be aware that violation of these rules will result in removal from the lab and may impact participation or continuation in the program.*

#### General Safety Rules

1. Always conduct yourself appropriately in the laboratory. Be serious and alert at all times.
2. Follow all written and verbal instructions carefully. If you are not certain about what to do after reading the instructions, please ask your instructor for clarification.

3. Never work alone in the laboratory. An instructor must always be present.
4. Do not touch any equipment or solutions in the laboratory until your instructor has given permission.
5. You may not eat or drink anything while performing a lab.
6. Keep your work area and walkways clear of debris, backpacks, books, and other obstacles. Phones may be used to record data but must be decontaminated prior to lab exit.
7. Know where all of the safety equipment is in the room and how to use it.
8. If there is a fire, electrical equipment must be unplugged.
9. Use standard precautions at all times in student lab, including gloves, labcoats and eye protection if splash hazard is present.
10. Know routes to emergency exits and emergency protocols, including active shooter.

#### Hazardous Materials

1. Refer to the MSDS (available in the lab) for information regarding the solution to be used – its properties, hazards, and exposure remediation.
2. All chemical solutions (lotions, gels, etc.) in the laboratory are assumed to be dangerous. Use only as instructed.
3. Always read the label of a solution bottle (or equivalent) before using it.
4. Never return unused solutions to their original containers.
5. Never remove solutions from the lab.

## **SAFETY – GENERAL OFF CAMPUS EDUCATIONAL EXPERIENCES**

### *Policy:*

An off-campus activity is any activity required and sponsored by the ICMLTE for the purpose of academic instruction other than lab (MLT 124 and 224) work supervised by CAALE preceptors at clinical sites and/or internships. The program values the safety of its students and faculty/staff and therefore has established the following for all off-campus educational experiences. This policy and procedure apply to all member colleges of the consortium.

Off-campus educational experiences include, but are not limited to,

- Places of manufacture and operations (e.g. blood bank, hospitals and lab),
- Seminars, lectures, presentations,
- Community service activities.

### *Procedure:*

#### Safety

Students are to be aware of safety concerns and their responsibilities during off-campus activities. To prepare, students should:

- a. Understand the purpose, objectives, and limits of the off-campus activity.
  - b. Inform instructors of personal limits, health-related issues, or any other concerns.
  - c. Be aware of their surroundings and participate only as instructed and/or supervised.
  - d. Faculty will provide instruction that includes specific instructional methods and learning outcomes of the activity as well as safety rules, limitations, and other information as necessary.
  - e. Faculty will supervise, or have supervised, all participants and account for each during travel and while engaged in the off- campus activity.
- a. In the event of serious safety concerns, the coordinating/supervising faculty member is to suspend any or all activities that put participants at risk.

#### General Guidelines

- All off-campus activities are to begin and end on the students' home campus.
- All college/program- sanctioned off-campus activities are to be considered mandatory.
- No alcoholic beverages or controlled substances are to be consumed before, during, or after the activity.
- Guests of faculty or students are not allowed to participate.
- A list of all participants, with emergency contact phone numbers, is to be kept in the course instructor's office. The off-campus activity coordinator/faculty is to keep the list with them at all times during the activity.
- All participants must complete and submit an off-campus liability waiver (Release and Hold Harmless Agreement) prior to the activity and this is to be retained in the program offices for at least 2 years.

#### Medical Coverage

In the event of an accident with injuries or an illness during the off-campus activity, the student's personal health care plan is to be used.

## DUE PROCESS

### Program Retention:

Student retention is a program priority and all efforts will be made to assist the student in successful completion of the program. Access to faculty, learning resources, and counseling are made available but the student must be willing to commit to the effort to remain in the program. Students will remain in the program if the grade point average, classroom/clinical performance, and behavior meet established standards. Standards are delineated in this document, in course syllabi and clinical affiliate evaluation instruments. Each ICMLTE member institution offer general students services, including student financial aid, IT and counseling services, to help students succeed:

<https://www.csi.edu/offices-services/default.aspx>

<https://cei.edu/student-affairs>

<https://www.nic.edu/students/>

### Policy on Code of Conduct:

The ICMLTE subscribes to the due process policies and procedures at each student's respective college. Violations of the code of conduct for the Consortium or the colleges are serious and will be handled immediately and judiciously by each college's authorities. The MLT faculty endorse the policies and procedures contained in the student codes of conduct at each respective college. The MLT program faculty have also adopted additional specific guidelines to deal with problematic behaviors due to students' participation in off-campus healthcare facilities and institutions. Students found in violation of a college code of conduct, or the Consortium's code of conduct listed here in the Consortium policy and procedure manual and the student handbook will be subject to disciplinary action. Any violation of a member-colleges' policies and procedures, or the additional Consortium requirements, may be immediately acted upon following that college's procedures, depending on the severity of the violation.

### ICMLTE Procedure for Conduct Violation:

1. Student will receive a verbal warning for behaviors that violate college or program expectations or policy. Verbal warnings are issued for behaviors that, if not corrected, may cause negative impact to the program, student, and/or patient. Verbal warnings will be documented and placed in the student file.
2. Student will receive a written Plan for Improvement (Coaching and Development Plan) for behaviors that have been previously addressed with a verbal warning, or are so severe that significant negative impact could result from the behavior to the program, student, and/or patient.
3. Student will receive a Final Written Warning for behaviors previously addressed by a verbal warning and a Plan for Improvement that continue to be problematic or for behaviors that could cause severe negative impact to the program, student, and/or patient.

A student will be recommended for expulsion from the ICMLTE Program when a student fails to correct behaviors discussed in previous coaching and/or disciplinary discussions or engages in egregious behaviors that could create unacceptable risk or harm to the program, students and/or patients. Certain behaviors are egregious enough, such as engaging in a HIPAA violation at a clinical affiliate, academic cheating, failing drug testing, posing a safety hazard to class mates or self that the above plan may not be applied and the student, instead, will be automatically expelled after engaging in one incident. **Recommendations for expulsion will be handled according to each member college's policies.**

### **Informal Student Complaints Procedure:**

If the complaint involves a problem with an instructor, the student is to discuss the matter with the instructor before requesting a conference with the program director. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. The ICMLTE faculty are here to teach, guide, support, and evaluate student progress throughout the program. The faculty are a valuable resource; thus, students are encouraged to seek guidance and advice regarding their clinical and academic performances.

Most student concerns involve course or clinical experiences. Therefore, the faculty member directly involved is the first and best resource. The following outlines the channels of communication, which ought to be followed.

1. Confer with your instructor for academic, clinically related, or personal concerns or grievances. Your instructor is available for and encourages student conferences.
2. If your concern is not resolved with the instructor, you would then take your concern to either the ICMLTE Program Director or the ICMLTE Clinical Education Coordinator.
3. If the ICMLTE Program Director or ICMLTE Clinical Education Coordinator are unable to resolve your concern, you should take your concern to the appropriate Division or Department Chair for your campus and then, if unresolved, to the Dean of the Division or Department.
4. Depending on the issue, the next level of appeal would be to the home College's policy and procedures for reporting grievances. The Academic Appeal process is included in the grievance policy for CSI <https://www.csi.edu/student-handbook/grievance-policy.aspx>. For CEI, refer to Procedure 907 in Policies & Procedures <https://cei.edu/hr/policies-procedures/student-affairs?p=907>. For NIC, please refer to the Registrar's Office for the Admissions and Academic Standards Committee (AASC) Appeal Form <https://www.nic.edu/registrar/forms/admissions-and-academic-standards-appeal-form/>.

### **Formal Student Grievance Procedure:**

The ICMLTE program adheres to the established policies and procedures at each college regarding harassment. Harassment is inconsistent with the efforts to foster an environment of respect for the dignity and worth of all individuals. Harassment of any kind is unacceptable.

Harassment is defined as verbal or physical conduct, which has the intent or effect of:

1. Unreasonably interfering with an individual's or a group's educational and/or work performance or,
2. Creating an intimidating, hostile or offensive educational and work environment on or off campus.

Please refer to your college policy and procedure on harassment and Title IX complaints.

### **Complaints Against ICMLTE, Faculty, Students or Program Graduates:**

Concerns or problems with the ICMLTE, faculty, a student or graduate of the ICMLTE by a clinical instructor, employer of a graduate, another student or the general public should be directed in writing to the ICMLTE Program Director. The Complaint Referral Form can be obtained from the department/division secretary. Complaints may be submitted in person or by submitting a copy via fax or mail. The ICMLTE Program Director and MLT faculty will review and investigate all complaints made against the ICMLTE, faculty, an MLT student or graduate, and will address the concerns and identify methods to resolve the issue. If the issue is not resolved, then the complaint should proceed through the appropriate chain of command at each college. Issues with the program director or clinical education director, if unresolved with those individuals themselves, should be taken to the appropriate Division or Department Chair for your campus and then, if unresolved, to the Dean of the Division or Department

Records of the complaint forms will be kept for three years in a locked file in the ICMLTE Program Director's Office.

**Right of Appeal:**

Students enrolled in the ICMLTE have the right to appeal disciplinary decisions and actions affecting their standing in the program. ICMLTE students wishing to do so will follow the Student Appeals Process at their respective institutions.

## ICMLTE PROGRAM POLICY AND PROCEDURES

ICMLTE program requirements are based on state and national law, clinical affiliate lab policy, professional standards as outlined in the appendices in the ASCLS Code of Ethics and ICMLTE Essential Job Duties, educational and accreditation standards and legal agreements between member institutions and clinical facilities.

### **Application/Admission Information:**

Each ICMLTE member institution accepts students into the ICMLTE program through their respective admission processes. Application information can be found by accessing each member MLT website:

[www.nic.edu/mlt](http://www.nic.edu/mlt)

[www.cei.edu/programs-of-study/health-professions/medical-lab-technologies](http://www.cei.edu/programs-of-study/health-professions/medical-lab-technologies)

[www.csi.edu/programs/medical-lab-technician](http://www.csi.edu/programs/medical-lab-technician)

The ICMLTE is a competitive admission program with required prerequisites. Applications are standardized and award students points based on selective criteria outlined in the “application information” link of each MLT website. Point tallies are used to assess both eligibility and relative competitiveness between applicants. Application cycles open every August for a program start date in January. Students will be informed of their acceptance into the program by the end of the November preceding January start. Acceptances are contingent upon conditions outlined in acceptance letters, including a mandatory criminal background check.

Students are advised to be fully educated in the special requirements of the MLT program by reading this document, namely the Medical Laboratory Student and Clinical Education Handbook, in its entirety prior to application. Each member website contains a link to this document.

### **ICMLTE Educational Models:**

The ICMLTE begins new cohorts of students once a year. This cohort can contain two classifications of student, namely traditional blended (NIC) or distance (NIC, CSI, CEI). The traditional blended student participates in student lab on campus semesters Spring I and Fall. The distance student is sponsored by a clinical affiliate and performs Spring I and Fall student labs in whole or in part at the clinical affiliate laboratory.

To ascertain if sponsorship is possible for you, please see the clinical education portion of this handbook for requirements.

Both student classifications engage in clinical internship Spring II semesters.

### **Length of Program:**

The MLT-AAS curriculum is designed to be completed in as few as 24 months including prerequisite course work. The professional component of the program is 17 months (4 semesters: Spring I, Summer, Fall, Spring II) and begins after acceptance into the program. Completion of the program requires fulfillment of all programmatic obligations enumerated herein including linked documentation.

### **Attendance Policy for Student Lab:**

In addition to online didactic courses, student labs are performed in the spring I and fall semesters of the program. All student on-campus labs are mandatory. Makeup labs are available and required, although all activities may not be. Make up labs are scheduled with the lab instructor(s) as a function of their availability. Only emergency and

illness are acceptable reasons for a lab absence. After one missed lab, absences must be validated, such as with a doctor's medical note. Chronic tardiness is grounds for programmatic dismissal. Tardiness will be minimally penalized with point deductions in MLT 124 and/or MLT 224.

### **Communication:**

You must have modern computing capabilities with good internet connectivity in order to access the online didactic course work required for progression through the MLT Program. You must check your student email every 48 hr and respond to all program-specific questions/concerns posed by the program director, faculty of the MLT Program and its supporting staff. Communicate either directly in an email response, by scheduled meeting or via some other mutually agreed upon method. Failure to communicate with the program director, faculty or support staff of the program in a timely manner over program-specific content is grounds for dismissal from the program.

You may be eligible to check out a laptop from your institution for the semester. Contact IT for details. This may require program director approval.

### **Insurance:**

Medical Insurance: All students must be protected by a health and accident insurance policy. All students must sign a waiver acknowledging it is their responsibility to ensure they are covered by medical insurance, individually, or as a part of an organization **and that member institutions will not provide such coverage.** See **Appendix B: Student Release and Acknowledgement for Participation.** Under this policy, all injuries must be reported to the Program Director or Clinical Education Coordinator. **Any costs or fees associated with a student injury are the direct responsibility of the student.**

Professional Liability: Member colleges cover students for professional liability when participating as a student in clinical, internship, and externship experiences. Professional liability coverage will not cover students while working as an employee at a health care organization. Professional liability insurance coverage only covers students when participating in unpaid clinical coursework at a health care facility.

### **Dress Code:**

The ICMLTE expects all MLT students to embody high professional standards including those of appearance and grooming whether in class, campus lab or at a clinical affiliate. Lack of professional behavior is grounds for programmatic dismissal.

General Guidelines:

Clothing

- Students are to purchase one or more sets of scrubs to wear on campus and during clinical internship. Scrubs must be purchased by the end of the January start month and are mandatory. Burgundy top, black bottom.
- T-shirts without writing may be worn under scrubs.
- Uniforms are to be clean and unduly wrinkled.
- A laboratory coat will be worn over scrubs at all times in the student and clinical laboratory.
- Nothing is to be worn on the head unless it is of a required religious nature. Long hair and any head covering must be secured away from the face and lab bench to prevent contamination with blood and/or body fluids.
- Shoes are to be close-toed, close-heeled, soft-soled, clean and in good repair with the entire foot covered.



#### Hair and Nails

- Students are expected to be well-washed and neatly groomed without perfume. Hair should be a color expected to be found in nature. Men may wear neatly trimmed mustache and/or beard but otherwise clean shaven.
- Nails must be clean, short and natural. Artificial nails are prohibited in the clinical setting. Only clear nail polish is allowed and no fingernail jewelry.

#### Other

- Conservatively applied makeup is permitted.
- No gum chewing, food or drink or application of anything to face or lips allowed in lab.
- Cell phones are not permitted in clinical settings unless specifically directed for safety or documentation purposes.
- Tattoos must be covered and not visible.
- Refrain from smoking in uniform and follow all college and clinical affiliate rules for tobacco products.
- Suggestions for appropriate body hygiene include daily showers, unscented deodorant, no scents, wash hair daily and brush teeth daily.

#### PPE

- Appropriate PPE must be worn at all times in student lab and the clinical setting, including lab coat and gloves. Safety glasses must be worn if a splash hazard is present.

### Scholarships:

Please be sure to apply for scholarships.

NIC <https://www.nic.edu/foundation/scholarships/>

CSI <https://www.csi.edu/financial-aid/scholarships/default.aspx>

CEI <https://cei.edu/financial-aid/scholarships>

American Society for Clinical Pathology <https://www.ascp.org/content/about-ascp/ascp-foundation/providing-scholarships>

## Curriculum Plan for ICMLTE – Associate of Applied Science Medical Lab Technology 72-75 credits

Prerequisite Requirements for the MLT AAS Degree Program			
	Course Subject and Number	Course Title	Semester Credit Hours
<b>SEMESTER 1</b>			
<b>NIC</b>	ENGL 101 or higher GEM 1	Writing and Rhetoric I	3
<b>CSI</b>	ENGL 101 or higher GEM 1	Writing and Rhetoric I	3
<b>CEI</b>	ENGL 101 or higher GEM 1	Writing and Rhetoric I	3
<b>NIC</b>	BIOL 175/175L or BIOL 227/227L or BIOL 115/115L	Human Biology Human Anatomy and Physiology I Introduction to Life Sciences	4
<b>CSI</b>	BIOL 105/105L or BIOL 201/201L or BIOL 227/227L	Human Structure and Function Biology 1 Human Anatomy and Physiology I	4
<b>CEI</b>	ZOOL-127/127L or BIOL 227/227L or BIOL-201/ 201L	Intro to Human Biology Human Anatomy and Physiology I Biology I	4
<b>NIC</b>	CHEM 101/101L or CHEM 111/111L	Introduction to Chemistry General Chemistry I	4-5
<b>CSI</b>	CHEM 101/101L or CHEM 111/111L	Introduction to Chemistry General Chemistry I	4-5
<b>CEI</b>	CHEM 101/101L or CHEM 111/111L	Introduction to Chemistry General Chemistry I	4-5
<b>NIC</b>	MATH 143 or higher GEM 3	Precalculus I: Algebra (alternative name College Algebra)	3
<b>CSI</b>	MATH 143 or higher GEM 3	Precalculus I: Algebra (alternative name College Algebra)	3
<b>CEI</b>	MATH 143 or higher GEM 3	Precalculus I: Algebra (alternative name College Algebra)	3
<b>Total Credits</b>			<b>14-15</b>

## Curriculum Plan for ICMLTE – Associate of Applied Science Medical Lab Technology 72-75 credits

Prerequisite Requirements for the MLT AAS Degree Program			
	Course Subject and Number	Course Title	Semester Credit Hours
<b>SEMESTER 2</b>			
<b>NIC</b>	BACT 250/250L	General Microbiology	4
<b>CSI</b>	BIOL 221/221L or 250/250L	Introductory Microbiology General Microbiology	4
<b>CEI</b>	MICR 111/111L or 250/250L	Introduction to Microbiology General Microbiology	4
<b>NIC</b>	CHEM 102/102L or 112/112L or 275	Essentials of Organic & Biochemistry Principles of General College Chemistry II Carbon Compounds	3-5
<b>CSI</b>	CHEM 102/102L or 112/112L	Essentials of Organic & Biochemistry General Chemistry 2	4-5
<b>CEI</b>	CHEM 102/102L or 112/112L	Essentials of Organic & Biochemistry General Chemistry II	4-5
<b>NIC</b>	COMM-101 or any GEM 2	Fundamentals of Oral Communication	3
<b>CSI</b>	COMM-101 or any GEM 2	Fundamentals of Oral Communication	3
<b>CEI</b>	COMM-101 or any GEM 2	Fundamentals of Oral Communication	3
<b>NIC</b>	PSYC-101 or any GEM 6	Introduction to Psychology	3
<b>CSI</b>	PSYC-101 or any GEM 6	Introduction to Psychology	3
<b>CEI</b>	PSYC-101 or any GEM 6	Introduction to Psychology	3
<b>Total Credits</b>			13-15

## Curriculum Plan for ICMLTE – Associate of Applied Science Medical Lab Technology 72-75 credits

### Professional Component of the MLT AAS Degree Program

<b>ICMLTE Spring I</b>	<b>Course #</b>	<b>Title</b>	<b># Credits Total</b>
MLT	100	Phlebotomy	2
MLT	124	Medical Lab Fundamentals	3
MLT	214	Hematology and Hemostasis	4
MLT	222	Basic Concepts in Transfusion Medicine	4
			<b>13</b>
<b>ICMLTE Summer</b>	<b>Course #</b>	<b>Title</b>	<b># Credits Total</b>
MLT	225	Parasitology, Mycology and Virology	2
MLT	218	Medical Chemistry	4
			<b>6</b>
<b>ICMLTE Fall</b>	<b>Course #</b>	<b>Title</b>	<b>#Credits Total</b>
MLT	112	Urinalysis and Body Fluids	2
MLT	221	Medical Laboratory Microbiology	4
MLT	224	MLT Student Lab Practice	3
MLT	226	Immunology and Laboratory Operations	4
			<b>13</b>
<b>ICMLTE Spring II</b>	<b>Course #</b>	<b>Title</b>	<b># Credits Total</b>
MLT	250	Capstone Seminar and MLT Exam Review	5
MLT	291	Internship I	4
MLT	292	Internship II	4
			<b>13</b>

## **MLT Course Descriptions**

### **MLT-100 Phlebotomy Credit(s): 2**

This course presents the theory and procedures for the practice of phlebotomy and waived laboratory testing as it applies to medical laboratory personnel. Phlebotomy and laboratory quality control measures for specimen collection in healthcare facilities will be emphasized throughout this course.

### **MLT-112 Urinalysis and Other Body Fluids Credit(s): 2**

This course is an introduction to the study of urine and body fluid analysis. It includes the anatomy and physiology of the kidney, physical, chemical, and microscopic examination of urine, cerebrospinal fluid, and other body fluids as well as quality control, quality assurance, and safety. Fundamental principles of urine and body fluid analysis with correlation of laboratory methods and practice will also be covered.

### **MLT-124 Medical Lab Fundamentals Credit(s): 3**

This course is an introduction to procedures used in the medical laboratory. Students will learn the application of basic techniques and instruments used in all areas of medical laboratories. These correlate with core MLT courses to include activities for phlebotomy, waived testing, urinalysis, hematology, chemistry, immunology, blood banking and microbiology. Lab: 9 hours per week

### **MLT-214 Hematology and Hemostasis Credit(s): 4**

This course involves the study of blood cells in peripheral blood, bone marrow, and other body fluids. Concepts of normal and abnormal blood cell maturation, physiology, and morphology are examined as well as hemostasis (coagulation). The course is intended to be an introduction to routine laboratory methods and instrumentation with correlation of laboratory observations with disease conditions.

### **MLT-218 Medical Lab Chemistry Credit(s): 4**

This course is an introduction to the basic theory and diagnostic procedures in medical chemistry. Basic principles and theory of biochemical and analytical tests and procedures used in the analysis of clinical specimens will be covered. This course emphasizes the correlation of specimen processing as well as analysis of test results and quality control data.

### **MLT-221 Medical Laboratory Microbiology Credit(s): 4**

This course introduces basic practices and principles of diagnostic microbiology, focusing on pathogenic bacteria encountered in the blood, central nervous system, and genitourinary tract. It includes application of common algorithms for identification of clinically significant pathogens including aerobic gram-positive cocci, gram-negative bacilli, gram-negative cocci, gram-positive bacilli, and anaerobes. The course introduces principles and procedures of immunological and molecular diagnostic techniques and their application to the medical lab.

### **MLT-222 Basic Concepts in Transfusion Medicine Credit(s): 4**

This course is an introduction to the basic theory and concepts of antigen-antibody reaction as they pertain to blood cell transfusions. Blood group antigens and the genetics of their inheritance are examined. Methods are introduced for performing blood grouping, compatibility testing, and component selection.

### **MLT-226 Immunology and Laboratory Operations Credit(s): 4**

This course offers an overview of the fundamentals of medical lab-related diagnosis and management of disease by immunological and molecular biology laboratory methods. Normal immune function as well as pathological conditions and application to laboratory testing will be covered. Examination aspects of laboratory operations to include quality assessment, troubleshooting, safety, laboratory mathematics,

instrumentation and laboratory information systems.

**MLT-224 Advanced Medical Laboratory Technology Student Lab Practice Credit(s): 3** This course included advanced practice of laboratory skills and procedures to reinforce theory gained in core MLT courses in preparation for clinical internships. Lab: 9 hours per week

**MLT-225 Parasitology, Mycology and Virology Credit(s): 2**

This course covers basic theory and clinical procedures used to isolate and identify intestinal, blood, and tissue parasites; dermatophytes, systemic and subcutaneous fungi, viruses, and mycobacteria.

**MLT-250 Capstone Seminar and Exam Review Credit(s): 5**

This course provides a cumulative review of medical laboratory procedures and theoretical concepts from all phases of laboratory testing. Emphasis is placed on recall and application of theory, correlation, and evaluation of all areas of laboratory science. Upon completion, students should be prepared for national certification examinations. Students will apply their technical knowledge to laboratory case studies and to review major areas of the MLT curriculum with an emphasis on critical thinking skills. Students will have access to practice examination in preparation for certification examinations.

**MLT-291 Internship I Credit(s): 4**

This course provides the first cooperative learning experience in an affiliated clinical facility. Students will gain their first exposure to the clinical environment in a supervised application of learned theory and practice. Students will experience working with patients and performing procedures required of a medical laboratory technician. Specific detailed learning activities are developed to meet established clinical outcomes. **Internship:** 360 hours over 9 weeks

**MLT-292 Internship II Credit(s): 4**

This course provides the final cooperative learning experience in an affiliated clinical facility. Students will complete their internship in a supervised clinical setting and apply learned theory and practice. Students will achieve competencies required of a medical laboratory technician. Specific detailed learned activities are developed to meet established clinical outcomes.

**Internship:** 360 hours over 9 weeks

## Grading Policy:

Letter grades for the MLT program will be awarded based on each student's performance on quizzes, exams and assignments administered during each of the MLT courses. To continue in the MLT Program, a final grade of 74%/GPA 2.0 (C) or higher is required in each course. Furthermore, all lab practical exams require a minimum grade of 78%/ GPA 2.3 (C+) to continue in the MLT Program.

<b>Grade</b>	<b>GPA</b>	<b>Definition</b>	
<b>A</b>	<b>4.00</b>	<b>&gt;93</b>	<b>Excellent performance</b>
<b>A-</b>	<b>3.70</b>	<b>90-92</b>	<b>Excellent performance</b>
<b>B+</b>	<b>3.30</b>	<b>87 - 89</b>	<b>Good performance</b>
<b>B</b>	<b>3.00</b>	<b>84 - 86</b>	<b>Good performance</b>
<b>B-</b>	<b>2.70</b>	<b>80 – 83</b>	<b>Good performance</b>
<b>C+</b>	<b>2.30</b>	<b>77-79</b>	<b>Adequate performance</b>
<b>C</b>	<b>2.00</b>	<b>74-76</b>	<b>Adequate performance- MLT student may continue to next semester – see Program Director to determine how to improve</b>
<b>C-</b>	<b>1.70</b>	<b>70-73</b>	<b>Not passing</b>
<b>D+</b>	<b>1.30</b>	<b>67-69</b>	<b>Not passing</b>
<b>D</b>	<b>1.00</b>	<b>60-66</b>	<b>Not passing</b>
<b>F</b>	<b>0.00</b>	<b>&lt; 60</b>	<b>Not passing</b>

Students must pass all courses in the MLT Program with a C or higher (74% or higher) in order to progress to the next semester. Final course grades will be rounded (using the 10th decimal column) to the next whole number. For example: 77.5 becomes 78 and 77.4 5 will remain at 77.

A grade of "I" (incomplete grade) may only be recorded for a student in good standing, whose work is incomplete due to circumstances beyond the student's control. The "I" grade must be removed before the student can progress to the next MLT course.

NIC <https://www.nic.edu/policy/all/504/>

CSI <https://www.csi.edu/financial-aid/satisfactory-academic-progress-policy.aspx>

CEI <https://catalog.cei.edu/content.php?catoid=3&navoid=162&hl=%22incomplete%22&returnto=search>

## General Education Courses:

A grade of C- (70.0%) or better is required for each general education course listed as prerequisite for the MLT program.

## ICMLTE Procedure for Academic Program Failure

### Grounds for Program Failure:

1. If a student receives a grade less than a "C" or 74% in any ICMLTE curriculum course or less than a "C-" or 70% in a required integrated general education course.
2. If, following the Lab Practical Examination Failure Guidelines (below) a student fails to pass the first take or approved *retake* practical exam with a score of 78% or better.
3. Lab Practical Examination Failure Guidelines:
  - a. If a student fails a practical exam (receives less than 78%), but achieves a score of 70% or higher, the student may be eligible to re-take portions of the failed lab practical.
  - b. The student is only eligible for retake if they have no other academic or professional deficiencies, for example, missing assignments in any class, and have received scores of 74% or higher on all didactic course examinations and 78% and higher on all other lab practical exams.
  - c. The re-take must be scheduled prior to the last day of the semester and solely at the convenience of the instructor.
  - d. If a student fails a re-take practical examination, the student will fail the course and is withdrawn from the program.
  - e. If a student fails to abide by *critical safety precautions in the clinical education setting*. This includes, but is not limited to patient/client abandonment or endangerment, injury, abuse, or any perceived breach of patient/client quality care including HIPPA violations.
  - f. If the clinical agency refuses to allow the student to return to the clinical site due to a breach of the Code of Conduct, patient care safety, or any other offense identified by the clinical agency.
  - g. If a student has a positive drug test.

The PD and/or Clinical Education Coordinator will meet with a dismissed student to allow the student to provide feedback in an exit interview.

### Eligibility for Re-Applying to the MLT Program After Program Withdrawal:

The student who withdraws from the ICMLTE for catastrophic reasons (personal illness, military call of duty, leave of absence, etc.) or academic failure may be eligible to re-apply to the MLT program the next year if:

1. The student passed all program courses completed (prior to the semester of withdrawal) with a grade of "C" or better.
2. The student did not violate the ASCLS or student code of conduct at any time during the program.
3. All prerequisite course work is done prior to the next MLT program start date.

*Being a prior student in the ICMLTE does not grant the student additional points toward their application into the next class, nor does it guarantee admission into the program.*

If the student applies within one year of exit, they may re-enter the program after their last successfully completed semester and must register for all MLT courses offered that semester. After one year, the student must re-enter, if accepted, at the program start date and thus must re-take all MLT professional courses. A student is limited to two attempts in the ICMLTE program and will not be eligible to re-apply after that point.

A student who has been dismissed from the ICMLTE may not re-apply to the program unless recommended to do so by the appeals committee or program director.



## **ICMLTE SAFETY**

### **Blood Born Infectious Diseases:**

The ICMLTE operates in compliance with OSHA's Blood borne Pathogens Standard (29 CFR 1910.1030) and the recommendations from the Center for Disease Control. This standard protects students and healthcare employees from occupationally acquired exposure to blood and other potentially infectious materials. Standard precautions for all patients and lab students will be followed. The ICMLTE is committed to educating MLT students on how to prevent and/or reduce the risk of blood borne pathogen exposures to themselves and patients. In addition to the below information, all students of the ICMLTE are enrolled in online ( eg [www.CPNW.org](http://www.CPNW.org) ) training modules on this topic and are educated in student lab and didactic courses.

### **Methods of Eliminating or Minimizing Exposure:**

Strict adherence to proper infection control procedures by all health care providers is the primary way to prevent transmission of blood borne infectious disease. Many needle sticks and other cuts can be prevented by using safer techniques (for example, not recapping needles by hand), disposing of used needles in appropriate sharps disposal containers, and using medical devices with safety features designed to prevent injuries. Using appropriate barriers such as gloves, eye and face protection, and lab coats when contact with blood is expected can prevent many exposures to the eyes, nose, mouth, or skin.

Employee and student protection are to be provided in a manner consistent with a high standard of care using a combination of the following:

1. Engineering and work practice controls
2. Personal protective clothing and equipment
3. Training and education
4. HBV vaccination/positive titer
5. Signs and labels

### **Exposure Determination & Protection:**

- A. Persons at risk of exposure
  1. ICMLTE Faculty
  2. ICMLTE Students in campus lab and at clinical affiliate sites.
- B. Task and procedures involved in occupational risks
  1. Collections, processing, storing, testing and disposal of specimens such as sputum, blood, urine, fecal, wound drainage and cultured microorganisms.
  2. Specific tasks involve exposure, manipulation, testing and disposal of biological substances.
- C. Specific jobs
  1. Student: Meeting the needs of patients in the clinical lab environment and other health care settings in a progressive manner as determined by the job description. The student will carry out only those tasks and procedures in a clinical setting after being taught and practiced in pre-clinical and/or student laboratory on campus.
  2. Faculty: Supervision, assistance and/or oversight of students in meeting the needs of patients and student laboratory training.
- D. Method of Compliance:
  1. All ICMLTE students and faculty will have the series of HBV vaccines prior to beginning the first clinical experience and a follow-up titer six months after the completion of the series.
  2. Should the titer be negative, a booster HBV vaccine will be given.
  3. All ICMLTE students and faculty will maintain current immunizations and health requirements As outlined by the program and clinical onboarding procedures of the ICMLTE member

institutions.

4. Students in the ICMLTE are taught procedures and practices prior to clinical experience in student laboratory including:
  - a. Standard precautions, which includes wearing the appropriate protective clothing and equipment.
  - b. Aseptic hand washing techniques.
  - c. The correct procedure for safe disposal of sharps.
  - d. The correct procedure for specific tasks and procedures that involve potential contact with blood, body fluids, microorganisms and lab hazards especially, but not limited to:
    - Collection, processing, storing, testing and disposal of specimens such as sputum, blood, urine, fecal, wound drainage.
    - Exposure, handling, manipulation, testing and disposal of microorganisms.

### **Incident/Injury Response Reporting**

#### **Campus, Clinical, or Internship:**

If a student is injured in the laboratory or clinical setting, the student will need to be treated at a local hospital or urgent care facility. If the injury is life-threatening, immediately call 911.

-The student is responsible for payment.

-All ICMLTE students must fill out a program-specific incident/injury report form, see appendices, within 24 hrs of injury.

- Additionally, students may be eligible to file a claim for accident reimbursement through their member colleges. Any forms involved in this latter process will be additional to the ICMLTE program-specific form.

- If a student has a prescribed restriction on physical activity, a physician's written directive must be provided to the Program Director or Clinical Education Coordinator.

- If an injury occurs in the experiential education setting, he/she must report immediately the injury to his/her site instructor/preceptor and follow all documentation and resolution steps outlined by the clinical affiliate.

#### **Exposure Control Program:**

##### **A. Purpose:**

Identify tasks and or positions associated with occupational exposures to blood or other potential infectious materials and to document the schedule of implementation of the measures that will be used. To require the development of procedures to be used in the evaluation of the circumstances surrounding exposure incidents.

##### **B. To include:**

1. Universal precaution procedures.
2. HBV vaccine and titer.
3. Training and education, to include:
  - a. Understanding the risk
  - b. Engineering controls
  - c. Disposal of regulated waste
4. Post exposure procedure, evaluation and treatment.

### **ICMLTE Procedure for Needle Stick/Body Fluid Splash:**

All contaminated needle sticks or bloody body fluid splash to mucus membrane or open skin should be treated as if there is a potential risk of pathogen exposure. If an exposure takes place in an experiential education facility, the student will be required to follow the procedure(s) outlined below, as well as, complete any appropriate facility requirements and forms. If the student receives an exposure to blood or body fluid:

#### **Provide immediate care to the exposed site:**

1. Wash needle sticks and cuts with soap and water.
2. Flush splashes to the nose, mouth, or skin with water
3. Irrigate eyes with clean water, saline, or sterile solutions.

No scientific evidence shows that using antiseptics or squeezing the wound will reduce the risk of transmission of a blood borne pathogen. Using a caustic agent such as bleach is not recommended.

Obtain immediate medical attention. Both source and affected student will use personal medical insurance to obtain advice and/or treatment from a physician or refuse such treatment. A physician may advise HBV, HCV and HIV testing for both the source and affected patient in order to properly inform a treatment plan. If the incident occurs at a clinical affiliate's site, follow the exposure plan at the institution.

Notify Clinical Instructor, Lab Supervisor, Program Director, Division Chair or Dean of Health Professions immediately.

Fill out an ICMLTE incident report and return to the Program Director within 24 hrs to be kept in the student file. Fill out an accident report for each member college within 48 hrs.

The Infection Control or Occupational Health Department from the facility involved need to be contacted with follow-up instructions. A copy of the follow-up instructions should be provided to the Program Director, Division Chair or Dean of Health Professions and kept as part of the ICMLTE's files for 5 years.

Complete all appropriate facility requirements and forms for the facility where the exposure occurred.

## ICMLTE CLINICAL LAB EDUCATION

The ICMLTE programs utilizes health care facilities throughout the region for non-paid student clinical internship experiences. Healthcare partners generously open their facilities to students contingent upon students meeting certain industry safety and professional standards. Students must be flexible and generally available during the Spring II semester of the MLT program in order to achieve the required 360 clinical hours of internship. Typically these hours are accomplished in nine weeks (9 x 40 hours per week = 360 total hours) scattered throughout the semester. This structure allows students an opportunity to experience several different clinical settings and have time to work on didactic course work between internship assignments. It is also typical that internships are scheduled during dayshift starting as early as 6 am and as late as 9 am depending on what time frame works best for the clinical affiliate.

Regardless of what is typical, students must be prepared to be flexible the Spring II semester. The first obligation of the clinical site is to meet their work requirements, which can be adversely affected by environmental factors, employee turnover or illness and other aspects of business operations. Thus, while every attempt is made to schedule internships well in advance, last minute changes are always a possibility. If a clinical site becomes unable to fulfil its training obligations, every attempt will be made to re-schedule the student at a different clinical site. If such changes place the student's clinical schedule completion date outside of the Spring II semester, the student will be eligible for an Incomplete grade in MLT 291/292. If regional environmental factors adversely affect the ability of the program to provide adequate clinical internships, such as was the case for the COVID pandemic, the program will work with our accreditor (NAACLS) and educational community to provide comparable educational experiences for the students that will substitute for external clinical internships.

While most clinical affiliates are regional, students must be prepared to travel to internship if necessary. Students must have access to a working vehicle and are responsible for all travel, lodging and food costs during internship.

### **Clinical Internship Preparation:**

In addition to the academic program of the ICMLTE, students must engage in clinical internship preparation. This process begins soon after program start and involves 3<sup>rd</sup> party online safety training, completion and uploading of vaccination records, BLS training, TB testing, drug testing, background checks and other necessary tasks and documentations. Students will be guided through this process by the personnel below. Timing of the activities is critical and failure to complete all clinical onboarding requirements at the correct time will result in a student's removal from the program.

NIC: Stephanie Bradbury  
Clinical Placement Coordinator  
[Stephanie.Bradbury@nic.edu](mailto:Stephanie.Bradbury@nic.edu)  
Office: MHS 165  
208.666.8002

CEI: Mathew Taylor  
Department Chair, Healthcare  
with Administrative Assistance  
[matthew.taylor@cei.edu](mailto:matthew.taylor@cei.edu)  
Office: 524 A Health Education Bldg 6  
208.535.5412

CSI: Matilda Wolfe  
Administrative Assistant II for Health Science  
And Human Services  
[mmwolfe@csi.edu](mailto:mmwolfe@csi.edu)  
Office: HSHS 113  
208.732.6702

Students will join the CastleBranch (NIC, CEI) or American DataBank (CSI) Compliance Tracker (or recommended data repository) to upload clinical documents. **Files must be completed by their due date to be eligible to attend clinical internship and thus continue in the program.** These documents will be made available to clinical sites as needed. Students should keep a copy of any record submitted; copies will not be provided, nor will student files or documents be returned, upon completion of the program. These documents will not be shared with any other parties. Students who change programs or are re-entering a program must repeat all documentation steps.

Any student enrolling in this program is informed that failing to meet the requirements dictated by our clinical partners, including vaccination requirements, will result in a failure to access clinical education and therefore a failure to successfully complete the MLT program. Due to the complexity of clinical rotations and assignments, the ICMLTE cannot guarantee assignment of a student to specific locations or facilities. Moreover, the ICMLTE is obligated to assign students to clinical experiences that maximize student learning and meet accreditation standards.

Some healthcare facilities/clinical sites may provide exemptions for certain student clinical participation requirements based upon religious or medical rationales. All students must recognize that the possibility of religious/medical exceptions and acceptance of such exemptions are left to the sole and absolute discretion of the health care facility/clinical site and not the college. All exemption requests are mediated through the member institution's Clinical Coordinator. Without exception, students do not contact clinical affiliates directly for exemption consideration. Please make an appointment with the Clinical Coordinator for more information on such exemptions.

#### **Clinical Internship Preparation Specifics:**

- 1. ICMLTE Experiential Site Agreement:** All students must complete and turn in the ICMLTE Experiential Site Agreement. See appendices. This is an agreement made by the student to complete **all documents, trainings and obligations by the deadlines** set by their program and as outlined by member institution clinical coordinators and document managing software. This document will be signed during orientation, at first opportunity in the program, or for distance students, signed scanned and uploaded into the "Start Here" module for MLT 124.
- 2. Criminal Background Check:** Upon acceptance into the ICMLTE program, one or more criminal background check(s) will be required for participation in experiential clinical education site rotations. Convictions that appear on the criminal background check may result in denied access to an experiential education facility and/or inability to complete the educational plan or continue in the program.
- 3. Immunizations:** A current schedule of childhood immunizations: MMR or proof of titer, Varicella or proof of immunity by titer, Tdap or Td booster, seasonal influenza, and COVID per facility policy.
- 4. Hepatitis B:** Area experiential education facilities require health care providers to be immunized with Hepatitis B vaccine (unless there is a signed waiver for students who decline). **Since the series of Hepatitis B vaccine may take up to six months, it is recommended students start immunizations as soon as possible.** If a student has received the vaccine series, proof of inoculation is required. A positive Hepatitis B titer is required.
- 5. Tuberculin Status:** DO NOT TEST WITHOUT CONSULTING the clinical coordinator as to when to test to avoid extra tests taken while in the program. There are two types of tests that are done to measure for TB exposure: TST and IGRA. Students must provide documentation of an annual tuberculosis test(s) the semester prior to the start of clinical rotations.
- 6. CPR Certification:** Each student is required to obtain a current American Heart Association BLS Provider Certificate prior to beginning experiential education rotations. Certification must be valid throughout clinical internship.
- 7. Name Badge:** An ICMLTE picture identification (ID) card is required before starting experiential education experiences and is provided by the member institutions. Certain clinical affiliates require the use of site-specific badges that students must pick up off-campus as directed by the clinical coordinator.

8. **Uniforms:** Students are required to purchase the ICMLTE uniform of burgundy scrub top, black scrub bottom for participation in student lab and internships.

9. **Drug Screening:** Some internship sites require drug screening. Some medical facilities may require students to get a drug screening done at a lab of the facility's choice. Students are responsible for any fees accrued. If a student fails to participate in drug screening or fails to provide a negative drug screening, he/she will not be allowed to continue in the program.

10. **Safety Training:** Students must complete online safety and regulatory training in preparation of internship. This training includes training modules in workplace and bloodborne pathogen safety, emergency procedures, infectious medical waste, standard precautions, government compliance, patient rights, patient safety, chemical hazards, fall risk prevention and MRI safety.

11. **Site-specific Training:** Some internship sites require additional trainings specific to their institutional safety training needs. Students will be directed to such trainings when necessary.

Vaccinations, criminal background checks, drug screening and CPR certification is paid out of pocket by the student. Contact the clinical coordinator for knowledge of any special financial considerations with member affiliate sites for the enumerated services.

### **Distance Students and CAALE Preceptors**

Distance students are students that are sponsored by clinical affiliates to perform student laboratory courses, in whole or in part, within the clinical affiliate laboratory(ies). This handbook section is devoted to the requirements and procedures that must be adopted to provide for pre-clinical lab education, specifically meeting MLT 124 and MLT 224 requirements, at sponsoring clinical affiliates.

Clinical affiliates that have access to, or can arrange access to (with cooperating affiliates), all six areas of MLT entry-level laboratory services (hematology and hemostasis, transfusion medicine, microbiology, urinalysis and body fluids, immunology and lab operations, medical lab chemistry and phlebotomy) may be eligible for sponsoring a distance student. The student is eligible to either perform all student labs at the clinical site or if needed or desired, perform a portion of this lab work at the NIC campus.

The distant student requires a specialized preceptor that will mentor the student at a 1:1 ratio during student lab time. This specialized preceptor is designated as "Clinical Affiliate Academic Lab Education," or CAALE, preceptor (to distinguish this role from that of clinical internship preceptor). This preceptor is not paid by the ICMLTE but is identified by the clinical affiliate as having the following abilities.

#### **CAALE Preceptorship:**

1. Should have a minimum 1-3 years of experience as a clinical lab scientist (ASCP/AMT), 1 year of training experience and a bachelor's degree.
2. Must have 8 hours per week Spring I and Fall semesters to mentor 1:1 the distance student while the student is not functioning as an employee. Distance student must have access to specimens, lab equipment and protocols and mentoring to complete lab assignments and/or practically devise competency equivalencies for lab assignments.

#### **If the student plans NOT to travel to NIC:**

3. The CAALE preceptor must work with the program director and/or clinical education coordinator to devise site-appropriate lab practical competency equivalencies for lab practical exams. If this goal cannot be completed, the student must travel to NIC at the convenience of the program director to complete lab practical exams.
4. The CAALE preceptor must administer 1 lab practical Spring I semester on schedule with the MLT 124 syllabus and 2 lab practical exams Fall semester on schedule with the MLT 224 syllabus.
5. Grading of lab practical exams will be done once by the CAALE preceptor with explanations for scoring decisions

and once by the program director. If discrepancies exist, the program director has final determination in grading decisions.

6. CAALE preceptor must be available for educator discussions and trainings throughout the semester if deemed appropriate by the program director or clinical education coordinator.

7. CAALE preceptor is encouraged to attend the first 15 minutes of ICMLTE monthly faculty meetings.

8. CAALE preceptor agrees to proctor mock certification exam Spring II semester in accordance with the MLT 250 course if needed.

#### **Distance Student:**

1. Must be willing to sign a FERPA release such that student information can be exchanged between the program director or clinical education coordinator.

2. Is required to provide copies of student lab materials and course syllabi to CAALE preceptor if requested.

3. Must watch recorded lab lectures from MLT 124 and MLT 224 prior to starting assignments.

4. Must be able to perform student lab activities while not also performing work responsibilities.

5. Is responsible for submitting all lab assignments on time as well as complete all testing (as per course syllabi).

#### **Time frame:**

1. Application cycle: Clinical affiliate laboratory manager, or similar agency, contacts the program director to indicate the willingness to sponsor a distance student. Feasibility, discussion of CAALE preceptor requirements and degree of student travel to NIC discussed.

2. If accepted, student and lab manager notified and FERPA form sent to student.

3. Prior to or during orientation, student should return appropriate completed FERPA forms.

4. By second week of classes a required Zoom meeting is scheduled by the program director or clinical education coordinator to be attended by student and CAALE preceptor.

5. Meetings as needed to complete the educational objectives of the MLT program.

### **Clinical Internship**

As mentioned in the clinical internship preparation section of this handbook, clinical internships are 360 hours in length and occur during the final semester of the program. Satisfactory completion of clinical internships is a program requirement and is offered to those students who have satisfactorily completed all prior MLT course work with a grade of C or better. While every attempt is made to place a student at a local or desired clinical location, all students must be prepared to travel to regional sites that may be outside of their home environment. Transportation costs, cost of living accommodations, and any clinical site-specific requirements or costs are the responsibility of the students.

Site staffing and lab routine/workload may vary by site. Clinical sites and the program director/clinical education coordinator will work out times that are mutually acceptable with the understanding that i) we are guests in the clinical environment ii) the clinical sites may schedule or adjust scheduling last minute to accommodate business operations and iii) clinical sites have final say in scheduling and students must be flexible in accommodating the clinical schedules that work best for the clinical affiliates.

While every effort is made to solidify student schedules by January of Spring II, these schedules may not be available to students until after the start of the Spring II semester. Students are required to assemble their own internship binders during pre-internship lab early Spring II semester and are responsible for making sure these binders contain all necessary internship documents, assignments and internship site contact and supportive information as provided by the program director, clinical education coordinator and clinical coordinator and as per directions in MLT 291/292. Some information will be released over the course of the semester as it becomes available. Students must be

proactive in obtaining all necessary information and are expected to contact all clinical internship sites at least 7 days prior to their start date for last minute instructions, verification of arrival times and locations and any other needed information. Checking and responding to email this final semester is absolutely critical to student success. The program director or clinical education coordinator should be cc'ed on all email communications with clinical sites.

**Internship binder documents will include:**

1. Contacts and site-specific information
2. Clinical competency checklists (one per site) – not all tasks will be performed at all sites
3. Weekly time sheets - signed by your clinical preceptor or other appropriate lab staff on Friday of each week
4. Weekly evaluation sheets - signed by your clinical preceptor or other appropriate lab staff on Friday of each week
5. Clinical assignments (eg Manual Differential, Urinalysis, Gram Stain, Case Study and Quality Assurance assignments)

Students will be assigned a clinical preceptor at the clinical site and will observe, discuss and/or perform lab testing at the discretion of the preceptor. The preceptor will discuss, demonstrate to, direct, support and supervise the student in lab education and tasks as allowed by the operational parameters of the workplace at any given time. Not all workplaces will be able to accommodate all clinical testing. You will be guided by program information to focus on specific subject matter at critical training locations (eg for transfusion medicine, microbiology and phlebotomy) and are otherwise responsible for organizing the accomplishment of your clinical checklist in collaboration with your clinical lab preceptors.

**Students will:**

1. Arrive on time.
2. Wear burgundy scrub tops, black scrub bottoms and student badges at all times.
3. Demonstrate the professional attributes of a medical laboratory technologist at all times.
4. Bring physical study materials and the internship binder daily to the clinical work space.
5. Inquire with the preceptor if cell phones or other electronic devices are allowed in the laboratory area prior to their use.

Students are expected to make the most of the learning opportunities made available to them and to show respect and support for their preceptors, the clinical sites, their employees and, of course, to patients and members of the public at all times.

Students will follow all workplace standards, rules and procedures while participating in clinical internship. This includes, but is not restricted to obtaining patient informed consent. All students will introduce themselves as a student of the ICMLTE while wearing student badges when asking permission to perform phlebotomy. A patient has the right to decline receiving treatment by the student.

**Clinical Grade and Evaluation:**

In addition to assignments, the two critical skills-based documents the student and preceptor must complete for a clinical grade are the weekly evaluation sheet and the clinical competency checklist. The student's goal is to achieve a 1-4 for each item on the checklist over the course of the semester. For any activity not completed with a 1-4, students are expected to perform independent self-study on that topic and report that effort on the checklist. A grade of 78% or less on a clinical evaluation must be reported to the program director or clinical education coordinator immediately. The clinical site has a right to remove the student from the clinical site at any time if the student violates patient safety or industry standards.



**Attendance:**

Attendance is required for all scheduled days. In the event of absence or tardiness, the student must notify their clinical preceptor/contact AND the program director or clinical education coordinator prior to the scheduled meeting time. Any student with more than 1 unexcused absence and/or multiple late arrivals (2 late arrivals equal 1 unexcused absence) may be dropped from clinical rotation and risks program failure. Excused absences may include documented illness, jury duty and personal emergency.

The student is responsible for making up any and all absences and must work around the scheduling needs of the clinical site.

**Clinical Internship Preceptor Orientation:**

Appendix L contains the preceptor orientation document sent to new clinical preceptors of the ICMLTE program.

**Clinical Affiliates:**

**The following is a two-part list of North Idaho College clinical affiliates for the ICMTE MLT program. List A contains active partners. List B contains established legal partners that are easily activated if needed.**

NIC Currently Used, Active Clinical Partners (utilized in the last two years);

Kootenai Health, Coeur d' Alene, Idaho
MultiCare: Rockwood Clinic, Deaconess Hospital, Valley Hospital, Spokane, Washington
Newport Hospital, Newport, Washington
Providence Medical Group, Spokane Valley, Washington
St. Alphonsus (Member of Trinity Health), Boise, Idaho
Bonner General Hospital, Sandpoint, Idaho
Labcorp, Spokane, Washington
Incyte, Spokane Valley, Washington

NIC Inactive Clinical Partners (possible availability for clinical internship by request)

Benewah Community Hospital, St. Maries, Idaho
East Adams Rural Healthcare, Ritzville, Washington
Gritman Medical Center, Moscow, Idaho
Interpath Laboratory, Pendleton, Oregon (Various locations including St. Anthony Hospital)
Marimn Health, Plummer, Idaho
MultiCare: Tacoma General, Tacoma, Washington
Palouse Medical Center, Pullman, Washington
Shoshone Medical Center, Kellogg, Idaho
St. Mary's Hospital and Clinics, Cottonwood, Idaho
Boundary Community Hospital, Bonners Ferry, Idaho

The following is a current list of the College of Southern Idaho clinical affiliates for the ICMLTE MLT program.

North Canyon Medical Center, Inc., Gooding, Idaho
Intermountain Healthcare (IHC Health Services, Inc.), Salt Lake City, Utah
Minidoka Memorial Hospital, Rupert, Idaho

The following is a current list of the College of Eastern Idaho clinical affiliates for the ICMLTE MLT program.

<i>To be determined.</i>
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**Service Work Participation:**

The student and the employer understand that there is no expectation of compensation during the internship and no job guarantee thereafter. During internship, students may occasionally be asked to deviate from their scheduled hours to either accommodate an unexpected scheduling need of the clinical affiliate or to learn from an additional educational experience. Significant deviations from the scheduled internship must be discussed with the program director. Under no circumstances is the student to function as an employee during internship experiences.

**Medical Lab Technology Teach Out Policy:**

In the unforeseen event that any ICMLTE member college cannot continue to offer the MLT program, students will be notified by email. The ICMLTE consortium colleges' institutional accrediting body, the Northwest Commission on Colleges and Universities (NWCCU), requires that all students currently enrolled in the program be allowed to complete the degree program or be reasonably accommodated to complete the program at another institution. At this point, no future students will be admitted to the program at that specific campus location but other ICMLTE locations will remain open.

**Continuing Professional Development:**

Continuing professional development (CPD) consists of any educational activity that increases knowledge, problem-solving, technical skills, professional performance standards and/or can increase your proficiency as a medical laboratory technician and/or scientist. CPD includes courses, conferences, webcasts, workshops and Continuing Education (CE) classes. Current American Society of Clinical Pathology (ASCP) Board of Registry requirements mandate continuing education as documented in their Certification Maintenance Program (CMP).

All medical laboratory professionals are encouraged to become members of national professional organizations including the:

American Society for Clinical Laboratory Science (ASCLS) at [www.ascls.org](http://www.ascls.org)

American Society of Clinical Pathology (ASCP) at [www.ascp.org](http://www.ascp.org)

These organizations are important sources of field-specific information, integrate the goals of clinical science with broader society and provide professional development opportunities for their members.

## NATIONAL CERTIFICATION EXAMS

After completion of the ICMLTE program requirements and graduation with an MLT AAS degree, students will be eligible to take national certification exams. These include:

Medical Lab Technician (MLT) Board of Certification/Eligibility (BOC) American Society of Clinical Pathology (ASCP): <https://www.ascp.org/content/board-of-certification/get-credentialed>

Medical Lab Technician (MLT) American Medical Technologists (AMT) Certification/Eligibility:  
<https://americanmedtech.org/Certification/Get-Certified>

If the student has a bachelor's degree and one year of clinical lab experience prior to graduation with an MLT AAS degree from the ICMLTE they may be eligible for direct MLS challenge via the AMT. If the student has a bachelor's degree and one year of clinical lab experience after graduation with an MLT AAS degree from ICMLTE they may be eligible for MLS challenge via either AMT or ASCP.

Medical Laboratory Technician (Generalist) Certification MLT(AAB):  
<http://www.aab.org/aab/MLT.asp>

Students are encouraged to take their national certification exams as soon as possible after graduation.

*Successful completion of the national certification exam is not required to complete the degree program, but is highly recommended for success in the field.*

### **Occupational Outlook for Medical and Clinical Laboratory Technicians:**

National estimates for this occupation <https://www.bls.gov/oes/current/oes292012.htm>

## APPENDICES



## **The American Society for Clinical Laboratory Science**

### **Code of Ethics**

#### **Preamble**

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

#### **I. Duty to the Patient**

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

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

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

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

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

practice and education, and seeking fair socioeconomic working conditions for members of the profession.

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

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

### **III. Duty to Society**

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

[www.ascls.org](http://www.ascls.org)

Click on “About Us” and then “Code of Ethics”

## **Medical Laboratory Technician Essential Skills**

In order to manage the dynamic medical environment that the Medical Laboratory Technician works and learns in, all students in the program must have sufficient motor coordination, manual dexterity and mental and behavioral capacity to meet standard requirements within the profession. NIC will provide services, without discrimination, to academically qualified persons who meet the following essential skills requirements developed in compliance with the American with Disabilities Act (PL101-336) as outlined by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and “Essential Requirements for Clinical Laboratory Science,” Clinical Laboratory Science, Jan/Feb 1996, p 40-43.

To be successful in the MLT program at NIC, a student must meet the essential skills outlined in the Medical laboratory Technician Essential Skills Requirements Document.

In the event that a student sustains an injury or illness that results in the student’s inability to participate in practical examination or skills checks requiring the above abilities, the student will be referred to NIC’s Disability Support Services (DSS) ADA office to determine reasonable temporary accommodations. In the event that reasonable accommodations are not able to be provided, the student may be placed on deferment.

## Medical Laboratory Technician Essential Skills Requirements Document

- **Observation** – A student must have the ability to participate actively in online activities, lectures, student lab, and clinical internship sessions. He/she must have the ability to see projected images and discriminate color variations in slide and computer format, as well as under a microscope.
- **Communication** - The student must be able to communicate in English with instructors, fellow students, patients, and other members of the health care team. He/she must be able to write and transmit information clearly, accurately, concisely and quickly and receive directions and communication with the same efficiency.
- **Motor Function** - The student must have sufficient motor function to perform a variety of basic and advanced lab testing. These may include manipulation of a variety of pipettes, microscopes, phlebotomy equipment, lab equipment, and supplies. The student must be able to move freely and safely about a laboratory. Students must be able to lift, move and otherwise perform work in a complex, varying and moderately taxing continuous physical work environment often requiring prolonged sitting or standing.
- **Intellectual, Conceptual, Integrative and Quantitative Abilities** - The student must be able to master basic science and medical lab information presented in online activities, lecture and lab curriculum. He/she must also be able to measure, calculate, reason, analyze, evaluate and synthesize lab information/data. Problem solving and interpretation of patient laboratory data is critical to all lab practitioners. The student must also be able to determine when to seek supervisory help in all medical lab settings including the medical lab internship setting.
- **Behavioral and Social Skills** - The student must be able to: exercise good judgment in the online activities, lecture, lab, and medical lab settings; complete tasks on time in a mature, sensitive, and effective manner with instructors, classmates, coworkers, patients, and other members of the health care team; work under both routine and increased workload situations, prioritize tasks, and make correct judgements about patient results; remain calm, rational, decisive and in control at all times, especially during emergency situations; exhibit social skills appropriate to professional interactions; maintain HIPAA confidentiality at all times; be flexible with scheduling and be able to adapt to the ever-changing environments of the lab; multitask and be proactive in addressing own limitations and have the capacity for self-assessment and productive receipt of constructive criticism from others; work independently and as a member of a team. Other professional attributes may include dependability, self- motivation and initiative, maturity, confidentiality and concern for others.

The above technical standards identify the requirements for admission, retention, and graduation of a student in the program. I certify that I have read and understand the ICMLTE Program's Essential Skills. I have been given opportunity to ask questions and have obtained necessary information. I am able to meet each of the essential standards, with or without reasonable accommodation.

Student Name: (print clearly) \_\_\_\_\_

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

Student Initials: \_\_\_\_\_

*This is a legal document. Please sign with **blue** or **black** ink and return to MLT Program Director.*

Appendix C: Program Fee Schedule

Medical Lab Technology Student Fees

***\*Student Fees are subject to approval on a yearly basis per ICMLTE fiscal yearly budgets.***

Semester 3	Course/ Title	Items	Total Fee
	MLT 124 MLT Lab Fundamentals	Phlebotomy (\$40.00) Point of Care Testing (\$40.00) Hematology (\$80.00) Blood Banking (\$150.00) Consumables (\$30.00) Uniforms (\$120.00) Medical Doc Mgr. (\$30.00) Criminal BC (\$56.00) Disp. Lab Coats (\$20.00) CE Online (\$20.00) American Society Clinical Laboratory Science Membership (\$10.00)	\$657.00*
Semester 5	Course/ Title	Items	Total Fee
	MLT 224 Student Lab Practices	CPNW Ed Modules/Grid (\$75.00) Microbiology (\$250.00) Chemistry (\$75.00) Blood Banking (\$75.00) Urinalysis & Body Fluids (\$75.00) Consumables (\$20.00) Name Badge (\$4.00)	\$684.00*
Semester 6	Course/ Title	Items	Total Fee
	MLT 250 Capstone and MLT Exam Review	MLT National Cert Exam (\$220.00) CE exam review online (\$80.00) CE materials (\$85.00)	\$451.00*

\*\*\*CAALE student fees will be reduced to exclude student lab consumables unless CAALE students participate in student lab in whole or in part.



Appendix D: Photo Release Form

**ICMLTE  
Photo Release**

I, hereby give the ICMLTE the absolute right and permission to copyright and/or publish, or use pictures and/or video of me, in which I may be included in whole or in part, or composite or distorted in character or form, in conjunction with my own or a fictitious name, or reproductions thereof in color or otherwise, made through any media for publication, printed or electronic advertising, art, trade or any other lawful purpose whatsoever.

I, hereby waive any right that I may have to inspect and/or approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied.

I hereby release, discharge, and agree to save ICMLTE from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the taking of said picture, or in any processing tending towards the completion of the finished product.

Full Name: (print)

---

Address:

---

Phone Number:

---

Email Address:

---

Model Signature:

---

Date:

---

Witness Signature:

---

Purpose:

---

## **ICMLTE Uniform Requirement**

I understand that the uniform for ICMLTE MEDICAL LABORATORY TECHNICIAN at NIC, CSI and CEI is burgundy/wine scrub top and black scrub bottom. I understand that I am required to purchase these scrubs on my own and wear them to student lab, when functioning as a representative of the ICMLTE, and during internship.

For trying scrubs on (sizing/brand selection), you can visit Walmart, Target, The Uniform Company or any other professional uniform company. Cherokee brand has been the brand of choice for most students.

I understand that I have until 2/1/25 to meet this requirement.

Full Name (print):

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Signature:

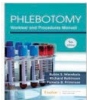
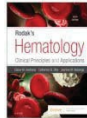


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Date:



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## Required Textbooks for North Idaho College Medical Laboratory Technology Program

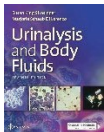

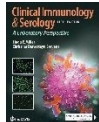
## MLT Technical Block - Spring

<b>Required Textbook for MLT 100 Phlebotomy</b> Phlebotomy Worktext and Procedures Manual, 5 <sup>th</sup> Edition; 2020, Robin S. Warekois ISBN: 9780323642668 <b>Offered as part of a bundle for reduced student cost**</b>	 REQUIRED
<b>Required Textbook for MLT 214 Hematology and Hemostasis</b> Rodak's Hematology, 6 <sup>th</sup> Edition, 2020, Elaine Keohane, PhD ISBN: 9780323530453 <b>Offered as part of a bundle for reduced student cost**</b>	 REQUIRED
<b>Required Textbook for MLT 222 Transfusion Medicine</b> Basic & Applied Concepts of Blood Banking and Transfusion Practices, 5 <sup>th</sup> Edition, 2017, Paula R. Howard ISBN: 9780323697392 <b>Offered as part of a bundle for reduced student cost**</b>	 REQUIRED
<b>Required Textbook for MLT 124 Med Lab Fundamentals and MLT 224</b> Linne & Ringsrud's Clinical Laboratory Science, 9 <sup>th</sup> Edition, 2020, Mary Louise Turgeon ISBN: 9780323829342 <b>Offered as part of a bundle for reduced student cost**</b>	 REQUIRED

## MLT Technical Block – Summer


<b>Required Textbook for MLT 218 Medical Chemistry</b> Clinical Chemistry Principles, Techniques, Correlations, 9 <sup>th</sup> Edition Michael Bishop, 2017 ISBN: 9781284238860	 REQUIRED
<b>Required Textbook for MLT 225 Parasitology, Mycology, and Virology</b> Bailey & Scott's Diagnostic Microbiology, 2018, 15 <sup>th</sup> Edition, Patricia Tille ISBN: 9780323681056	 REQUIRED, Also Fall

## MLT Technical Block - Fall

<b>Required Textbook for MLT 112 Urinalysis and Body Fluids</b> Urinalysis & Body Fluids, 7 Edition, Strasinger ISBN: 9780803675827	 REQUIRED
<b>MLT 221 Medical Laboratory Microbiology</b> No new textbook; Use MLT 225 required textbook	 REQUIRED, ALREADY PURCHASED (MLT 225)
<b>Required Textbook for MLT 226 Immunology and Laboratory Operations</b> Clinical Immunology and Serology A Laboratory Perspective, Miller and Stevens, 5 <sup>th</sup> edition ISBN: 9780803694408	 REQUIRED
<b>MLT 224 MLT Advanced Student Lab Practices</b> No new textbooks	Utilize ALL MLT textbooks from previous semesters

**Optional Textbooks for North Idaho College Medical Laboratory Technology Program**

**MLT Technical Block - Spring II**

<p><b>MLT 250 Capstone Seminar and MLT Exam review</b></p> <ul style="list-style-type: none"> <li>All MLT textbooks from program</li> </ul> <p><b>Choice:</b> Clinical Lab Science Review, Jarreau  <a href="https://alliedhealth.lsuhsu.edu/cl/reviewbook.aspx">https://alliedhealth.lsuhsu.edu/cl/reviewbook.aspx</a></p> <p><b>Choice:</b> BOC Study Guide: Clinical Laboratory Certification Examinations, 7<sup>th</sup> Edition, ISBN: 9780891896845  <a href="https://store.ascp.org/productlisting/productdetail?productId=148755311">https://store.ascp.org/productlisting/productdetail?productId=148755311</a></p> <ul style="list-style-type: none"> <li>Medical Laboratory Science Review, 5th Edition, Robert R. Harr 2019 ISBN-13: 978-0-8036-6827-0</li> <li>Quick Review Cards for Medical Laboratory Science, 2nd Edition, Valerie Dietz Polansky, 2014 ISBN-13: 978-0-8036-2956-1</li> <li>Heme Notes, ISBN-13: 978-0-8036-1902-9 © 2014 Spiral Bound</li> </ul>	 <p>RECOMMENDED ONLY</p>
<p><b>MLT 291 Internship I</b> All MLT textbooks from program</p>	<p>All textbooks previously purchased</p>
<p><b>MLT 292 Internship II</b> All MLT textbooks from program</p>	<p>All textbooks previously purchased</p>

**ASCP MLT Recommended Reading List:**

[https://www.ascp.org/content/docs/default-source/boc-pdfs/boc-us-reading-lists/mlt\\_imlt\\_reading\\_list.pdf?sfvrsn=22](https://www.ascp.org/content/docs/default-source/boc-pdfs/boc-us-reading-lists/mlt_imlt_reading_list.pdf?sfvrsn=22)

**ICMLTE Bookstores:**

- NIC** <https://www.bkstr.com/nicstore/home>
- CSI** [Welcome | College of Southern Idaho Bookstore \(csi.edu\)](http://www.csi.edu)
- CEI** <https://cei.edu/current-student/bookstore>

**ICMLTE Experiential Education  
Facility Agreement**

I, the student, understand it is my responsibility to complete and submit all of the required documentation in order to participate in an internship experience. I understand it is my responsibility to maintain current vaccinations, medical insurance, and complete all education modules. I understand I may be required to undergo Drug Screenings at various times during the ICMLTE program including during clinical internship. I understand it is my responsibility to keep a copy of all documentation. I understand the documentation I turn in to ICMLTE member institution document management software will not be returned to me or copied for me.

I understand when I attend internship experience I am obligated to follow the college and the facility policies and I am to wear appropriate uniform/clothing with an official ICMLTE member institution ID. I understand when I attend and/or participate in internship experiences, I remain a student and am not an employee of the facility or member colleges and am not entitled to any monetary or other remuneration for services performed.

I have reviewed this agreement and agree to all of its terms.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### ICMLTE Student Release and Acknowledgement for Participation

I, the undersigned "Participant", am eighteen years of age or older and have voluntarily applied to participate in an Instructional Program course and/or Workforce Training and Community Education course (collectively the "Course") provided by North Idaho College ("NIC"), the College of Southern Idaho (CSI) or the College of Eastern Idaho (CEI). For and in consideration of being allowed to participate in the Course, I hereby agree as follows:

**Acknowledgement.** I acknowledge that I am in good health and have no physical conditions that affect my ability to participate in the Course and have not been advised otherwise by a medical practitioner. I expressly acknowledge that it is my responsibility to ensure that I am covered by medical insurance, individually, or as a part of an organization and that NIC, CSI and CEI will not provide such coverage.

I expressly acknowledge and agree that my participation in this Course, including any component of the Course that involves my participation in learning opportunities outside of the classroom environment, are solely for educational purposes and are not for the benefit of NIC, CSI or CEI as my employer. I expressly acknowledge and agree that I am not entitled to any employee benefits such as compensation, retirement benefits, worker's compensation benefits, unemployment benefits and/or any other benefit afforded to individuals as a result of their employment with NIC, CSI or CEI.

**Assumption of the Risk.** I acknowledge and agree that my participation in the Course may expose me to hazards or risks that may result in my illness, bodily injury, emotional injury, loss, death and/or damage to property. I understand and appreciate the nature of such hazards and risks and I, individually and on behalf of any community, estate, heirs, executors, administrators, assigns, insurer, and entity, assume all risks inherent in my participation in the Course.

**Release.** I, individually, and on behalf of any community, estate, heirs, executors, administrators, assigns, insurer, and entity, release, waive, discharge and acquit NIC, its governing board, officers, employees, volunteers, representatives, agents and insurers, from any and all liability, claim (including claims for attorneys' fees), damage, loss, injury, expense, cause of action, dispute and cost that may arise from, result from or occur during my participation in the Course, including my coming and going from the Course, whether caused by the negligence of NIC, CSI or CEI its governing board, officers, employees, volunteers, representatives, agents or insurers, or by any cause whatsoever.

**Indemnity.** I agree to indemnify, defend and hold harmless NIC, CSI and CEI, their governing boards, officers, employees, volunteers, representatives, agents and insurers, from any and all liability, claim, damage, loss, injury, expense, cause of action, dispute and cost (including payment of fees as incurred) that may arise from, result from or occur during my participation in the Course, including my coming and going from the Course, whether made by me or on behalf of me to the extent permitted by law, and whether caused by the negligence of NIC, CSI or CEI, their governing boards, officers, employees, volunteers, representatives, agents or insurers, or by any cause whatsoever.

**Understand.** I acknowledge that I have read this agreement in its entirety, understand the terms herein and agree to be bound thereby.

**Severability.** If any provision of this agreement shall be found to be void, such determination shall not affect any other provision of this agreement.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

PARTICIPANT SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

If under 18, PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

**ICMLTE Student Incident/Injury Report**

Please complete the NIC Student Incident/Accident Report. Return to your Program Director within 24 hours of incident/injury. Please print.

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Date of Injury/Accident: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM Class Attending: \_\_\_\_\_

Location of Accident:  Main Campus Other: \_\_\_\_\_

Provide detailed description of injury/accident and surrounding events (please use back of form, if necessary): \_\_\_\_\_  
\_\_\_\_\_

Was first aid provided?  Yes  No If yes, Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM

Was medical treatment provided?  Yes  No If yes, Date: \_\_\_\_\_

Name of medical provider: \_\_\_\_\_

Was a witness/instructor involved?  Yes  No If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date of Report \_\_\_\_\_

Witness/Instructor Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Program Director/Division Chair/Dean \_\_\_\_\_ Date \_\_\_\_\_

ICMLTE Exposure Evaluation and Follow-up Report

Full Name of Injured Individual: \_\_\_\_\_ SS# \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone number \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ Student ID# \_\_\_\_\_

Exposure Place: \_\_\_\_\_ Exposure Date: \_\_\_\_\_ Exposure Time: \_\_\_\_\_

Date Reported: \_\_\_\_\_ Time Reported: \_\_\_\_\_

Clinical Coordinator/Supervisor/Program Director/College Director was immediately notified yes  no

If no, please explain \_\_\_\_\_ Individual notified (Name): \_\_\_\_\_

Procedure being performed at time of exposure: \_\_\_\_\_ Site of injury (please be specific): \_\_\_\_\_

Body Fluid type (blood, mucous membrane) \_\_\_\_\_ Amount: \_\_\_\_\_ Injury depth: \_\_\_\_\_ Skin condition upon exposure:  intact  chapped  abraded  puncture  other \_\_\_\_\_

Personal Protection Equipment in use? (gloves, mask, gown, safety glasses): \_\_\_\_\_

How did the incident occur? (Please provide as much detail as possible regarding the incident including name of object, instrument, behavior, chemical, etc.)

Individual's Hepatitis B Vaccination Status:  converter  complete  in progress

Individual requested/consented to testing for:  HBV  HCV  HIV

Exposure Source Known:  YES  NO if yes, provide the following information:

Source individual's Name: \_\_\_\_\_ SS# \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone number \_\_\_\_\_ Street

Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Source individual's significant medical history:

Source patient blood test results (if applicable): \_\_\_\_\_ Place of blood test \_\_\_\_\_

Date of blood test \_\_\_\_\_

Were circumstances of exposure incident reviewed with administration, faculty and/or students to minimize similar incidents in the future? Please explain:

ICMLTE has informed me, \_\_\_\_\_ of the need for follow-up medical evaluation in order to assure that I have full knowledge and understanding of whether or not I have been exposed to or contracted an infectious disease as a result of this incident. Based on this information:

I choose to seek immediate medical evaluation. I will provide details of the follow-up medical evaluation and will submit this information to North Idaho College to be included with this report.

I refuse immediate medical evaluation and I assume full responsibility for any future outcomes that may result from my failure to seek immediate medical evaluation and follow-up treatment.

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



**ICMLTE Student Acknowledgement and  
Responsibility Statement**

I have read and understand the policies, procedures, and guidelines within the Medical Laboratory Technology Student and Clinical Education Handbook.

I agree to adhere to the rules and regulations of the experiential education facilities, the member institutes of the ICMLTE and all program and experiential placement requirements.

I understand it is my responsibility to monitor my progress while in the ICMLTE program.

I understand if I am not present in class where additional information is presented beyond that of the syllabus and course schedule it is my responsibility to obtain the notes and information from another student.

I understand the information I will be tested on is presented in the required textbook or class materials and it is my responsibility to prepare for the tests from these resources as well as lectures.

It is my responsibility to read the assigned reading and prepare myself for the classroom discussions and tests.

I understand this is an interactive program and my conduct and participation or lack of participation will affect my grades.

I agree to show others the same respect I would like them to show me.

I agree to turn off cell phones and beepers during lecture, lab and at experiential facilities and understand text messaging & iPod use during class/lab or experiential education are not allowed.

I understand disrespect (in any form) in lecture, lab or at experiential education facilities may result in removal from the course or program.

I agree to wear the student uniform on campus and at clinical sites.

I have read and understand the Student Essential Abilities.

Attendance is based on participation in lecture, lab and experiential education. Repeated failure to attend may result in removal from the course, the program and may impact your financial aid award.

I understand that if there is any change in my current health status, I must immediately inform my Program Director.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### ICMLTE Clinical Preceptor Orientation

Clinical preceptors are employed, experienced practitioners who provide 1:1 supervision of NIC/ICMLTE students during clinical internship during the fourth semester of the MLT AAS program.

The goal of internship is to give students an opportunity to apply their theoretical learning and student lab experiences to industry practice.

A preceptor's role includes:

- i. orienting the student to the facility
- ii. providing access to clinical procedures, manufacturer's information and industry/facility standards and educational materials
- iii. explaining and modeling clinical lab procedures and behaviors
- iv. supervising student practice of procedures
- v. documenting the student's clinical experience including
  - a) validating student competency checklists
  - b) performing weekly evaluations
  - c) validating student time sheets

Students will provide all documents to the preceptor. Preceptors train students while performing their regular bench responsibilities. Students will bring independent materials to occupy their time if and when the preceptor must devote their singular focus to job performance.

Students have prepared for internship by studying work place standards, such as the requirement for PPE, safety training and maintaining patient confidentiality, learning the theory of hematology, hemostasis, phlebotomy, immunology, clinical chemistry, urinalysis, clinical microbiology, transfusion medicine and laboratory operations, and practicing theory in student lab. If for any reason the preceptor believes the student is not adequately prepared for internship experiences, or has violated workplace practices, please contact the program director immediately [amcfall@nic.edu](mailto:amcfall@nic.edu).

Preceptors are invited to participate in ICMLTE faculty meetings during the semester they precept, request a copy of the ICMLTE Student Handbook and/or request an informational meeting with the program director if they have any questions, concerns or particular educational interests.

NIC/ICMLTE students do not gain independent access to laboratory information systems and cannot be responsible for reporting patient results. However, we do encourage clinical sites to expose students to computer results entry, lab results reporting and appropriate patient delta research aiding the correct interpretation and reporting of clinical results. Students have received training in HIPAA and are expected to provide the utmost of patient confidentiality and care in their internship experience.

## ICMLTE Clinical Documents

ICMLTE students will bring paperwork to the clinical preceptor to document their clinical experience. These documents: clinical competency checklist, weekly timesheet and weekly evaluation report, require preceptor oversight at least once a week, typically the last day of the student work week.

Each student's internship schedule varies. Students may visit 3-4 total clinical sites during the internship semester. As a result, they will have some idea of what aspects of your facility they need to particularly focus on to complete their training. Do not expect that every task in every section of the checklist can be performed during an internship with you at your facility.

Copies of the paperwork that accompany a student will be made available to the primary lab contact at each facility, typically a lab manager or supervisor, so that preceptors can become familiar with the materials ahead of student arrival.

### *Checklist*

Students are to engage in clinical training in the 6 areas of expertise in MLT clinical lab science: Hematology and hemostasis, transfusion medicine, clinical microbiology, urinalysis and body fluid, clinical chemistry and phlebotomy and lab operations. Student performance in the checklist is graded on the extent of participation and time spent on tasks, contingent of their evaluation. Students can learn from the preceptor via their ability to discuss-1, demonstrate-2, practice-3 and perform-4 a specific task. If none of those options are available, students are expected to review the subject matter independently. We ask that the preceptor validates the claims of the student for proficiency/participation in a particular task levels 1-4.

### *Timesheet*

Students will enter their time for the week and preceptor will validate or correct the times recorded.

### *Weekly Evaluation*

Preceptor will fill out the weekly evaluation of the student to provide valuable feedback to the student and the program of the student's proficiency at various tasks and behaviors. A total score of less than 78 should be reported to the program director [amcfall@nic.edu](mailto:amcfall@nic.edu).

### *Gram Stain / Manual Differential / Urinalysis Worksheets*

Students have several worksheets that allow them to repeat results obtained in the clinical laboratory. After training, students should perform blind comparative analyses between preceptor/lab generated results and their own independent results.