
MEDICAL LABORATORY TECHNICIAN ASSOCIATE DEGREE PROGRAM

STUDENT HANDBOOK 2024-2025



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MEDICAL LABORATORY TECHNICIAN ASSOCIATE DEGREE PROGRAM STUDENT HANDBOOK

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River Valley Community College changes lives and transforms society by preparing students for lifelong learning, careers and citizenship. Our career, technical and liberal arts programs enable a diverse community of learners to achieve goals including professional advancement and academic transfer. Championing accessibility and academic integrity, we strive to meet our region's needs through employer partnerships, cultural enrichment and community service.

Welcome Medical Laboratory Technician Students!

Congratulations on your acceptance into the River Valley Community College (RVCC) MLT Program! As a member of our Associate of Science Degree in Medical Laboratory Technician program, you have taken the first step towards a rewarding future as a laboratorian. I am excited that you chose to begin your journey here.

The RVCC MLT Program is nationally accredited by the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS) through 2027. This accreditation ensures that our MLT program meets established standards of educational quality for clinical laboratory sciences through continual assessment and evaluation.

This MLT Student Handbook is an important tool to ensure understanding of the program policies and expectations of MLT students; please review carefully. During the first week of class, we will review these policies and answer any questions you may have. Along with this handbook, please review the RVCC Student Handbook for general policies and procedures. Program policies are subject to revision. MLT students are notified by written notice of revisions.

I hope you will engage in student activities not only in the MLT program, but also throughout the college. Some of the opportunities include becoming a member of the Student Senate. Through student organizations, you will have opportunities to participate in community service events, health activities, and fund-raising. I am excited you have joined our MLT program and look forward to supporting you throughout your educational journey.

Nancy Eckert

Best Regards,

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MEDICAL LABORATORY TECHNICIAN PROGRAM MISSION & PHILOSOPHY

The Medical Laboratory Technician Program shares in the mission of RVCC to “provide residents with affordable, accessible education and training that aligns with the needs of New Hampshire’s businesses and communities, delivered through an innovative, efficient, and collaborative system of colleges. CCSNH is dedicated to the educational, professional, and personal success of its students; a skilled workforce for our state’s businesses; and a strong New Hampshire economy .” (*RVCC College Catalog*) The Medical Laboratory Technician program prepares individuals to enter directly into the work force and to advance in their chosen career as technicians, concurrently preparing students for continuous educational and career mobility and full participation in community life. The Medical Laboratory Technician Program is committed to providing quality, responsible laboratory professionals with relevant skills and knowledge that meet the needs of the industry.

The Medical Laboratory Technician Program education will be based upon identified and verified roles and responsibilities of entry-level practitioners. This will provide opportunities for integration and application of learned concepts, attitudes, values and skills in real-life learning experiences within clinical laboratories, directly related to professional practice of the local and regional health care facilities.

The Medical Laboratory Technician Program supports the Codes of Ethics established by professional organizations such as the American Society for Clinical Laboratory Scientists with the incorporation of these standards into the clinical laboratory science curriculum.

MLT PROGRAM GOALS

To prepare students for employment by providing entry level technical skills for routine laboratory procedures in the clinical areas of chemistry, hematology, blood bank, microbiology, immunology, urinalysis and phlebotomy and to prepare students to successfully sit for the national certification exam with ASCP-BOC or other certifying agency .

Reviewed 5/97, 2/98, 1/99, 6/99, 5/01, 7/05, 8/06, 8/14, 1/15, 8/15, 1/17, 12/19, 5/21, 7/22, 2/24
Revised 4/02, 1/03, 7/03, 4/07, 7/10, 1/15, 8/15, 1/17, 12/19, 7/20, 7/22, 2/24

MLT PROGRAM GRADUATE OUTCOMES

At the end of the Medical Laboratory Technician Associate Degree Program the graduate will:

- Identify clinical laboratory test results associated with health and common disease processes.
- Analyze clinical laboratory test results, identifying normal, reactive and abnormal states.
- Follow established policies and practices associated with quality control, quality assurance and National Patient Safety Goals.
- Integrate and apply physical science knowledge with clinical laboratory science practices and procedures.
- Integrate and apply biological science knowledge and the scientific method of discovery with clinical laboratory science practices and procedures.
- Demonstrate professional conduct and practice behavior consistent with established professional code of ethics.
- Demonstrate skills acquired through the Liberal Arts requirements of the RVCC curriculum, integrating them into the role of the Medical Laboratory Technician.
- Be eligible to take the ASCP- BOC national certification exam.

Reviewed by Advisory Board 6/0, 4/07, 8/14, 8/15, 1/17, 5/21, 7/22
Revised: 3/07, 2/13, 1/7, 12/19

ASCLS CODE OF ETHICS *

Preamble

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

I. Duty to the Patient

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

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

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

II. Duty to Colleagues and the Profession

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

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

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

III. Duty to Society

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

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

Pledge to the Profession

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

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

*From American Society for Clinical Laboratory Science, 1861 International Drive Suite 200, McLean, VA 22102, <https://ascls.org/code-of-ethics/>

ESSENTIAL FUNCTIONS OF A MEDICAL LABORATORY TECHNICIAN

In accordance with the Federal American's with Disabilities Act (ADA), River Valley Community College – Claremont makes every effort to ensure quality education for all students. It is, therefore, our obligation to inform potential students of the Medical Laboratory Technician program of the essential functions demanded by the occupation.

Essential Functions

For students to be successful in the field of laboratory science characteristics have been identified that are essential for safe and effective performance within the field. It is our obligation to inform potential students of these essential functions demanded by the occupation. The following non-academic abilities or skills have been determined to be necessary for the effective performance of a medical laboratory technicians and medical laboratory scientists:

- Fine motor skills necessary for functions such as blood collection, pipetting, operating instruments and other related tasks
- Eye/hand and foot coordination that ensure safe movement around hazardous chemicals and equipment
- Sufficient visual acuity, color differentiation and depth perception to perform MLT/MLS functions
- Ability to lift, move, and operate equipment used in laboratory diagnosis and specimen collection processes
- Walking and standing for prolonged periods of eight to ten hours or more
- Hearing abilities sufficient to physically monitor and assess laboratory activities and patient needs
- Psychological stability sufficient to perform MLT/MLS functions effectively in fast paced and stressful environments and to exercise critical thinking, reasoning, and judgment in patient care situations
- Communicate clearly and effectively in English through oral, written or alternate means, to accurately receive and transmit information
- Tolerate exposure to dust, fumes, smoke, gases, odors, mists, solvents, grease, oils and other chemicals
- Act with compassion, integrity and follow ethical standards

River Valley Community College, in compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA), is committed to providing equal access to academic programs, services and its facilities. In order to receive reasonable classroom/program accommodations, a student must meet eligibility requirements by providing documentation, completing the application process and meeting with the Accessibility Coordinator. The student is responsible for meeting with the Accessibility Coordinator prior to the start of each academic year to create and/or update the Letter of Accommodations (LOA).

Please be aware that clinical sites may need to adapt any accommodation request you make in a manner that does not create an undue hardship for them and does not require them to alter the essential functions of the internship expectations. You are encouraged to discuss the accommodation process with both your site

supervisor and your instructor. Please discuss any concerns you have early with the Program Director. Please remember that RVCC faculty will not be able to provide information to the site without your written permission.

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TRANSFER OF CREDIT POLICY

The policy for transfer of credits for matriculated students is described in the *RVCC Student Handbook*.

Students may be admitted to programs with advanced standing if they have taken appropriate college courses at another regionally accredited institution or System College and earned a “C” or higher in Liberal Arts courses or a B- or higher for MLT program specific courses. It is the student’s responsibility to:

- submit a transfer evaluation form
- furnish official transcripts
- and, if requested, course descriptions.

Courses and grades will be evaluated by a Department Chair/Program Director/Academic Advisor and recommendations made to the Office of Academic Affairs.

Courses that have been accepted for transfer credit may be viewed in SIS. Some course material will not transfer if greater than ten years old. Students are advised to consult with the MLT Program Director prior to registering for courses at another institution to ensure credits will meet graduation requirements. Students are encouraged to fill out a “Pre-Approval for Transfer of Credit” form to ensure that courses taken at other institutions will transfer seamlessly.

Important student responsibility:

At the conclusion of a course taken at another institution, matriculated students must request that an official transcript be sent to their home campus (Attention: Registrar) so that a transfer of credit evaluation can be initiated. Credits are not automatically transferred.

All transfer of credit paperwork should be submitted to the MLT Program Director. If you need assistance with the process, contact the MLT Program Director.

CREDIT BY EXAMINATION (CBE)

Requests for credit by examination will be handled on a case by case basis, following the policy in the RVCC College Catalog. However, the passing exam grade to receive credit for an MLT specific course is 80% to maintain grading consistency within the program.

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reviewed 2/98, 2/99, 5/00, 5/01, 4/02, 8/14, 8/15, 1/17, 8/19, 12/19, 1/20, 7/20, 5/21, 7/22, 2/24
revised 7/03, 7/10, 1/14, 1/17, 12/19, 7/20

GRADING POLICY

Grades for the Medical Laboratory Technician courses are obtained through quizzes, exams, laboratory exercises, class assignments, technical performance, and professionalism. The grading scale used for all MLT courses as of fall 2019 is:

A	93-100	B-	80-82	D+	67-69
A-	90-92	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	F	Below 60

Program Grade Expectations

The MLT Program requires that a student demonstrate proficiency in both theoretical and technical aspects of **all MLT** program courses for successful completion of the program. A passing grade of “B-“(80%) must be obtained in both lecture and laboratory components of all MLT program courses in order to progress through the program and to attend the clinical practicum. These courses are HLTH 126R or MLTC 126R, MLTC 111R, MLTC 112R, MLTC 113R, MLTC 201R, MLTC 202R, and MLTC 204R. MLTC 220R is taken concurrently with the Clinical Practicum course, MLTC 290R.

A cumulative grade of a “B-” (80%) must be obtained in the clinical rotations in order to pass the clinical practicum, MLTC 290R, and complete the program. MLTC 290R course grade will be determined based on the following breakdown for each clinical rotation:

Blood Bank	22.5%
Clinical Chemistry (& serology)*	22.5%
Hematology (& serology) *	22.5%
Microbiology	22.5%
Urinalysis	10%

*serology will be included with the department handling this discipline at each facility and will vary by facility.

The grades for each rotation will be determined by the following breakdown:

Theory: rotation quizzes	20%
Study packets/ Student journal /log book entries	10%
Technical competency checklists/evaluations	40%
Student affective domain evaluations	30%

A grade of “C” or better must be earned in all courses without an HLTH or MLTC prefix and an overall GPA of 2.0 must be met for successful completion of the MLT Program.

Program Affiliation Grading process for technical and affective evaluations

Each technical and affective competency is rated on a scale of 1 through 4. Final technical and affective domains are calculated as follows:

(# of items rated 4 X 4) + (# of items rated 3 X 3) + (# of items rated 2 X 2) + (# of items rated 1 X 1). This number is divided by the total number of items. The percent grade is then read off the following scale.

4.0	100	3.4	88	2.8	76	2.2	64
3.9	98	3.3	86	2.7	74	2.1	62
3.8	96	3.2	84	2.6	72	2.0	60
3.7	94	3.1	82	2.5	70		
3.6	92	3.0	80	2.4	68		
3.5	90	2.9	78	2.3	66		

Late and Absence Policy

Students are expected to be present for all scheduled lectures, laboratories, quizzes and exams. Students will start the semester with 100 points for Professionalism in each course. Each time you are late to class, you will receive a 1-point reduction. Each absence will result in a 3-point reduction. 3 late arrivals = 1 absence. These adjustments will be made regardless of the circumstances.

MLT Department Policies

The following policies directly relate to processes and expectations of students in the MLT program. It is the student's responsibility to read this handbook and be familiar with these policies. Failure to do so does not negate any student responsibility related to violation of any of the policies. Failure to comply with any of the policies in this Handbook may result in disciplinary action up to and including dismissal from the course or River Valley MLT Program.

Student Code of Conduct

Student Responsibilities and Professional Behaviors

The following are guidelines of the general academic responsibilities and professional behaviors that are expected of all RVCC MLT students. Students will receive verbal or written warnings of violation of expected behaviors by faculty or the Department Chair. It is then the student's responsibility to modify the behavior for which the warning was given. Failure to comply to any noted code of conduct violations may result in an Administrative Failure (AF) in the course and possible dismissal from the MLT program.

Personal and Professional Behaviors

- **Attentiveness**—Students are required to regularly attend class. The student is consistently on time for lectures, labs, and clinical experiences and stays until the conclusion of presentations or activities. The student is alert and demonstrates attentiveness during the presentation.
- **Demeanor**—The student has a positive, open attitude toward peers, instructors, and others during all interactions. He/she functions in a supportive and constructive fashion in group situations.
- **Maturity**—Students must possess the emotional maturity and stability to engage in professional interactions with faculty, staff, professionals, the public, and other students under a wide range of circumstances, including highly stressful situations. The ability to be flexible and adaptive in demanding situations is imperative. The student functions as a responsible, ethical, law-abiding adult. He/she is accepting of, and makes good use of, feedback and evaluations.
- **Cooperation**—The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, freely giving and accepting in the interchange of information.
- **Moral and Ethical Standards**—The student respects the rights and privacy of all individuals and abides by all HIPPA and privacy policies per the MLT program and the healthcare facility.
- **Personal/Professional Boundaries** -The student maintains separate personal and professional boundaries with faculty. Some examples of professional boundary violations include excessive self-disclosure on the part of the student, or students addressing faculty in an unprofessional manner.

- Responsibility –Students are required to submit documents prior to admission to the M:T program as well as updating such documents as they become due. The student needs to take full responsibility for ensuring all documents are current and submitted when due.
- Accountability -Students must demonstrate a willingness and ability to examine and adapt his/her behavior when behavior interferes with productive and harmonious professional relationships.
- Safety -Students are expected to provide safe care in all domains to patients they encounter during clinical experiences and to maintain fitness for duty throughout all clinical experiences. Students must be prepared to provide care to patients in a rapidly paced, physically and emotionally demanding environment.
- Academic Integrity–The student completes academic work honestly and in accordance with instructions. Plagiarism, unauthorized work sharing, use of unauthorized devices or reference materials, cheating or other failure to adhere to instructions for examinations or assignments is a violation of the nursing program professional standards.
- Personal Appearance–The student’s personal hygiene and dress is expected to reflect the high standards of the MLT profession.
- Provision of Care -Faculty or on-site clinical supervisors who determine there is a potential or clear concern that the student is unable to maintain the provision of safe care to patients, or that the student’s actions or behaviors are detrimental to the functioning of the healthcare environment, shall remove the student from the clinical area. Depending on the reason for removal, appropriate college resources will be consulted. If an immediate concern is identified, a meeting with the Department Chair will be scheduled as soon as possible.
- Chain of Command–In the laboratory, like many other professions, concerns and conflicts are managed by movement along a “chain of command.” The chain of command in its simplest definition is the line of authority and responsibility along which decisions are made. MLT Program students are expected to resolve concerns/issues by following the chain of command: immediate theory, lab, or clinical instructor, MLT advisor/ Program Coordinator, Department Chair.
- Verbal/written communication–all communication with RVCC faculty, staff, and students should adhere to acceptable, professional standards. All RVCC MLT Student policies and expectations apply to the use of verbal and writing communication.
- Social Media –all RVCC MLT Student policies and expectations of behavior apply to the use of social media. Students are prohibited from using social media to share confidential information about fellow students, patients, or clinical affiliations.

Civility is a critical principle, behavior, and attitude of professionalism in healthcare. Civility is a behavior that:

- shows respect toward another
- causes another to feel valued
- contributes to mutual respect, effective communication, and team collaboration

All students are expected to behave with civility when interacting with other students, faculty, and other individuals involved in the teaching-learning process.

Uncivil Behavior Examples

Examples of uncivil behavior which are discouraged include but are not limited to:

- Demeaning, belittling or harassing others.
- Rumoring, gossiping or using damaging/demeaning language about a classmate, instructor, clinical agency, or clinical agency employee.
- Habitually interrupting or undermining faculty instruction.
- Lack of response to college communications, including not responding to email communication.
- Sending emails or posting information online or via social media that is inflammatory and/or confidential in nature.
- Yelling, screaming, or demonstration of inappropriate displays of temper at instructors, peers, clinical agency staff, or any RVCC staff.
 - Threatening others, including physical threats and intimidation, verbal/nonverbal threats, and implied threats of any kind of harm (physical, emotional, reputational).
- Consistently arriving late to class/ lab, and clinical.
- Knowingly withholding information needed by a peer, preceptor, instructor, clinical agency staff, or nursing program staff.
- Discounting or ignoring input from instructors or preceptors regarding classroom and/or clinical performance or professional conduct specific to the profession and expectations of the college.

Academic Responsibilities

- Adhere to the college policies/procedures, MLT program policies/procedures, and healthcare facility policies/procedures as noted in current handbooks.
- Acknowledge that learning is accomplished through faculty facilitation, self-directed learning, and interaction with others.
- MLT courses must be taken in sequential order, unless otherwise determined by program director, with a minimum grade of a “B-“achieved in each MLT course to progress to the next course.
- All components of the course (lecture, lab, clinical) must be passed in order to progress in the program.
- Students may request transfers of general education courses taken at other college with a “C” achieved or better.

The full Student Handbook is found at: <https://catalog.rivervalley.edu/student-handbook-20242025>

- It is recommended that students should work no more than 20 hours per week

- Arrive on time to class, lab, and clinical and be engaged in the learning.
- Attend all MLT classes, lab sessions, and work-based clinical practicums.
- Complete homework and other assignments on time and submit according to instructions.
- Complete all work using academic integrity and following the direction of the instructor.
- Check their school email every day when school is in session and every week during vacation time.
- Take personal responsibility for submitting and maintaining current required documents.
- Take personal responsibility for engaging in learning and success in the nursing program.
- All co-required courses Liberal Arts courses must be completed within one semester of completing the MLT program

Work-Based Learning Clinical Practicum

Work-based learning (WBL) is an educational opportunity for students to apply learning to the professional workplace environment, preparing the nursing student for practice as a new graduate nurse. Work-based learning clinical experience have specific requirements per the healthcare facility. These requirements may be related to immunizations, background checks, drug testing, written documentation and/or orientation modules. These requirements must be fulfilled by the student by the deadline set by the healthcare facility or RVCC MLT program. Failure to meet these requirements in a timely manner may result in a student being unable to attend clinical until the requirements are met and a clinical absence. Continued non-compliance with meeting the clinical requirements may result in an Administrative Failure (AF) in the course per the excessive clinical absence policy.

- Clinical experiences are arranged in local health care facilities in New Hampshire and Vermont, and may be scheduled on days, evenings, or weekends.
- Clinical agencies may require social security numbers in their entirety or in part for clinical requirements.
- Clinical placements are subject to availability and may require travel. Students are responsible for their own transportation.
- Any student who develops an illness, injury, or occupational exposure during a clinical experience will receive treatment by and be billed for services by the clinical facility. Students are required to immediately notify faculty and may need to report (according to facility policy) to other agencies. The MLT faculty will document the incident and report it to the Allied Health Department Chairperson/VPAA.
- Students will be required to complete background checks and drug screenings at the entrance to and throughout the duration of the MLT program. Background checks and drug screenings may have differing time frames, locations, requirements, and costs, depending upon individual clinical agency requirements.
 - o Costs of background checks and drug tests are of the responsibility of the student.
 - o Failure to complete background checks and/or drug screenings by RVCC and/or clinical agency-specified timeframes will result in a student being denied access to the work-based learning clinical resulting in an Administrative Failure (AF) in the MLT practicum course.
 - o Students with a positive drug screen will be denied access to the work-based learning clinical resulting in an Administrative Failure (AF) in the MLT practicum course.
 - o If a healthcare agency refuses to allow the student to participate in a work-based learning clinical experience based upon a criminal background check result or behavioral concern, an Administrative Failure (AF) will result.

Required Clinical Documentation

- Verification of current health insurance (photocopy of card)
- American Heart Association BLS for Healthcare Providers (photocopy of both sides of card)
- Criminal background check (minimum of State of NH; however national and/or fingerprinting may be required by a clinical site)
- Verification of a two-step TB skin test (with 1-3 weeks in between first and second test) or a QuantiFERON Gold blood test for initial screening
 - o If either the TB skin test(s) or the QuantiFERON Gold blood test is (are) positive, a student must have a negative chest x-ray and medical screening to rule out active pulmonary tuberculosis and also to determine if treatment is necessary for either active tuberculosis disease or latent tuberculosis infection.
- Completed health history physical exam form with the following:
 - Completed vaccine series OR immunity to the following diseases:
 - Varicella (Chicken Pox)
 - Measles, Mumps, Rubella (MMR)
 - Tetanus, Diphtheria, Acellular Pertussis (TDaP)
 - Hepatitis B (and or signed waiver)
 - Influenza - annual influenza vaccine due by October 1 of each calendar year or as designated by the MLT Program Director.
 - Covid-19 vaccination
 - Color blindness evaluation

Students should keep a personal copy of all above documents as well as submit to the current outside agency being utilized to collect and/or perform verifications as the MLT department does not keep any student medical records or other personal information on file.

MEDICAL LABORATORY TECHNICIAN AFFILIATION POLICIES

I. Regulation:

Students will be subject to the academic policies of the College. Students will also observe and obey hospital policy and rules. Most hospitals/clinical agencies require that students provide proof of immunizations before beginning their affiliations. Students are required to submit these during the admissions process and should maintain a copy to present to their affiliating agencies upon request.

Students will not perform service work for the affiliation agency unless approved by the MLT-AD Program Director and the Agency Chief Technologist/Laboratory Manager, and is paid by the Agency.

II. Placement:

Students are placed at affiliation agencies based on academic, interpersonal and personal needs and are subject to availability of facilities. Clinical sites are selected based on adequate qualified personnel, willingness to engage in student mentorship, geographic location, contract status, and other variables. Every attempt is made to place students in locations that are within a 1 ½ hour driving radius. Once sites have indicated a willingness to accommodate a student for a particular affiliation, students are placed. Whenever possible, student choices are considered in arranging placement. **It cannot be guaranteed that a student will get their choices for an affiliation experience.**

Students must be able to provide their own transportation, to and from sites, have current immunizations as required by the clinical site including but not limited to Hepatitis B, seasonal influenza vaccine, MMR, & covid-19*, and hold personal health insurance to meet requirements of the Program. Students are responsible for paying for any testing (drug, Background Checks, immunizations) or certifications such as CPR or BLS, that a placement requires. Refusing to participate in these background checks or drug testing will result in inability to progress in the program. A positive background check or drug test may also result in the inability to progress in the program. The criminal background check may also be required for future employment and/or licensure and/or certification.

V. Attendance:

Daily Attendance: Students are expected to be present in the clinical affiliate laboratory Monday through Friday. The hours spent in the laboratory are arranged with the Clinical Site Coordinator, but should total a full workweek, (~37-40 hours). Students must notify the Clinical Site Coordinator or appropriate clinical designee when absence is necessary. **This must be done before the beginning of the scheduled shift.**

Tardiness: Students are expected to be present in the laboratory at the appropriate time as designated by the clinical site. The student should notify the laboratory if they anticipate being unavoidably late. Students should remain in the laboratory until the prearranged time for dismissal. Habitual tardiness is **not acceptable.**

Absences: Excused absences may be obtained from the instructor at the clinical facility with sufficient notice. In the event of an illness, an excused absence may be granted on return to the clinical site. **STUDENTS MUST NOTIFY SITE IN ADVANCE OF THE START OF THE SCHEDULED SHIFT** if they are to be absent. Absence of more than three consecutive days requires a note from the student's parents, guardian or doctor. A total of three days of excused absences may be granted during the spring affiliation experience. **Anything in excess of one day per rotation of excused absences must be made up at the discretion and convenience of the clinical facility.**

Per the RVCC Student Handbook, "River Valley Community College makes a reasonable effort to support students seeking an accommodation for religious observance. Students who need accommodation for religious observance should speak with their faculty to minimize conflict with classes and assignments." The policy may be found in the student handbook <https://catalog.rivervalley.edu/absence-due-to-religious-observation>. Please discuss this issue with your PD and clinical site to assure attention to this issue.

Unexcused Absences: All unexcused absences must be made up. Any unexcused absences in excess of three days will affect the final grade for all rotations and may be grounds for dismissal. Unexcused absences include those in which adequate notification is not made to the clinical agency or those that are not deemed unavoidable by the Agency or Program Director.

Holidays: Holidays will be observed in conjunction with the affiliation site policies. Students will be excused from the clinical affiliation for prearranged College functions as determined by the Program Director.

Inclement Weather: Because of the differences in student placement, it is not possible to have a centralized person making decisions regarding weather that may pose undue safety hazards to the student. Therefore, it is the responsibility of the student to objectively evaluate weather conditions and notify the clinical site as early as possible if they deem conditions are too hazardous for safe travel at the time they are to begin their shift. Students should make every attempt to arrive as early as possible at their clinical site that day, or plan on making up days

missed due to weather at the discretion and convenience of the clinical facility. **Abuse of this policy will affect the final grade for all rotations and may result in dismissal.**

Any changes in the prearranged schedule must be cleared by the Program Director in advance.

Pregnancy and Parenting Accommodations: From the RVCC student handbook “River Valley Community College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs, and activities.” The complete policy may be found here <https://catalog.rivervalley.edu/pregnancy-and-parenting-accommodations>. Please consult with your PD to ensure timely attention to any concerns on this issue.

VI. Appearance:

Students will adhere to College and agency policy in terms of appropriate dress. Women will wear appropriate street clothes with acceptable, clean lab coats and soft-soled shoes. Men will wear appropriate street clothes with acceptable, clean lab coats and soft-soled shoes. No blue jeans are permitted at any time.

The student will wear their RVCC Student Identification Badge and/or the hospital employee badge.

For safety reasons, long hair must be adequately secured. Long and excessive jewelry is not acceptable.

It is expected that the student, as a health care professional, will practice good hygiene and be as neat as possible during working hours.

VII. Cell Phone Usage & Social Networking During Clinical Education Experience

Cell phone usage is often prohibited during working hours and all students are expected to follow their clinic’s policy regarding cell phone use during work hours. Students are expected to follow clinic policy regarding use of computers at work and should not use working hours to update Facebook, Twitter, or respond to personal e-mails. Additionally, students should refrain from “friending” their supervisors or patients during their clinic rotation and should consider that many potential employers will often check social networking sites to determine if they are interested in having you as an employee. If students and supervisors mutually decide to connect on social networking sites after the clinical rotation has been completed, this is at their own discretion.

VIII. Grading:

A grade will be given in each of the clinical rotations. The grade is based on academic performance, technical laboratory skills along with attitude and behavioral attributes. The student must meet acceptable criteria of **all** evaluations to successfully complete the clinical practicum.

Exams and/or quizzes will be administered during each rotation. Study packages are provided for each rotation and will be reviewed by the student and clinical instructor before completion of each rotation. Students will be required to keep a journal of their experiences and time log of hours while at the clinical sites. Failure to complete study packages or journals may result in a lower grade for that rotation.

When objectives are met, grades are calculated in the following manner:

Clinical evaluations	70% (technical & affective domains)
Quizzes/exams/Study package/Journals	30%

It is the goal of RVCC and Affiliating Agencies to meet the objectives of the MLT Program Philosophy and Entry Level Competencies. In order to do this, it is occasionally necessary to adjust affiliation experiences at individual sites due to inherent differences at each agency. However, it is ensured that each student receives the experience and education necessary to meet predetermined goals. Since multiple agencies are utilized for affiliation experiences each student's experience will be unique. Variations between agencies and agency policies should be expected and are not comparable. Ultimately it is the program director who assigns final grades to students, normalizing these variations.

Policy for Affiliation Quiz Failures

Students who fail more than 50% of a rotation's affiliation quizzes or tests, or whose quiz average is below passing may be allowed to make up the failing quizzes at the discretion of the clinical instructor(s). The clinical instructor may consult with the Program Director to develop an action plan should the student continue to demonstrate poor performance on quizzes. Failing quizzes in more than one lab discipline may result in removal from the affiliation and receive an F for the clinical practicum. The student must follow the process for readmission in section XI, and, if successfully readmitted, will be required to repeat the practicum during the next scheduled affiliation time period. It should be noted that an affiliation slot is not guaranteed for repeating students.

Policy for Affiliation Technical or Affective Domain Failures

Students who do not meet minimum competencies of technical and affective components will be required to:

1. Extend the rotation for a time to be determined by conference with Program Director, instructor and student, up to, but not exceeding three weeks based on the following conditions:
 - a. Clinical site instructor and program director must both agree that the student has the potential capabilities to meet minimum competencies within the period established.
 - b. Originating clinical site must be able to accommodate student based on staffing requirements and availability.
 - c. Student must request extension.
 - d. If student meets minimum competencies within the established time, a grade will be determined by combining and averaging ratings assigned after the base rotation and after the extension.
 - e. If student does not meet minimum competencies within the extension, student will receive a grade of F for the clinical practicum. The student must follow the process for readmission in section XI, and, if successfully readmitted, will be required to repeat the practicum during the next scheduled affiliation time period. It should be noted that an affiliation slot is not guaranteed for repeating students.

2. When it becomes obvious that a student is not maintaining standards necessary for the training and, in the opinion of the college and the clinical affiliate, cannot improve his/her status to satisfactory performance, the student can be dismissed from the program. This requires the mutual agreement of the college and the clinical affiliate. The dismissal decision may be appealed as outlined by section 730.06 of the student handbook, Student Code of Conduct and Judicial Appeals Process. The student will be removed from the clinical practicum and receive an F for the practicum. The student must follow the process for readmission to the MLT program as detailed in section XI that follows. If successfully readmitted, the student will be required to repeat the practicum during the next scheduled affiliation time period after demonstrating technical and academic competency through skills assessment by the Program Director. It should be noted that an affiliation slot is not guaranteed for repeating students.

IX. Failure and Dismissal:

Students may be dismissed for reasons of unethical behavior, immaturity, emotional instability or other considerations that may jeopardize patient safety and well-being. Such as:

1. Violation of confidentiality;
2. Falsification of data or reports;
3. Excess absences;
4. Negligence in the performance of laboratory tests;

5. Academic failure and at the discretion of Academic Standing Committee;
6. Errors in performance that are excessive and unacceptable.

No student will be dismissed on hearsay, but only after careful documentation and review of the circumstances and after appropriate hearings where the student is represented as described in the *RVCC Student Handbook*.

X. Readmission to the Program

A student who withdraws or is withdrawn from the program for any reason is required to complete an exit interview with the MLT Program Director to outline specific steps regarding the reentry process.

Readmission is based on space availability.

The student must meet the current admission criteria including current negative TB test, immunizations, health insurance, and a clear criminal background check as well as any other admissions requirements currently in effect.

The student must submit a letter requesting readmission/reentry to the MLT Program Director at least 30 days prior to the start of the academic year but not exceeding 180 days. If the student does not request readmission at least 30 days prior to the start of the academic year, readmission, if granted, may be postponed until the following academic year. If the student does not submit request for readmission by the 180-day deadline, the student is no longer eligible for readmission. The letter should outline what factors have changed, which will enable the student successful completion of the program on the second attempt. **This letter serves as a reentry request, and does NOT guarantee readmission to the program.**

Once a reentry request has been received by the deadline stated in the exit interview paperwork, the student will meet with the MLT Program Director and Allied Health Department Chair. This meeting will be to discuss a plan of action, address any concerns, and expectations. The plan of action may require follow up appointments with the counselor, or remediation with MLT faculty, or any other activities or advising that would assist the student. The meeting must be scheduled prior to scheduling the reentry exam, if applicable.

Any student offered reentry to the program must arrange with the MLT Program Director to take a written reentry exam, by a specific date, to verify knowledge of all MLT topics covered prior to the semester of withdraw. The written exam will be evaluated on a pass/fail basis (80 %

success) and can only be attempted once, if applicable. Students will also be required to demonstrate technical skills competency.

If the student does **not** score a minimum of 80%, the student may be required to enroll in those MLT courses in which competency is not demonstrated. The student will not be required to repeat Introduction to Lab Procedures (MLTC 126R).

If the student scores an 80% or better on the re-entry exam, the student can re-enter at the semester of withdraw as long as space is available.

If granted readmission to the program and the student has passed the re-entry exam, a student must re-enter the program at the next semester in which the appropriate courses are offered. Any exceptions will be made in writing by the MLT Program Director.

A student may be denied readmission to the MLT Program according to readmission priority, for failure to meet with MLT Program Director.

A student may be denied readmission to the MLT Program according to the readmission priority for failure to demonstrate safe, professional, and satisfactory clinical behaviors.

Please note that a request for readmission may be **DENIED** by previous academic or clinical behavior identified as unprofessional or unsafe by the faculty and/or MLT Program Director.

XII. Insurance:

Students are **required** to have liability insurance while at the affiliation site, and will be billed by the College in the semester you are in your clinical rotation. The current rate is \$25.

Students are **required** to have comprehensive health insurance. To be accepted, health insurance must meet the following criteria:

- United States based insurance plan;
- Provides the 10 essential health benefits specified in the Affordable Care Act (<https://www.healthcare.gov/glossary/essential-health-benefits/>);
- Includes access to hospital and physician providers in the area where the student is attending a New Hampshire community college;
- Will remain in effect for the entire semester (except for termination due to the attainment of a maximum age, or other situation resulting in a loss of plan eligibility).

The following plans DO NOT meet the criteria:

- An accident-only policy
- A short-term limited duration health plan that does not meet the requirements of the Affordable Care Act (ACA)
- A ministry sharing plan, even if it is recognized by the ACA

- Any other health benefits program (e.g., a community care program) that is not recognized by the State of NH as being health insurance (or is not a health benefits plan governed by the Employee Retirement Income Security Act of 1974) and does not meet all of the requirements specified above.

Origination: 5/97

reviewed 98, 5/00, 5/03, 5/07, 8/15, 12/19, 1/20, 7/20, 5/21, 8/21, 7/22, 2/24, 8/24

revised 2/99, 5/01, 3/02, 4/02, 7/03, 7/05, 7/10, 8/14, 8/15, 12/19, 1/20, 7/20, 5/21, 8/21, 7/22, 8/24

INFECTIOUS DISEASE MANAGEMENT POLICY

1. All new students entering the MLT program will be educated regarding proper procedures to follow when handling potentially infectious materials and general OSHA safety procedures.
2. All incoming students will sign a statement of acknowledgement indicating they understand the risks and policies regarding infectious disease management.
3. All body fluids and kits using human products will be treated as potentially infectious materials.
4. Pipetting by mouth is not allowed in the laboratory.
5. All blood samples, body fluids and kits are to be disposed of in special containers to be autoclaved.
6. All needles and syringes are to be disposed of in a puncture resistant container to be sterilized.
7. Frequent handwashing will be enforced and is mandatory following each laboratory session or when leaving the laboratory for any reason.
8. Bench tops and sinks will be cleaned with 10% sodium hypochlorite (bleach) before and after each laboratory exercise.
9. Accidental spills will be cleaned promptly using appropriate safety procedures, and the area then disinfected with 10% sodium hypochlorite.
10. Gloves (non- latex) are mandatory for all laboratories in which biologically hazardous materials are being handled.
11. Faculty will monitor all procedures and manipulations that could create aerosols and droplets and require students to wear safety goggles or work behind safety shields if necessary.
12. Program faculty will supervise all blood drawing practice sessions.
13. Any student who should not undergo phlebotomy, either for personal or medical reasons, will be excused from this procedure.
14. There will be absolutely no eating, drinking or smoking in the student laboratory.
15. No electronic or cellular devices are allowed to be used in the student lab
16. All students will be educated about the Hepatitis B vaccine, and required to begin the series, or sign a waiver stating their decision not to do so.
17. All students will have documentation of proof of immunization for major communicable diseases as required by the College prior to being assigned to affiliations.

INFECTIOUS DISEASE DISCLAIMER

Students must adhere to prescribed safety measures and follow standard precautions whether working with patients or with blood and body fluids either in the school laboratory or in the actual clinical setting. Faculty cannot assume the responsibility for assigning students to work with blood or body fluids that are free from communicable diseases such as AIDS or hepatitis. It is the responsibility of the student to work safely and take the proper safety precautions so as not to contract such diseases. RVCC, its faculty, and clinical agencies will NOT be held liable for accidents, injuries, or infections incurred by students during their course of study.

LAB PARTICIPATION DISCLAIMER

Students in the MLT program may be subject to collecting blood or urine specimens for use in the student lab. This laboratory testing is strictly for academic laboratory purposes. MLT program faculty and instructors are under no obligation to reveal test results, normal or abnormal, nor are they to provide any medical advice. Student lab results are not intended to diagnose or treat any users. A user who feels they have observed abnormal results is strongly encouraged to seek the advice of an appropriate licensed health care provider.

PROFESSIONAL CERTIFICATION INFORMATION

Once a student has successfully completed the RVCC MLT-AD Program, he/she will be eligible to sit for several national certification examinations sponsored by clinical laboratory professional organizations. Information for these examinations can be obtained from the MLT Program Director. It is the practice of this program that all graduates are encouraged to become certified by at least one agency, and as in the past, as part of the senior seminar course (MLTC220R) application guidance will be provided for:

Board of Certification
33 West Monroe Street, Suite 1600
Chicago, IL 60603
(312) 541-4999
www.ascp.org

Graduation from the RVCC MLT-AD program is not contingent on sitting for, or passing, any external examination.

If a student chooses alternate routes for certification, the following organizations also sponsor such examinations:

American Medical Technologists
10700 West Higgins Road, Suite 150
Rosemont, IL 60018
(847) 823-5169
www.americanmedtech.org

MLT-AD PROGRAM STATEMENT OF ACKNOWLEDGEMENT

I, _____,
(please print your full name)

have read and understand the information provided in the *RVCC Medical Laboratory Technician Student Handbook*, including:

- MLT Mission, Philosophy and Graduate Outcomes;
- Essential Functions of a MLT;
- MLT Department Policies;
- Work Based Learning Clinical Practicum Policies;
- Documentation Requirements;
- MLT Grading Policy;
- MLT Affiliation Policy;
- MLT Infectious Disease Management Policy and Disclaimer; and

I acknowledge that I understand the risks involved in the field of laboratory science, and I understand the safety policies in place and agree to follow the safety related instructions of my program faculty and supervisors. If I have any questions I agree to consult with my advisor or the MLT program director.

Student Signature

Date

Please return this form to the MLT Program Director/Faculty by the end of the first week of classes of your first semester.

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STATEMENT OF RELEASE

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records, both financial and academic. For the student's protection, FERPA limits release of student record information without the student's explicit written consent. If you wish to authorize a specific individual or school/unit at RVCC to release information to specific individual(s), the following form may be used.

Instructions: Student should complete the form below and return it to the MLT advisor & Program Director, neckert@ccnh.edu x5401.

The Academic Advisor maintains all signed student consent forms.

Student Disclosure and Release of Information

I understand that any and all personally identifiable information is protected under FERPA. I further understand that I may waive that protection and give access to my records for individuals of my choice. I agree to waive my rights under FERPA and allow the individual(s) named below access to my name, date of birth and social security number available at RVCC.

Clinical Location (Entity)

I acknowledge that this release is valid until I have completed my current degree program or until I revoke this release in writing by notifying the RVCC department listed on this form. By signing this release, I authorize RVCC to release my name, date of birth and social security number to the party listed above.

Student Signature

RVCC ID Number

Student Name - Please Print

Date

Please return this form to the MLT Program Director/Faculty by the end of the first week of classes

Reviewed 2/98, 2/99, 5/00, 5/01, 3/02, 4/02, 7/03, 7/05, 7/10, 8/14, 8/15, 1/17, 8/19, 1/20, 7/20, 5/21, 7/22, 2/24

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CONSENT TO PARTICIPATE IN PHLEBOTOMY PROCEDURES

As a student of the Medical Laboratory Technician and/or Phlebotomy programs I understand that collecting and working with blood is an integral part of my program of study. I also understand that the collection of blood through **venipuncture** and **capillary procedures** is a necessary skill for me to master.

In order to provide the greatest opportunity for students to obtain mastery of these techniques I **volunteer** to be a donor of small volumes (not to exceed 15 ml), under controlled and supervised circumstances in the student laboratory. I understand that this is strictly **voluntary, and I will not be coerced or forced to be a donor for these procedures.**

I understand that **some risk is involved** in that both venipuncture and capillary puncture procedures are invasive in nature. Potential risks include **infection, soreness, bruising and bleeding.**

I acknowledge that I am **not currently taking any medications or have any known conditions that may leave me immunocompromised or prone to excessive bleeding** causing excessive risks to myself as a result of volunteering to have a venipuncture or a capillary puncture.

I agree to follow all policies associated with the procedures, including applying pressure and keeping the site bandaged for a minimum of two hours following the puncture.

I release the River Valley Community College at Claremont and the State of New Hampshire from any liability that might arise from my choice to allow students of the Medical Laboratory Technician and/or Phlebotomy programs to practice performing venipuncture and capillary puncture techniques on my arms and/or fingers respectively.

Student signature

Date

Printed Name

Please return this form to the MLT Program Director/Faculty by the end of the first week of classes

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CONSENT TO DISCUSS ACADEMIC PERFORMANCE WITH ANOTHER

If you are a student, nineteen years of age or over, your academic history and performance is confidential and protected by law. This means that no information can be revealed, including your schedule, grades, progress, etc. to another individual.

In some cases, a student may wish to allow another access to their academic progress. If you wish to allow your instructors or program director to discuss your academic progress with a parent or guardian or other individual, we must have your written permission. This form authorizes us to communicate with the person identified regarding your academic progress at RVCC-Claremont.

I, _____ (print name) authorize RIVER VALLEY COMMUNITY COLLEGE to share with _____ (parent, guardian name or other) information regarding my academic progress in the _____ (name of program or course). If there are special circumstances or situations in which this is to only apply, please identify them here:

_____ (Student signature and date)

Please return this form to the MLT Program Director/Faculty by the end of the first week of classes

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

Allegany College of Maryland
Austin Community College
Central Texas College
Marion Technical College
Montgomery County Community College
Quincy College
University of Maine Presque Isle

Reviewed 5/21, 7/22, 2/24

Revised 5/21, 7/22, 2/24