



PIMA COMMUNITY COLLEGE DISTRICT
WEST CAMPUS – BIOMEDICAL SCIENCE DIVISION
MEDICAL LABORATORY TECHNICIAN PROGRAM

Medical Laboratory Technician (MLT) Program

STUDENT HANDBOOK

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Fall 2018 / Spring 2019 / Summer 2019

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INTRODUCTION

Medical Laboratory Technician Overview

Pima Community College's (PCC) Medical Laboratory Technician (MLT) program is part of the Biomedical Science division. MLTs typically work in hospital and private laboratories (clinical or research) or physician office labs. At career entry, the MLT will be able to perform routine clinical laboratory tests done in all major areas of the laboratory. Graduates will have gained basic laboratory skills required for entry-level positions in current and other emerging laboratory fields, such as molecular diagnostics. The responsibilities of the MLT include:

- Processing of samples for testing, including collection, evaluation of collection and/or handling
- Daily instrument operation, including maintenance and quality control
- Sample analysis, including waived, moderate, and high complexity testing
- Collection and interpretation of data and results
- Maintenance of accurate records and reporting of data
- Critical thinking, including knowledge of critical values and follow up or confirmatory testing

In addition, the MLT will have responsibilities related to information processing, training and quality control within the laboratory.

The Medical Laboratory Technician (MLT) Program embraces the mission and vision statements of Pima Community College. Policies for all Pima College students are found in the PCC Student Handbook <https://www.pima.edu/current-students/advising/docs/2015-16-student-handbook.pdf>, which contains the Code of Conduct. MLT students are required to follow the American Society for Clinical Laboratory Science (ASCLS) code of ethics (<http://www.ascls.org/about-us/code-of-ethics>). There are additional policies specific to the PCC MLT Program. The purpose of this handbook is to communicate these specific policies to all MLT, and prospective MLT students.

The PCC MLT Program reserves the right to make changes as needed, and to change without notice any information, requirements and regulations published in this handbook.

MLT is a selective admissions program. Admission to Pima Community College does not automatically guarantee admission to the Medical Laboratory Technician Program. Admission to the MLT program is coordinated through the MLT program director. West Campus Office E234 amrosales2@pima.edu

Student Advising

General Advising 206-6699

Biomedical Advising 206-6654

MLT Program Director 206-6835

In order to register for any MLT course, a student must be admitted to the MLT program or cleared / approved by the MLT program director. Graduation from the college is not the sole criteria for obtaining qualification to practice as a Medical Laboratory Technician. Most clinical laboratories require employees to pass a national certification examination (i.e. American Society for Clinical Pathology - ASCP). While Arizona does not require

licensure, some states in the US do have specific licensure requirements. Graduation from PCC MLT program is not contingent on the student passing a registry or licensure examination.

ADA Statement

Pima Community College is committed to providing accommodations for qualified individuals with disabilities in a timely and effective manner. To request a reasonable accommodation, students must be registered with the campus Disabled Student Resources (DSR) office. Accommodations will be made based on eligibility determined by Disabled Student Resources. Services can be requested at any time during the semester. Requesting services well in advance will help to ensure that resources are available when needed. Please contact a DSR office at 206-6688 (West Campus), 206-5151 (Desert Vista) or DSRhelp@pima.edu.

MEDICAL LABORATORY TECHNICIAN (MLT) PROGRAM GOALS, STUDENT LEARNING OUTCOMES, ASSESSMENT PLAN, and CURRICULUM

Mission Statement and Program Goals:

The mission of the Pima Community College Medical Laboratory Technician program is to produce well balance professionals who are ready to enter the clinical laboratory field as Medical Laboratory Technicians.

Goals of the MLT Program:

- To provide the knowledge, skills, and attitudes needed for clinical competence
- To help students develop the independent learning skills needed to grow in the profession
- To provide excellent teaching that will emphasize higher level math and science, as well as critical reasoning skills for proficient formulation of oral and written communication
- To create student-centered partnerships with clinical affiliates

Technical Standards Essential for MLT Practice

Functional Ability	Standard	Examples of Required Activities
Gross motor skills, fine motor skills and mobility	Gross motor skills for safe and effective laboratory activities. Physical ability to sufficiently move around and maneuver in small spaces; full range of motion to twist/bend, stoop/squat, reach above shoulders and below waist and move quickly; manual and finger dexterity; and hand-eye coordination to perform	<ul style="list-style-type: none"> • Move within confined spaces in laboratory, clinic and/or patient rooms • Standing, reaching, squatting over, around, under equipment, which cannot be adjusted for height • Move around in work area and treatment areas. Position oneself in the environment to perform laboratory testing or instrument maintenance or to render care without obstructing the position of other team members or equipment • Ability to maneuver over cords, under analyzers, over

	laboratory activities.	counters and in tight passages
Physical endurance and strength	Physical stamina sufficient to remain continuously on task for up to a 12- hour clinical shift while standing, sitting, moving, lifting, and bending to perform laboratory activities	<ul style="list-style-type: none"> • Stand/walk/bend/stretch for extended periods of time • Ability to reach over and into large analyzers, move into and behind instruments while changing reagents, etc. • Ability to use arms and legs to access hard to reach areas • Ability to move or relocate reagents, lab equipment or lab supplies weighing up to 50 pounds • Ability to reach and operate overhead equipment, and lift to overhead storage shelves • Maneuver compressed air tanks and attach to a CO2 incubator
Hearing	Auditory ability sufficient for physical monitoring of alarms, equipment, timers. Assessment of client health care needs	<ul style="list-style-type: none"> • Hear normal speaking level sounds • Hear instrument alarms and normal function sounds • Hear auditory signals (timers, fire alarms, etc.)
Visual	Normal or corrected visual ability sufficient for accurate observation and performance of laboratory testing, including color differentiation	<ul style="list-style-type: none"> • See objects up to 20 feet away • Visual acuity to read reagent, sample and control labels • Interpret color change end point testing
Smell	Olfactory ability sufficient to detect significant environmental and laboratory odors	<ul style="list-style-type: none"> • Detect odors from instruments (burning or smoke) • Detect smell of small amounts of certain chemicals (spill)
Emotional/ Behavioral	Emotional stability and appropriate behavior sufficient to assume responsibility/ accountability for actions. Must be able to measure, calculate, reason, analyze and synthesize, integrate and apply information.	<ul style="list-style-type: none"> • Establish rapport with clients, instructors and members of health care team • Ability to work, at times, under extreme pressure with samples that may be difficult to handle (smell, appearance) • Use sufficient judgment to recognize and correct performance and problem solve

		unexpected observations or outcomes of laboratory procedures
Professional attitudes, communication and interpersonal skills	Professional appearance, demeanor and communication. Oral and written communication skills to effectively and sensitively read, write and speak in English. Follow instructions and safety protocols.	<ul style="list-style-type: none"> • Maintain a composed, respectful manner • Give and receive verbal directions • Follow written technical procedures accurately and document results clearly • Remain calm and professional during emergency and high stress situations

After admission to the MLT Program, the student is responsible for notifying the Program Director of conditions that may impact the student's ability to meet the MLT Program Technical Standards. Any change in the student's ability to meet and/or perform the MLT Program Technical Standards would require the student to provide appropriate documentation (as identified by the MLT Program) that they once again meet the Technical Standards.

If an accommodation is necessary to participate in the MLT Program, participation is dependent on the identification of a reasonable accommodation. Reasonableness is determined by the Disabled Student Services (DSR) Office and the MLT Program on a case-by-case basis utilizing the MLT Technical Standards. The accommodation should be in place prior to the start of the program. Situations that arise after the start of the program may delay or prevent the student from completing the MLT program. Pima Community College provides reasonable accommodations to those students who qualify under the Americans with Disability Act, as amended (ADA). Appropriate documentation will be required to determine eligibility to receive accommodations. It is the student's responsibility to contact the DSR Office and request accommodations in a timely manner.

Program Enrollment Reporting Policy

Pima Community College Medical Laboratory Technician Program determines its enrollment based on the number of students registered and attending MLT courses. Student enrollment in MLT courses one day after the withdrawal date during the second didactic semester of MLT courses is used to determine Graduation / Attrition Rates for the program – NAACLS outcome measure.

Program Cost

Total program cost is estimated at \$7,500 (approximately \$6,100 for in-state tuition for preparatory and MLT courses, plus \$1400 for fees). The MLT coursework portion of the total program cost is estimated to be \$4,800 including in-state differential tuition, lab fees, fingerprint / DPS clearance, and drug screening. There are other miscellaneous expenses which vary according to clinical assignment (site on-boarding fees, badges, uniforms, etc.), student insurance (physicals, immunizations, etc.), text books (new, used, electronic, etc.), and other factors. These additional costs can range from \$500-\$2000.

Local employment programs and grants, such as Job Path (info@jobpath.net) or <http://jobpath.net/> and Pima County One Stop http://webcms.pima.gov/community/help_now/job_assistance/ and HPOG (<https://pima.edu/hpog>) have financially assisted many MLT students. Contact these programs directly to schedule an eligibility interview. Pima college financial aid office also has options for tuition assistance.

TRANSFER OF CREDITS AND COURSE SUBSTITUTION

MLT Program Requirements for AAS MLT

REQUIRED COURSE	Cr	COURSE DESCRIPTION	SEMESTER
*REA 112 or Accuplacer	4	Critical Reading – or acceptable score	<i>Fall Sum Spr</i>
*BIO 201IN <i>-or-</i> BIO 201IH	4	Human Anatomy and Physiology <i>-or-</i> Anatomy, Physio and Histo (no BIO 156 pre-req)	<i>Fall Sum Spr</i>
*CHM 151/151LB/151IN	5	General Chemistry I	<i>Fall Sum Spr</i>
MAT 151 (or test into MAT 189)	4	College Algebra (higher math course is acceptable)	<i>Fall Sum Spr</i>
Apply to MLT program while completing the above preparatory courses			
MLT is a SELECTIVE ADMISSIONS PROGRAM – ACCEPTANCE EMAIL WILL BE SENT TO THE STUDENT THREE (SPRING START) TO SIX (FALL START) MONTHS PRIOR TO STARTING THE PROGRAM. (Spring and Fall starts only.)			
The following FIVE courses can be taken before or after being admitted to the MLT program.			
STU 100	3	College Study Skills (or waiver)	<i>Fall Sum Spr</i>
Humanities / Fine Arts	3	PHI 123 <i>-or-</i> SPA 101HC <i>-or-</i> Hum/FA Elective	<i>Fall Sum Spr</i>
Social and Behavioral Science	4	PSY/SOC 215 <i>-or-</i> PSY 218 <i>-or-</i> PHI 130 <i>-or-</i> SS Elective	<i>Fall Sum Spr</i>
Other/ Special Requirement	3	ANT 210 <i>-or-</i> GEO 103 <i>-or-</i> PSY 132	<i>Fall Sum Spr</i>
WRT 101	4	Writing I	<i>Fall Sum Spr</i>
*BIO 205IN		Microbiology	<i>Fall Sum Spr</i>
*MLT 100/100LB/100IN		Phlebotomy for MLT (<i>Offered in Spring only</i>)	<i>Spring</i>
STUDENT MUST BE ADMITTED TO THE MLT PROGRAM TO REGISTER FOR ANY OF THE FOLLOWING COURSES			
MLT 199	1.5	Introduction to Co-op: Medical Lab Technician	<i>Varies</i>
MLT 199WK	1.5	Co-op Work: Medical Lab Technician	<i>Varies</i>
MLT 200	3	Urinalysis/Body Fluids	<i>Fall</i>
MLT 211	5	Hematology /Hemostasis	<i>Spring</i>
MLT 221	4	Clinical Chemistry	<i>Spring</i>
MLT 231	5	Immunohematology/ Blood Bank	<i>Fall</i>
MLT 251	5	Bacteriology	<i>Fall</i>
MLT 260	3	Parasitology, Mycology, Immunology/Serology	<i>Spring</i>
MLT Clinical Rotation is assigned after successful completion of all of the above courses. (May have wait list)			
MLT 299	6.5	Introduction to Co-op: Medical Lab Technician	<i>Varies</i>
MLT 299WK	7.5	Co-op Work in MLT	<i>Varies</i>

*Minimum grade of B is required in all of the following courses:

- BIO 201IN, BIO 205, CHM 151IN, MLT 100IN (Non-integrated courses require a B in both the lab and the lecture)
- All other courses require a minimum grade of C

PREPARATORY COURSES: Must be completed before starting the MLT program.

Supplemental courses can be taken before or after acceptance into the MLT program. Students may attend these courses on full or part time basis. **NOTE: Attending part time may delay your start of MLT courses.**

Due to the limited availability of clinical rotation sites, students must attend CORE MLT COURSE as a FULL TIME STUDENT.

- MLT Clinical rotation will only be assigned after all other courses have been successfully completed.
- 199 / 199WK rotation must be **completed** within six months of successfully completing MLT100
- 299 / 299WK rotation must be **completed** within nine months of successfully completing the other MLT courses

Students who do not meet the minimum grade requirement in any course after being admitted to the MLT program will be removed from the program and will need to reapply for admittance. Students who take supplemental courses prior to being admitted to the MLT program must meet the same minimum grade requirement to be accepted into the program.

College Admission

Students must be registered and admitted to Pima Community College in order to be accepted into the MLT program, or to take any MLT courses. See the Admission and Registration Checklist on Pima.edu:

<https://www.pima.edu/new-students/apply/how-to-apply.html>

Transfer Credits from a Different College or University

All required courses must be posted on the Pima transcript prior to being accepted into the MLT program. Pima College must receive an official copy of transcripts, which can be accomplished in one of three ways:

- Have a paper copy delivered from the institution sent directly to PCC
Pima Community College
District Office - Admissions and Records
4905B E. Broadway Blvd., Suite 220
Tucson AZ 85709-1120
- Hand deliver transcript (paper copy in a sealed envelope) to the address above
- Have an electronic copy sent from the institution directly to Pima (coadmissions@pima.edu)

To have transferred credits posted to the Pima transcript Pima must also receive a completed "Student Request for Transcript Evaluation" form. This form can be mailed, dropped off or faxed to 520-206-4790. Please note that transcripts will not be evaluated until both the official transcript and the required form are received by District Office. Allow a minimum of 3-6 weeks for evaluation. Link to access the form:

<https://www.pima.edu/newstudents/apply/docs/TranscriptReview.pdf>

Please note that 300 level or higher courses will not routinely post to your Pima transcript. Minimum grade for transfer credit is a C. Pass / Fail (credit only) courses may or may not transfer. Minimum grade requirements and time limits apply to all transfer credits.

Course Substitutions

Students who have completed courses that are similar (equivalent) to MLT requirements may meet with the MLT program director to discuss possible course substitutions. No substitution can be made using courses from a different institution until after the transcript(s) from that facility have been evaluated and posted to your PCC transcript. Substitutions are not guaranteed. Student must bring a printed copy of the course content / description (from catalog or course syllabus) from both the completed course AND the PCC course for which the substitution is being requested. If the MLT program director believes the course is an acceptable substitution for the MLT requirement, a "Substitution Request" form will be completed and submitted to the Dean of Biomedical Science for review.

If the course for substitution is a 300 or higher level course, the student must email a copy of both the course content / description (from catalog or course syllabus) from both the completed course AND the PCC course for which the substitution is being requested to the MLT program director. The director will reply to this email that the course is or is not an acceptable substitution. If it is an acceptable substitution, the student will need to print the entire email correspondence to include with a completed "Transcript Evaluation Appeal" form. https://www.pima.edu/new-students/apply/docs/trans_eval_appeal1.pdf Deliver this request information to the District office (see above). Request for appeal must be made within three years of the original evaluation. After the course is posted on the Pima transcript, a course substitution form can be filled out by the student and MLT program director, then submitted for Dean of Biomedical Science approval

General Education Course Waiver

Students with a bachelor's degree from a regionally accredited institution may request a waiver of the PCC general education requirements by sending an [email request](#) to Jennie Conway requesting a waiver of general education requirements. jscott@pima.edu PCC must have an official copy of the student transcript on file from the institution at which the degree was earned. Transcript must show the degree awarded.

Challenge Exams and Bypassing Courses and Assessments

Students can test out of or bypass some lower level courses by taking assessments at any of the PCC testing centers. Assessments are free of charge and are required for placement into most of the MLT required courses. Assessments are available in Reading, Writing, Mathematics, and English Proficiency. There are sample questions and study guides posted on Pima.edu to help students prepare prior to taking these exams: <https://www.pima.edu/new-students/take-assessments/index.html>

Students may also opt to test into BIO 201IN and CHM 151IN by successfully completing a bypass exam. See the following for information: <https://www.pima.edu/new-students/take-assessments/challenge-exams.html>

Link to Current Medical Laboratory Technician Program Application

<https://www.pima.edu/programs-courses/credit-programs-degrees/health-professions/medical-laboratory/docs/medical-lab-technology-application.pdf>

PROGRAM ADMINISTRATION AND COMMUNICATION CHANNELS

Program Office- Allied Health / HRP / Biomedical Science Phone Numbers

The MLT program is part of the Biomedical Science Division. Mailing address:

Pima Community College - West Campus, 2202 W. Anklam Rd. Tucson, AZ 85709

- Academic Dean of Biomedical Science: Brian Stewart (Admin Assistant Phone: 520-206-6916)
- Program Director's Office: 520-206-6835 Tortolita Building: E234
- Program Director: Ameer Rosales Email: amrosales2@pima.edu **(For Program information)**

Responsibilities and Qualifications of the MLT Program Director

NAACLS requires accredited MLT programs to have a qualified program director (PD). The MLT PD has a full time faculty appointment at Pima Community College. PD primary duties are to teach courses in medical laboratory technology to students of a diverse student population. Additional duties and responsibilities include, but are not limited to: consulting with students regarding academic success; evaluating student performance; providing academic advising; evaluating and revising course outlines, course materials, and instructional methods; participating in designing curriculum and program requirements and effectiveness; building community relations; developing the program at the campus and the College; providing input into the MLT budget; maintaining competency in the discipline taught and teaching strategies and assessment methods; serving as a member of the department and on College committees; and, other professional duties.

The full-time program director must be a clinical laboratory scientist/medical technologist with a minimum of three years of experience in the clinical laboratory, must hold a nationally recognized generalist certification, and must have a master's or doctoral degree and a minimum of three years of experience in clinical laboratory science education. The program director must have knowledge of education methods and administration as well as current accreditation, certification procedures, and evaluation of program effectiveness. The director is responsible for administrative duties including input into budget, planning, development and the self-study and other assignments required in the ongoing accreditation of the Medical Laboratory Technician program from the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Other program oversight duties include recruitment of adjunct faculty teachers, processing applications of potential students, review of outcomes, CQI, providing input to administrative issues such as vaccinations and health insurance for, and security screening and drug testing of students, establishing and/or maintaining agreements with area laboratories for student clinical instruction and coordinating with these laboratories to ensure that students are properly instructed, supervised and evaluated during their clinical co-ops.

Advisory Committee

The PCC MLT program has an advisory committee composed of individual(s) from the community of interest (i.e. pathologists, other physicians, scientific consultants, academic professionals, administrators, practicing and retired MT / CLS / MLS/ MLT and other professionals) who have knowledge of clinical laboratory science, and the education required for entry into this field. The MLT advisory committee meets with the program administrators a minimum of once per year to provide input into all aspects of the program and curriculum with regard to its current relevancy and effectiveness.

Faculty Members / Instructors for Didactic MLT Courses

All MLT courses are taught by instructors who meet or exceed the following qualifications:

- Possess a Bachelor of Science or higher degree
- Certified as an MT, MLS, CLS, or MLT by a nationally recognized agency (ASCP or AMT)
- Have a minimum of three (3) years of full time experience working in the clinical laboratory
- Preferably should have formal teaching experience, which can include precepting MLT students.
- Must have documentation of experience and expertise in the field of laboratory medicine.

These instructors are responsible for presenting material in the assigned MLT course(s), assessment of students in the cognitive, psychomotor and effective learning domains, course assessment and improvement including participation in student, course and program learning outcomes, as well as NAACLS outcomes.

Affiliate Clinical Coordinators

Every clinical affiliate will have an assigned clinical coordinator who will be the liaison between the clinical site and the PCC MLT program. The coordinator will assist with scheduling student department rotations, will be an on-site contact for the student while he/she is attending rotation, and will communicate with the PCC MLT program director regarding issues that may occur before, during or after a clinical assignment. The clinical coordinator should be immediately notified if there is an incident involving an MLT student at the clinical site.

MLT Program Laboratory Technician / Classroom Volunteers

The classroom laboratory assistant is a certified MLT who will complete and submit orders for supplies, reagents, equipment, etc. for the program, prep for labs, organize work areas, keep inventory, and assist the MLT instructors by monitoring classroom activities – as needed.

Occasionally the program will have graduates of the MLT program who serve as volunteers to MLT course instructors. These people must complete a PCC volunteer form, and are able to assist the MLT instructors with laboratory preparation, as well as classroom laboratory activities. This service can be used as formal teaching or educational experience if the volunteer decides to pursue a position as an adjunct instructor with the MLT program. It is also a helpful review for graduates who wish to sit for the MLS ASCP certification exam.

RULES & CODE OF ETHICS FOR MEDICAL LABORATORY CLINICIANS**CODE OF CONDUCT: Pima Community College (PCC)**

PCC has a Student Code of Conduct posted on the college website. This Code of Conduct includes details of PCC policy regarding Academic Ethics Violations, Non-academic Violations (disruption, assault and related offenses), False Reporting / False Documentation, Tobacco, Alcohol and Drug Offenses, IT Offenses, Discrimination, Harassment, and Sexual Offenses, Weapon Offenses, Property Offenses, and other Miscellaneous Offenses. The complete code can be reviewed on Pima.edu:

<https://www.pima.edu/current-students/code-of-conduct/docs/Student-Code-of-Conduct.pdf>

Any questions that arise concerning the interpretation or application of this Code of Conduct should be addressed to the Assistant Vice Chancellor of Student Services or his/her designee.

CODE OF ETHICS: American Society of Clinical Laboratory Science (ASCLS) Standards

<http://www.ascls.org/about-us/code-of-ethics>

The ASCLS is the premier laboratory organization and forum that sets laboratory standards to make a positive impact in health care through leadership that will assure excellence in the practice of laboratory medicine.

ASCLS Believes:

1. Quality laboratory service is essential to quality health care.
2. Competent, credentialed, laboratory professionals are the foundation to quality laboratory medicine.
3. Everyone deserves access to safe, effective, efficient, equitable, and patient-centered healthcare, and
4. Advancing the laboratory profession advances health care.

Core Values:

1. Ensuring safe, accurate, efficient, appropriate and cost effective laboratory services is a component of quality
2. Defining the characteristics of competent personnel within the profession and providing professional development opportunities so that practitioners can maintain competency are essential roles of a professional association
3. Enabling laboratory professionals to function at their highest level of competence will contribute to cost effective health care
4. Promoting diversity supports the delivery of quality laboratory service
5. Taking a leadership role in standard and policy setting is a core professional responsibility
6. Advocating for quality within the laboratory is essential to the assurance of quality health care delivery

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which clinical laboratory professionals practice their profession.

Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgement and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.

Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving 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.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

Duty to Society

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

Pledge to the Profession

As a clinical laboratory professional, I strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession.
- Preserve the dignity and privacy of others.
- Uphold and maintain the dignity and respect of our profession.
- Seek to establish cooperative and respectful working relationships with other health professionals.
- Contribute to the general well-being of the community.

GENERAL INFORMATION AND POLICIES OF THE MLT PROGRAM

The PCC MLT program is designed to be completed in five semesters. Graduates of this program successfully complete a minimum total of 70-79 credit hours. Students must complete 4-6 credit hours of general education requirements, as well as all program prerequisites and support courses, which include a minimum score on the assessments, or completion of REA 112 (critical reading) and college algebra, one semester of general chemistry and human anatomy and physiology, one semester of microbiology, and writing. Core courses include hematology, clinical chemistry, and parasitology / mycology / serology (spring semester courses), immunohematology / immunology, urinalysis / body fluids, and clinical microbiology (fall semester courses), plus bioethics and phlebotomy/ introduction to laboratory. Didactic courses include hands-on training. Students who successfully complete the MLT core courses are eligible to be assigned to a Co-op / clinical internship in a local laboratory. Internships are overseen by the MLT program director and consist of laboratory experience, assignments for each department and work place development, and departmental assessments which mimic the ASCP certification examination.

Acceptance into the MLT Program

We accept up to sixteen students into the MLT program each year: eight students in the fall semester, and eight students in the spring semester. Half of the students in each class are first semester MLT students and half are second semester MLT students. This allows the sixteen clinical rotations needed each year for our students to be spread out over two semesters, with little or no delay between classroom education and the

clinical rotation or clinical experience. The clinical rotation is a total of up to 16 weeks, full time, covering all laboratory departments. MLT is a Selective Admissions program. Admission to the college does not automatically guarantee admission to the MLT program.

Students may submit an application to the MLT program while completing the required “Preparatory Course Work” (See page 8 of this handbook). The application can be found on the MLT website:

<https://www.pima.edu/programs-courses/credit-programs-degrees/health-professions/medical-laboratory/index.html> Submit the application by email to the MLT program director, to the MLT program office (E234) or to the reception desk for Biomedical Sciences (West Campus, floor one - H building).

Students who have submitted an MLT application and who have successfully completed a college level science course may request to be cleared to take MLT 100 prior to being admitted to the MLT program. Students may not take other MLT courses for credit until they are accepted into the program. Students must submit an application to the MLT program to be considered for acceptance.

Depending on the number of qualified applicants, notice of acceptance into the program will be emailed to students based on the date submitted on the program admissions application, and prioritized as follows:

1. The first eight applicants who have successfully complete all preparatory and support courses (minimum grades apply), including MLT 100. All others will be placed on a wait list for the following semester.
 2. If less than eight applicants meet the above criteria, remaining positions in the cohort will be filled by students who have successfully completed all preparatory and support courses (minimum grades apply).
 3. If there are less than eight students who have completed the above, alternate positions will be assigned to the students who are currently enrolled in the remaining preparatory and support courses. Failure of the student to complete these courses (minimum grades apply) in the preceding semester will result in the student forfeiting their program seat.
- Notification of acceptance will be sent by email from the MLT program director to the student’s Pima email address listed on the MLT application in October or March of the preceding semester.
 - A student must submit a completed Selective Admissions form when accepting the position for the MLT program. The MLT program director will review and sign this form, and submit a copy to Pima College Student Services to have the student’s major course of study changed to Medical Laboratory Technician.
 - Students must submit all required health and other documents by the due date (detailed in the acceptance email), to maintain their assigned position in the cohort.
 - Failure to submit documents by the due date will result in student forfeiting their MLT program seat.

PCC Diversity Statement

Pima Community College welcomes, celebrates, and fosters the diversity and contributions of students, faculty, staff and administrators.

We cherish the diversity of our community and, in addition to equal opportunity and educational access for all, we respect and are inclusive of all beliefs, values, abilities, personal experiences and preferences, cultural and socioeconomic backgrounds, and worldviews. We believe our differences are our strength and a source of innovation, excellence, and competitiveness.

We understand that the “community” in the community college of the 21st Century extends beyond local political boundaries, thus we aspire to build a community of responsible global citizens. We believe that the ultimate objective of diversity is the achievement of equality and social justice. Furthermore, social justice has no borders and is an essential right of the human race.

Therefore we recruit, retain and develop the potential of students and employees from historically marginalized groups in the US and from any origin in the world regardless of ethnicity, religion, disability, political views, gender, gender identity, sexual orientation, social status and other characteristics.

Program Accreditation

Pima Community College (PCC) is accredited by the Commission on Institutions of Higher Education, North Central Association of Colleges and is approved by the Arizona State Board of Directors for Community Colleges.

When choosing an MLT program, it is critical that the program be accredited by a nationally recognized accrediting agency. PCC’s MLT program is nationally accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). For more information on program accreditation:

*NAACLS * 8410 West Bryn Mawr, Suite 670 * Chicago, IL 60631 * (773) 714-8880 * www.naacls.org*

Only MLT programs accredited by NAACLS can qualify their graduates to sit for the ASCP MLT national certification examination. For additional information, visit www.ascp.org. (Issuance of AAS MLT from PCC is not contingent upon students passing any certification or licensing examination.)

Program Outcomes – NAACLS Standards

The MLT curriculum emphasizes higher level math and science, as well as critical reasoning skills for proficient formulation of oral and written communication. The course content is designed to prepare our graduates to pass the ASCP certification examination and be productive members of the clinical laboratory. To assess this, NAACLS has established specific outcome measures MLT programs. These outcomes are measured by accessing / calculating results of the following from the most recent three year period:

1. Graduate certification rates demonstrating an average of at least 75% pass rate on the BOC examinations, for those who take the exam within the first year of graduation.
2. Graduation rates demonstrating an average of at least 70% of students who have begun the final half of the program go on to successfully graduate from the program.
3. Graduate placement rates demonstrating that an average of at least 70% of respondent graduates either find employment in the field or a closely related field (for those who seek employment), or continue their education within one year of graduation.

PCC MLT NAACLS OUTCOMES – Spring 2015 through Fall 2017 (Three year rolling average):

1. ASCP certification pass rate: **100%** of graduates passed the national MLT certification examination.
2. Graduation Rate: **83%** of PCC’s MLT students who entered the second half of the program graduated with an AAS MLT from PCC.

- Second half of the PCC MLT program begins the day after the withdrawal deadline in a student's second semester of didactic MLT courses.
3. Placement Rate: **100%** of all students who graduated from PCC's MLT program were hired as an MLT or in a related field, or continued their education.

Clinical Eligibility Requirements - Required Immunizations:

All students entering the MLT Program must meet eligibility requirements to attend the clinical laboratory. This is essential for the safety of the clients at the clinical facilities used by the MLT program. The student must provide proof of meeting these requirements.

*Electronic copies of immunization records and laboratory results of titers must be submitted by the student along with the Health Declaration/ Physical Examination Form.
DO NOT hand in any original paperwork – COPIES ONLY.*

1. MMR (measles/ mumps/rubella): Two doses (4 weeks between doses) or students may provide a copy of laboratory results demonstrating immunity for each disease.
2. Varicella (chicken pox): Two doses (4 weeks between doses) or students may provide a copy of laboratory results demonstrating immunity.
3. Hepatitis B series: Three doses or students may provide a copy of laboratory results demonstrating immunity or sign a Hepatitis B waiver form. (Some clinical sites will not accept a waiver.)
4. Tdap (tetanus, diphtheria and pertussis) within the last 10 years, effective through the last day of the semester for which student is currently enrolled.
5. Tuberculosis: **Two Step** Negative PPD (TB skin test), with a current negative TB skin test performed within the last year, effective through the last day of the semester for which student is currently enrolled or negative chest x-ray within the last year. See <http://nursing.yccd.edu/Data/Sites/1/2-step-tb.pdf> for details / explanation
6. Verification of health insurance with an electronic copy of the card, effective through the semester for which student is currently enrolled.
7. Negative urine drug screen for substances of abuse. (Form will be provided by PCC.) Some non-smoking clinical sites may perform a nicotine screen, and may reject prospective students who test positive.
8. Arizona Department of Public Safety (DPS) Fingerprint Clearance Card (copy of the card). Forms will be provided by PCC and must be submitted by the student. This process takes a minimum of 3-6 weeks and is required by all PCC-contracted clinical sites.
9. Seasonal flu vaccine is required for students attending clinical rotation during the flu season (August – March); however, some sites require a current flu vaccination for summer months as well.
10. Some clinical sites require students to register with an outside validation company which may be an added cost of up to \$35. There may be an additional background check and /or drug screen performed by the site. The cost of these additional requirements is covered by the site.

Student Health Insurance

All students are required to provide evidence of comprehensive health insurance. Student must maintain this insurance throughout attendance in the MLT program. Failure to maintain health insurance may result in dismissal from the MLT program.

Insurance can be government sponsored or private insurance. For assistance with finding health insurance, visit: <https://www.healthcare.gov/>

Infection Control Policy and General Procedure

Each student is responsible for personal health and safety. The procedures below are intended as guidelines to assist students in minimizing risk of infection.

- Universal Precautions are observed at all times when there is a potential for contact with blood, blood product, body fluids or tissue. (Assumption that all are potentially infective.)
- Pima College will make available disposable gloves (powder less and latex free gloves), impermeable lab - coats, as well as masks and goggles - as appropriate, for laboratory classes.

Procedure for Classroom Safety:

1. Never eat or drink in the student or clinical laboratory. Keep all objects out of your mouth.
2. Do not touch your face, apply makeup or lip balm, or use electronic devices while wearing gloves, or if your hands are potentially contaminated.
3. Details for disposal of biohazards, sharps, reagents and other materials are posted in the MLT classroom.
4. Gloves, closed toed shoes and lab coat are required at all times when performing any lab exercise and if there is a potential for contact with blood or body fluid. Shoulder length hair must be tied back.
5. Masks and goggles are required if splash or inhalation hazard exists. (Fumes, blood spatter, etc.)
6. Hazardous materials (blood soaked gauze, chemical reagents, etc.) will be placed in biohazard containers. Some special circumstances may exist. Follow the disposal instructions in each lab.
7. Needles, hard plastic, wooden applicator sticks, and other sharp objects will be placed in the puncture proof sharps containers.
8. Petri dishes, agar plates, volumetric pipettes and other large objects will have specially designated disposal containers. Follow the instructions for disposal in the laboratory procedure.
9. Hands must be washed with soap and water at the beginning and end of each class, and if visibly soiled. Wash hands after bleaching the benchtop.
10. Hand sanitizer should be used frequently throughout the class, and always before putting on, and when removing gloves, after touching counters, before collecting samples, and before eating or drinking.
11. Counter tops and desk areas are cleaned with a 10% bleach solution (prepared daily) before and at the end of each class.

12. MLT equipment and instrumentation should be used per manufacturer specifications and directions. Do not use any equipment unless you have been trained in the proper operation. Keep centrifuge lids closed while spinning, clean spills with bleach solution, label non-functioning equipment with maintenance tags detailing the problem encountered.
13. Use brush and dust pan to collect broken glass. Contact housekeeping for large spills.
14. Wear gloves when using bleach products. Be familiar with SDS for products used in the clinical lab.
15. Notify the instructor immediately of all injuries and potential exposures.

ATTENDANCE and TARDINESS

Pima College Attendance Statement

Throughout the program, students must substantively participate in such a way as to ensure successful completion of the course by the end of the program. Students must complete at least one academic task per week that will serve as active participation. Faculty will have the responsibility of noting whether the student is present or not using the Attendance Tracker. Students who do not actively participate in the class within the first three required days of each class will be dropped from the class, and be withdrawn from the MLT program.

MLT Grading Scale: A: 100-90% B: 89-80% C: 79-70% Below 70% - No credit

MLT Didactic Courses:

- Class will start PROMPTLY at scheduled start time. Attendance is mandatory.
- Non attendance or late arrivals will affect your grade.
- Workstation must be cleaned and set up before the start of class, and cleaned at the end of class.
- Students missing 2 classes per course, or arriving more than 10 minutes late more than 3 times will be required to meet with the instructors and the MLT program director to discuss corrective action.
- Students who miss 3 or more classes per course, or who arrive more than 10 min late more than 4 times must meet with the instructors, program director, and dean to discuss possible removal from this course.
- Lectures and assignments are posted on the class website (www.pima.edu). Please do not contact the instructor(s) to obtain missed material.

MLT Clinical Rotations:

Clinical rotations are difficult to obtain. Students must acknowledge this and appreciate the time and expense the hosting laboratory is investing in the student's training. No clinical site is obligated to take any students and assignment at a site can be revoked without notice. It is imperative that the student be respectful of all of the hosting laboratories employees, policies, equipment, reagents and facilities. The clinical rotation is basically an on-the-job interview. Your performance will follow you to ALL laboratories in the Tucson area. A pattern of professional behavior must be set in anticipation of employment in the true clinical environment. Each day serves as a building block of knowledge for the next competency. Therefore FULL DAY attendance is

mandatory. **The designated preceptor and PCC clinical coordinator must be notified BY EMAIL in advance of all absences. Failure to notify the PCC clinical coordinator of any absence will be regarded as an unexcused absence. See PCC MLT policy, below:**

- An attendance log is completed daily by student, signed by preceptor, and is must be available to MLT clinical coordinator when visiting the student at the clinical site. Completed attendance is submitted electronically each week - Due Friday - 1900.
- Requests for days off or early dismissal must be by email to the program director for approval.
 - Students will follow the clinical site's schedule, including holidays – NOT Pima's schedule.
 - Do not schedule appointments, vacations, etc. during clinical hours.
 - Emergent or acute situations may require a student to miss clinical time. This is usually not a problem if kept to the bare minimum. But don't plan on it. Time off is not guaranteed.
- The following PCC MLT policy will be enforced:
 - Student should arrive, and be ready to work, a minimum of 5 minutes early - before the assigned start time. Three tardies will be treated the same as one unexcused absence.
 - 2 non-school related partial day (early dismissal, late arrival) will count as one full day absence.
 - 1st unexcused / 3rd scheduled absence – Student and PCC MLT program director will discuss a plan to prevent repeat of the problem. Student will receive a verbal warning.
 - 2nd unexcused / 4th scheduled absence – The student will be placed on probation and may be suspended from the facility. The student will receive a written warning.
 - 3rd unexcused / 5th scheduled absence – The student will be suspended from the clinical rotation and student must meet with the dean of students and the MLT program director.

If any student is removed from a clinical rotation for negligence, carelessness, nonperformance, neglect, noncompliance, aggression, disrespect, attendance or tardiness issues, or any other cause, the student will not be reassigned to an alternate rotation, will not complete the clinical requirements of the program, and therefore, will not pass the required courses for certification or graduation (AAS MLT).

CHEMICAL IMPAIRMENT POLICY – PCC MLT PROGRAM

Pima Community College and the MLT Program require that students provide safe, effective and supportive client care. To fulfill this purpose, it is the policy of Pima Community College that students not be chemically impaired during participation in **any** part of their college program including classroom, laboratory, and clinical settings.

Abuse Prevention and Control Act of 1970, 21 U.S. C. § 812), prescribed medications, inhalants or synthetic designer drugs. A student is —under the influence if they are affected by the use of alcohol, drugs or medication, and the use may adversely affect the student's performance in the classroom, laboratory or clinical setting. Abuse of the substances includes episodic misuse or chronic use that has produced psychological and/or physical symptomology.

A chemically impaired student is identified by things such as, but not limited to, the perceived odor of alcohol, drugs or medication, slurred or rapid speech, unsteady or staggering gait, dilated or pinpoint pupils, blood-shot eyes, fine motor tremors, difficulty in calculation, inability to follow directions, confusion, nausea, vomiting or sweating. If faculty suspect that a student is chemically impaired while participating in any part of the student's college program, the faculty will take the following steps:

1. Remove the student from the classroom, laboratory or clinical setting.
2. Immediately consult with another faculty or agency supervisor/designee for verification of reasonable suspicions. The verification will be conducted in a confidential and respectful manner.
3. If the second person confirms a reasonable suspicion of chemical impairment, immediately inform the student as to why the student is being removed from the classroom, laboratory or clinical setting.
4. Ask the student to consent to a drug/alcohol screen.
 - a. If the student consents, have the student sign a Student Disclosure Form, Consent to Transport Form, and a Release and Consent Form, consenting to the screen and transportation. Make electronic copies of all forms.
 - b. Call the PCC Police (206-2700) to perform required testing or transport student to laboratory for testing.
 - c. Notify facility security.
 - d. DO NOT allow student to leave a faculty member's presence or ingest any substances until the screening procedure is complete.

If the student refuses screening:

- Remove the student from patient care or from the academic setting. Notify Campus Police for transportation of student from college of clinical facility.
 - The faculty will inform the Dean of Biomedical Science of the circumstances. The student will be required to make an appointment with the Dean within 24 hours.
 - Immediate suspension from the program will be the consequence for refusal to participate in testing. If a student refuses transportation home by Campus Police, document with a witness.
6. Contact the Dean of Biomedical Science to inform of the situation. Documentation of the incident will be forwarded to the Dean. Make an appointment for the student to meet with the Dean on the next working day (Monday-Friday).

7. Have the student call family, friend or other transportation (cab, Uber, etc.) company to arrange transportation home after the screening. If a student is unwilling or unable to arrange transportation home, Campus Police may be used for their safe transportation.
8. The student will **not** return to the classroom, laboratory, or clinical setting until the test results are available and the student's status in the program is determined. The Dean of Biomedical Science will review the screening results in determining the student's status in the program. (Refusal of screen results in suspension from the program.)

Confidentiality

All communications received by Pima Community College relevant to drug/alcohol screening conducted pursuant to this Chemical Impairment Policy will be treated as confidential. Such communications will not be disclosed, except:

1. To the tested student or any other person designated in writing by the student.
2. To individuals designated by the College to receive and evaluate test results or hear the student's explanation.
3. If the student is a Certified Assistant or Licensed Practical Nurse, notification of positive screening results will be sent to the Arizona State Board of or other jurisdiction where the student is registered, certified, or licensed (ARS 32-1601, 1602 et seq., Arizona Administrative Code R4-19-403).
4. In a proceeding related to an action taken by the College or student arising out of this Chemical Impairment Policy.
5. To an arbitrator or mediator, or a court or governmental agency as authorized by state or federal law.

Positive Drug/Alcohol Screens

1. All positive results will be reviewed by the college and the Dean of Biomedical Science.
2. If the results indicate the presence of illegal drug(s), a positive blood alcohol concentration or the presence of prescription medication(s) of a quality or quantity not disclosed in the Student Disclosure Form (a —positive screen) or if the student refused screening, the student will be given an opportunity to explain the screening results or refusal to submit to screening.
3. The student with positive drug screens will be barred from the MLT program for a period of one year.
4. Permanent dismissal from the program will be warranted for refusal to submit to screening without adequate explanation.

Re-Entry into the Medical Laboratory Technician Program after a Positive Drug/Alcohol Screen

A student withdrawn from the MLT Program may re-apply to the program after the one year withdrawal period has expired, according to the following guidelines:

Follow the Re-Entry Policy for the MLT Program. Re-entry is based upon space availability.

- After one year, the student may petition to re-enter the program.
- If the student is allowed to re-enter the program, he / she will need to repeat and pass all didactic MLT courses. (This is to ensure currency and competency of the student before being assigned to a clinical rotation)
- Assignment or reassignment to a clinical site is not guaranteed.
- Student must also complete the following:
 1. Provide satisfactory evidence of rehabilitation related to the student's prior chemical impairment. The Dean of Biomedical Science will review evidence to determine successful rehabilitation, which may include:
 - a. Documentation of a completed rehabilitation or substance abuse treatment program.
 - b. Proof of regular attendance in a —12 Step Anonymous Program or similar therapeutic program.
 - c. Evidence of after-care attendance upon completion of a rehabilitation or substance abuse treatment program.
 2. Letter from treatment facility and/or therapist stating the student would be able to function effectively and provide safe and therapeutic care for clients in a clinical setting.
 3. Students requesting readmission must have a repeat screening for drugs and/or alcohol immediately prior to readmission, and again before starting any clinical rotation.
 4. Students requesting readmission must agree to submit to random alcohol/drug screening, at student expense, for one year following readmission to the MLT Program. If a student applying for re-entry to the Program under this Policy: 1) has a positive result on the screening immediately prior to readmission, 2) has a positive result on a random screen, or 3) refuses to submit to random drug screening or screening immediately prior to readmission, the student will be permanently dismissed from the MLT program.

Negative Drug or Alcohol Screen / Chemical Impairment Not Detected

If the drug/alcohol screen is negative for the presence of illegal drug(s), blood alcohol, or the presence of prescription medication(s) of a quality or quantity not disclosed in the Student Disclosure Form, the student

will meet with the Dean of Biomedical Science within 24 hours to discuss the circumstances surrounding the suspicion of chemical impairment.

1. If the indicator was the odor of alcohol, the student may be required to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the classroom, laboratory or clinical setting.
2. If the indicator was behavioral, consideration must be given to the symptoms. A medical referral for evaluation may be indicated.
3. The Dean of Biomedical Science will make a decision regarding returning to the classroom, laboratory, or clinical setting based on all information available to them at this meeting.
4. If a clinical site refuses to allow the student back to that site, reassignment to an alternate site is not guaranteed.

Appeal Statement

The student has the right to participate in an Appeal Process as outlined in the Student Code of Conduct Complaint Procedure. <https://www.pima.edu/current-students/complaint-processes/index.html>

ILLNESS / ACCIDENTS / INJURIES DURING THE MLT PROGRAM

Students must use good judgment when illness occurs. To limit the spread of infectious disease, students with fever and/or symptoms of illness should immediately contact the MLT program director or MLT course instructor regarding attendance at the clinical assignment or didactic class(es). The clinical instructor may dismiss a student from the clinical assignment setting if in his/her judgment the student poses a risk of infecting others. This absence will be recorded on the student clinical attendance sheet or in PCC attendance tracker. When a student experiences a serious illness, injury or a pregnancy which may hinder his/her ability to perform in the clinical setting, the MLT Program reserves the right to require a physician's statement verifying that the student can safely attend class or perform laboratory testing at required competency levels. The MLT program requires students who miss more than two days of class or rotation to meet with the MLT program director and dean of Biomedical Science to discuss possible removal from the MLT program. Each case will be considered on an individual basis. Specific release guidelines may be required in the physician's statement for situations involving back injury, surgery, communicable diseases, etc. The following guidelines will outline the process to be followed should an injury occur in the clinical assignment setting:

Procedure for Injury or Exposure

1. FOR LIFE THREATENING EXPOSURE OR INJURY, CALL 911 / SEEK IMMEDIATE MEDICAL TREATMENT.
2. A student who is injured or has a significant exposure to blood or body fluids in either the clinical assignment or classroom should immediately notify his/her clinical instructor and program director.

- a. CLINICAL SITE: Document details of the occurrence and care rendered on the appropriate facility incident report form(s).
 - b. CLASSROOM: Complete a Student Accident Report Form obtained from the office of Biomedical Science or the campus police. Submit the completed form to Campus Police.
3. If the injury or exposure is NOT life threatening, the student shall contact their personal physician for immediate care and follow-up.
 4. The college and the clinical facility are not responsible for any claims for expenses that result from an action of a student in the clinical site setting or student laboratory.
 5. A copy of the summary/incident must be forwarded to the MLT Program Director.
 6. Contact PCC Police (520-206-2700) or the MLT program director for additional questions.

DIDACTIC MLT COURSES

PCC Academic Calendar (Link) <https://www.pima.edu/calendars/index.html>

MLT Course Schedule

The MLT didactic courses are offered once per year. All students are required to attend the program full time. To maintain currency and a balanced flow of students going into clinical rotation, students are not able to attend the MLT program on a part time basis. All courses are integrated, with laboratory and lecture being taught simultaneously. Because the laboratory exercises are very detailed, the MLT program maintains a maximum enrollment of sixteen (16) students in each course. Half of each class will be first semester MLT students, half will be second semester. The physiologic course content will overlap between courses (for example: Hematology material covers different blood components, including cells in the body. Immunohematology material covers transfusion of blood / cellular products.) The courses students take during the first semester will be supplemented by the courses taught during the second semester. Clinical rotation courses are offered during the spring, summer and fall semesters, as available.

Course schedule is as follows:

Spring: MLT 100/100LB/100IN – Introduction to Lab / Phlebotomy
 MLT 211 – Clinical Hematology
 MLT 221 – Clinical Chemistry
 MLT 260 – Serology – Immunology – Parasitology – Mycology

Fall: MLT 200 – Urinalysis - Body Fluids
 MLT 231 – Immunohematology / Transfusion Medicine (Blood Bank)
 MLT 251 – Clinical Microbiology

Withdrawal / Repeating MLT Courses / Incomplete

It is essential for all MLT students to be able to understand the material taught in the lecture, and to be able to apply that knowledge and successfully perform the integrated / correlated laboratory exercise. In the clinical laboratory, a student will need to perform testing, achieve accurate results, and be able to evaluate and

interpret these results based on the knowledge and skills learned in the classroom. For this reason, students must pass all sections of each class (pass the laboratory and lecture portions, and each sub-topic, for example, pass urinalysis and pass body fluids). If a student does not pass the laboratory and / or the lecture in a course, or if a student does not pass one of the sub-topics in a class, the student will receive the non-passing grade for the entire course (not an average).

Samples for laboratory exercises and practical exams are provided by the clinical sites, and are difficult to prepare. For this reason, students who are unable to complete enough course exercises to achieve a passing grade will need to repeat the entire course. A grade of "I" or incomplete will not be assigned for this situation. A request for an incomplete for the lecture portion / missing written assignments will only be granted if the student has successfully completed more than 80% of the course. Requests for re-admittance into the MLT program after a withdrawal are reviewed on a case by case basis. Any student who would like to apply for re-admittance into the program must meet with the MLT program director to discuss options.

MLT policy for REPEATING MLT COURSES for catalog year prior to 2018-2019: a student who does not successfully complete one MLT course is able to remain in the MLT, and to repeat that course. If a student does not pass two or more MLT courses, or if the student does not pass the MLT course on repeat, the student will be dismissed from the MLT program. To pass an MLT course, the student must achieve a minimum of 70% (C) in all sections of each class. Students who receive a D, F, W will need to repeat the course. A student withdrawing from an entire semester of MLT classes will have been unsuccessful at completing more than two MLT courses and will be removed from the MLT program.

MLT policy for repeating MLT courses for catalog year 2018-2019 and later: Any student who does not achieve the required minimum grade for any course in the MLT program will be removed from their cohort and must re-apply to the program. The student will need to repeat and successfully pass all courses in the entire program to be assigned to a clinical rotation, and to graduate from PCC MLT program with an AAS MLT.

CLINICAL ROTATIONS

Responsibilities of the College

- a. A PCC faculty member shall serve as the PCC clinical coordinator for the student's clinical training at the facilities of the Affiliate. The PCC clinical coordinator will establish, in consultation with Affiliate's clinical coordinator, the student's rotation schedule.
- b. The PCC clinical coordinator will plan curriculum, learning objectives, evaluation procedures for the training experience, and provide and grade department study questions. Department examinations will be available in the west campus test center and will be graded by the PCC clinical coordinator.
- c. PCC will furnish the Affiliate with the course description, written course objectives, competencies to be achieved and evaluation forms for each department/section.
- d. PCC will instruct students regarding patient confidentiality and HIPAA requirements. If required, student will also successfully complete orientation and training required by the affiliate (training site).

- e. The PCC Clinical Coordinator will consult regularly with the Affiliate's clinical coordinator, preceptors, and students to monitor the student progress. PCC clinical coordinator will be available to communicate with the affiliate clinical coordinator and preceptors during site visits, by email or telephone.
- f. The PCC clinical coordinator will evaluate students on cognitive objectives by evaluating and grading assigned course work and administering written examinations during each department/section rotation.
- g. PCC will provide summary data and feedback to Affiliate regarding the student's clinical rotation evaluation for each section.
- h. The PCC clinical coordinator and faculty will compile and maintain records of the students' grades and progress evaluations. PCC MLT program director / clinical coordinator is responsible for determining and awarding the final grades for all student course work. Course records are maintained for a minimum of two years. No records are maintained at any clinical sites.
- i. PCC is responsible for the granting of the degree and /or certificate.

Responsibilities of the Student

- a. Student must thoroughly review the MLT handbook.
- b. **Students must review the Student Rotation manual prior to the start of the rotation.**
 - i. Student manual is electronic and will require student to have access to a computer with Microsoft Word or similar program, in order for student to complete assignments.
 - ii. Assignments will be submitted electronically. Student must have access to an internet connection. (Available at PCC student resource center or any public library.)
 - iii. Print a copy of the COMPETENCY CHECKLIST (dept. specific) to facilitate review or the listed competencies with your preceptor(s) as you progress and complete the objectives.
 - iv. Your preceptor(s) will review and sign-off each competency with you, as each is completed or by the end of the department rotation.
 - v. Please note: not all clinical sites will perform all testing. Objectives or competencies (testing) not performed at your site should be recorded as N/A (not applicable).
- c. Students will abide by the following dress code while assigned to the clinical institution:
 - i. Basic dress code requirements:
 - a. Scrubs – clean, uncrushed, solid color
 - b. Closed toed and closed heel impermeable shoes
 - c. Shoulder length hair tied back
 - d. Lab Coat – buttoned
 - ii. Some have a specific scrub color for the lab:
 - a. TMC – Red
 - b. Banner / SQL / LSA – Olive Green
 - c. Carondelet / Tenet – Blue

- d. Others: Currently no specific color – Please choose solid color – no prints
 - iii. Personal Protective Equipment (PPE) – to be worn AT ALL TIMES when working in the lab:
 - a. Provided by the clinical facility
 - b. Laboratory coats (can get disposable from PCC)
 - c. Gloves
 - d. Goggles, masks, etc. as needed
 - iv. All dress code policies of the clinical affiliate must be followed.
 - v. Identification badges will be worn at all times.
 - a. PCC student ID's are distributed at the west campus cashier's office.
 - b. Clinical sites will issue ID badges for their facility after orientation
 - c. Lost badges must be replaced with the student covering any costs incurred.
 - vi. Personal Appearance and presentation:
 - a. No perfume or scented lotions, hair products, etc.
 - b. Tattoos must be covered. Remove all facial piercings
 - c. No artificial nails are to be worn.
 - d. Natural nails must be trimmed to be level with the finger tip.
 - e. No smoking on clinical facility campus
 - i. Some sites do nicotine screens and reject student who test positive
 - ii. Do not show up to rotation smelling of smoke
 - f. Preceptors have complained about students with offensive body odor or breath. Don't let that be you!
- d. Electronic devices must be turned off or put on vibrate during working hours.
 - i. Phone texts while on the bench are permitted in emergency situations only.
 - ii. Turn your phone ON while you are at lunch or driving to or from the lab.
 - iii. Do not text or handle any personal electronic device while wearing gloves.
- e. Maintain a clean work environment
 - i. Sanitize work area at the beginning and end of your shift
 - ii. Clean spills immediately using sanitizer (10% bleach, etc.)
 - iii. Restock all supplies in the work area throughout and at the end of their shifts.
- f. Work place injury or accidents: SEE **SECTION IX** OF THIS HANDBOOK FOR DETAILS
- g. Students will complete a clinical rotation evaluation following the conclusion of each DEPARTMENT
 - i. Student will complete ONE evaluation for EACH dept – eight evaluations total
 - ii. Return an electronic copy to the program director.
 - iii. List specifics:
 - a. Outstanding preceptor: list that person by name with details of the training
 - b. List highlights and any problems encountered during the rotation
 - c. This evaluation will be shared with the clinical affiliate after the entire rotation is complete, so be honest, professional and discreet when reviewing the site.
- h. To demonstrate professional behavior, the student will:
 - i. Demonstrate a positive attitude
 - 1. Be prepared for the preceptorship experience

2. Accept corrective responses / constructive criticism
 3. Complete assigned tasks, show evidence of initiative.
 4. Stay NEUTRAL when interacting with all laboratory personnel
- ii. Arrive early, be at the bench on time and begin work promptly.
1. This includes breaks and lunch
 2. Do not expect to leave rotation early
 3. REVIEW ATTENDANCE POLICY – **Section VII** in this handbook
 4. Missing too much time (including late arrivals and early departures) will result in removal from the rotation. NO REASSIGNMENT FOR ATTENDANCE ISSUES.
- iii. Follow directions, strive for accuracy and efficiency, and work independently after observation, reviewing procedures, and /or being given instructions.
1. Bring a notebook – use it! Don't keep asking the same questions over and over.
 2. Review the testing procedure prior to performing the test method.
 3. As you become familiar with a procedure: List steps you plan to follow, rather than asking how to perform a procedure (You will be corrected if you are wrong, but you will inspire confidence when you are right!)
 4. Transition from being a student to being a productive employee
- iv. Use advance planning – time management, establish priorities, utilize extra time efficiently.
- v. Attend to detail by documenting data accurately and legibly, meeting deadlines and following all standard operating procedures.
1. Students will not take the place of regular employees.
 2. Results will be overseen / reviewed by a preceptor
 3. **See Section XI- H Incident and Corrected Reports (Errors)**
- vi. Recognize and acknowledge errors, and repeat lab tests when necessary.
- vii. Cooperate and communicate effectively with peers and instructors
1. Display courteous, considerate behavior towards coworkers, laboratory clients and their guests. Remember that YOU are a guest at this facility!
 2. Remain neutral when interacting with preceptors and health care workers.
- viii. Display self-confidence by interacting freely in discussion, and with instructors and peers and by accepting constructive criticism.
- ix. Abide by all rules and regulations governing the MLT program and the preceptorship clinical facility. See **Section IV – VI** of this handbook.

Responsibilities of the Clinical Affiliate

- a. Affiliate will assign a laboratory employee to be the Affiliate Clinical Coordinator

- i. Affiliate coordinator will act as a liaison between the site and the college
 - ii. Affiliate will be available to students attending rotation, and preceptor(s) to mediate and assist in the training process.
- b. Students will be assigned to a clinical affiliate site for up to 18 weeks for training:
 - i. MLT rotation departments: *Urinalysis, Body Fluids, Hematology, Blood Bank, Coagulation, Chemistry, Serology, Microbiology, Processing / Phlebotomy(may be separate)*
 - ii. Core lab situations where some departments are combined are acceptable.
- c. The Clinical Affiliate will make available the clinical area for students' practical experience
 - i. Provide a quality professional experience and enforce professional policies.
 - ii. Supply the necessary PPE or notify the student of the need to supply his own prior to the start of clinical rotation.
 - iii. Allow the student to gain hands-on experience with current laboratory test methods
- d. Affiliate will give student access to procedures prior to the performance:
 - i. Instruction will include the proper handling of patient specimens, test/protocol performance, recognition of interfering substances/circumstances, and correction of aberrant test results, reporting of results, quality control, and quality assurance.
 - ii. Personnel shall demonstrate and discuss laboratory procedures with the student
- e. Supervision of all students during the clinical training shall be provided by the affiliate.
 - i. Students shall not take the responsibility or the place of qualified affiliate clinical staff.
 - ii. A preceptor will be immediately available to the student for questions or assistance.
 - iii. If a student is able to perform a procedure accurately, as solely determined by affiliate clinical staff, he/she may be allowed to perform the test in volume, with qualified supervision, in order to develop speed and organizational skills.
 - iv. Any patient test result reported by a student must be reviewed by a certified tech.
 - v. Once students have achieved entry level competency, as determined by the clinical preceptor(s), result review can be limited to periodic review.
- f. Clinical instructors will document pertinent communication with PCC faculty on the weekly attendance form, through the Affiliate Clinical Coordinator, or by email: amrosales2@pima.edu
- g. Clinical instructors are responsible for evaluating the student's progress and performance.
 - i. Daily evaluation or progress is documented on the student's attendance log
 - ii. End of rotation evaluation is documented on the evaluation form provided by PCC
 1. Student will give a printed copy of the preceptor evaluation to the dept head
 2. Department head will determine who will complete the evaluation
 3. Preceptor(s) will review the completed evaluation with the student. Student will make comments as necessary and sign the evaluation
 4. The PCC and Affiliate clinical coordinators should be contacted if there will be a delay or there is a problem with completing the preceptor evaluation process.

- iii. The evaluation process should follow the guidelines outlined in the evaluation forms provided by PCC, and will contribute to the calculation of the student's final grade.
- h. Service work by students in affiliate's facility outside of regular academic hours shall be noncompulsory and is outside the scope of the affiliate agreement.

Joint Responsibilities: Pima Community College - Clinical Affiliate

- a. Effectiveness of the program, including review of the didactic/student laboratory instruction and the clinical rotation shall be conducted by the PCC faculty with input from Affiliate's instructors.
 - i. Student evaluation contains sections for preceptor to evaluate student "readiness":
 - 1. Beginning of the rotation (was student prepared to be an intern?)
 - 2. Post rotation (Is student prepared to be an employee in that department?).
 - ii. Feedback – positive or negative – can be given to the PCC or Affiliate clinical coordinator or program director. This can be done – and is encouraged – at any time.
 - iii. Your information will be used to improve and enrich the student's educational experiences, as well as establish the best practice for preparing students for transition to a workplace setting.
- b. Affiliates will be invited to participate in the annual advisory board meeting held in the Fall.
 - i. Suggestions from the advisory board will be implemented ASAP – usually the following semester. Results of changes will be discussed at the next advisory meeting.
 - ii. These meetings provide valuable information for both the clinical affiliate(s) and the MLT program.
- c. The college and the affiliate will maintain a current, signed affiliation agreement.

Assignment to a Clinical Site

Students must successfully complete all PCC MLT didactic courses prior to being placed at a clinical site (MLT 299 / 299WK). Exception: students successfully completing MLT 100 who are in the queue with a pending application for the MLT program can be assigned a two week phlebotomy rotation (MLT 199 / 199WK) prior to starting, or while taking the other MLT courses. Rotations are typically Mon – Friday during the day shift (usually 07:00-15:30 or similar 8 hr shift). A student will be tentatively assigned to a rotation site, and will be contacted by the MLT program director to be notified of the assignment. If the student chooses to decline the assignment, he/she will be only be reassigned (1) after all other students in the cohort have been assigned to a site and (2) if additional sites are available. If a student declines a second site, that student will not be offered a second or supplemental rotation, and will be removed from the MLT program.

Students are assigned to clinical rotation as sites become available. Matching a site to a student is done in an attempt to have the highest success rate as possible. While all MLT laboratory sites offer similar experiences to all MLT students, each site has a slightly different location, culture, or atmosphere (core lab, more structured, more hands on, distance, shifts, higher on-boarding expense, etc.) which may affect student performance or placement. In addition, some sites make requests for specific students (current employees,

instructor requests, etc.). All of these factors are taken into consideration when students are assigned to a particular site. Student performance in the didactic courses in the cognitive, affective and psychomotor domains will also be taken into account prior to student placement at any site.

Clinical sites are limited. Not all sites accept students each semester. Normally there are enough rotation sites for all students in each cohort to attend the entire 16 weeks at a clinical laboratory in or around the Tucson area. However, enough sites may not always be available. For this reason, assignment at a clinical site is not guaranteed. Clinical experience may be provided by, or supplemented with laboratory exercises performed and supervised at Pima College.

Process for assignment of students who required a repeat of an MLT didactic course:

- Student must successfully complete all didactic courses prior to being placed at a clinical site
- Student will be re-assigned to a new cohort, and will only be placed at a clinical site after all of the original members of the cohort have been assigned.

Rotation Courses

Phlebotomy Introduction to Lab Rotation – MLT 199WK, co-requisite MLT 199:

Must be completed within six months of successfully completing MLT 100/100LB/100IN

MLT 199WK – Student must have achieved a B in MLT 100IN (100/100LB) to qualify for a clinical rotation. A supervised cooperative work program for students in an occupation related area. Clinical coordinators work with students and their preceptors in a hospital, clinic laboratory, or outpatient collection station. The student develops competency and improved self-confidence when collecting and processing blood, urine or other body fluid samples in the laboratory workplace.

- Student will be graded on number of successful punctures, attendance, a readiness written exam, and a preceptor evaluation. See the course syllabus for percentage of grades and other details.
- To sit for the ASCP phlebotomy certification exam, student must have 100 successful venipunctures and have completed 100 hours of supervised laboratory clinical hours.

MLT 199 (Co-requisite) - Principles of job success. Includes laboratory workplace skills, communication skills, time and energy management, managing stress, career information, preparing for employment; principles, theories, and practices in the career field; and problems in the work situation.

- Student will be graded on attendance at mandatory meetings, written assignments, submission of resume and cover letter, and pre-rotation materials and study questions
- See course syllabus for details and assignments.

Medical Laboratory Technician Rotation – MLT 299WK, co-requisite MLT 299:

Must be completed within nine months of successfully completing all other MLT courses

MLT 299WK – Student must have successfully completed ALL other required MLT coursework prior to being assigned to an MLT clinical rotation. A supervised cooperative work program for students in an occupation

related area. Teacher-coordinators work with students and their supervisors in a hospital or clinic laboratory. The student develops competency and improved self confidence in the laboratory workplace.

- 16 week clinical rotation, minimum of 25 hrs/wk at a local clinical laboratory. See syllabus for details.
- Student will be evaluated by preceptors on professionalism, technique, knowledge, attendance, punctuality, and overall preparedness. Grade will be determined by preceptor eval, and documents submitted including attendance, student and preceptor evals, and competency checklists.

MLT 299 - Comprehensive review of course work to prepare the student for national certifying examinations, provide a forum for discussion of current issues and technologies in clinical laboratory science, and augment the concurrent clinical experience. Students share their experience in the clinical area through discussion of topics of interest and presentation of case studies. Discussion topics are due at the monthly meetings. Study questions and exams are submitted weekly. See course syllabus for details.

Removal from Clinical Rotation

The PCC clinical coordinator/ Program Director reserve the right to remove from a clinical rotation any student who presents a danger to self or others. Failure to abide by PCC Code of Conduct and or MLT polices may result in a student being removed from the MLT program.

Following is a list of reasons, which constitute clinical performance deficiencies and may become the basis for dismissal. Refer to Student Code of Conduct.. This list is **not intended to be exhaustive**.

1. Failure to achieve a 60% in two attempts on any department examination.
2. Failure to immediately report a testing error to the preceptor and/or responsible personnel.
3. Any verbal communication or any written material that is fraudulent, plagiarized, untruthful, and/or dishonest.
4. Lack of preparation for clinical assignments, adequate theoretical knowledge or practical application and performance laboratory testing or patient care.
5. Violations of principles of confidentiality.
6. Inability to set priorities or handle stress, lack of judgment, continued lack of confidence.
7. Any performance, which could jeopardize life, impedes recovery, or interferes with the maintenance of a patient's current health status. Not preventing or reporting patient injury.
8. Failure to maintain or received required health immunizations, private health insurance.
9. One instance of no call, no show will result in immediate suspension, and may result in removal from the site.

10. Sharing of information pertaining to clinical assignments institutions, co-workers, patients, or colleagues or other unprofessional use of electronic media (phone, computer, face book, twitter, texting etc.)
11. The student is required to disclose any changes in status related to Department of Safety (DPS) clearance to the MLT. Failure to self-disclose will result in termination from the program.
12. Positive urine drug/alcohol screen - See **Section VIII** in this handbook for details
13. Clinical Performance:
 - a. All matters relating to clinical performance will be handled initially through the MLT Program.
 - b. A conference will be held with the student, preceptor, Affiliate and PCC Coordinator or Program Director. If the student is identified through Disabled Student Resource, their specialist can be included in this process.
 - c. Based upon the outcome of the conference, written recommendations(s) may include, but are NOT limited to: warning, increased supervision, temporary exclusion, probation, or dismissal.
 - d. Due process to students is described in the Student Rights and Responsibilities on Pima.edu <https://www.pima.edu/current-students/disabled-student-resources/rights-and-responsibilities.html> .

NOTE: If a student is removed from a clinical rotation for the above or any other negligence, carelessness, nonperformance, neglect, noncompliance, aggression, disrespect, attendance or tardiness issues, or any other cause, the student will not be reassigned to an alternate rotation; will not complete the clinical requirements of the program, and therefore, will not pass the required courses for certification or graduation.

Incident Reports - Corrected Reports (Errors)

Incident reports are utilized in the clinical site when an error or accident has occurred (e.g., incident involving student, patient, staff, visitor, etc). In the event that an accident or error occurs, the student will:

1. Immediately notify the preceptor and / or the affiliate clinical coordinator. The clinical coordinator will notify the MLT program director.
2. Follow hospital protocol regarding corrected reports, injury, etc.
3. Cooperate and assist the clinical coordinator or preceptor in completing the incident report per facility protocol and placing it on the chart in accordance with hospital policy.
4. Forward a copy of the incident to the MLT program director and clinical coordinator. Please include the following:

- a. The precipitating events that led to the incident.
- b. How and why the incident occurred.
- c. How the student intends to avoid this situation in the future.
- d. The commitment from the student to prevent this or similar incidents from happening.

Note:

Student must complete a DEGREE CHECK by the deadline in their last semester to graduate. Failure to do so will delay graduation. Students should monitor their “MyDegreePlan” on Pima.edu on a regular basis.

PIMA COMMUNITY COLLEGE STUDENT SERVICE POLICIES

Pima Community College’s Student Service’s goal is to provide quality and appropriate student support services at the campuses, including student –centered advising, admissions and financial aid processes that support student success. When a process does not go as planned, Pima College provides a route for appeals or complaints.

Student Code of Conduct

<https://www.pima.edu/current-students/code-of-conduct/>

Student Counseling (Career, Success, Personal, On-line Resources)

<https://www.pima.edu/current-students/counseling/index.html>

Financial Appeals Procedure

<https://www.pima.edu/paying-for-school/financial-aid/managing-award/appeals.html>

Parking or Traffic Tickets

<https://www.pima.edu/administrative-services/college-police/docs/ParkingTraffic-Appeals-Procedures.pdf>

College Complaint Process – (Not Faculty or/ Grade Complaint)

<https://www.pima.edu/administrative-services/dispute-resolution/docs/complaint-procedure-dispute-resolution.pdf>

Student Complaint Process (Grades, Faculty, etc.)

<https://www.pima.edu/current-students/complaint-processes/index.html>

PCC Emergency Safety and Security Policies

<https://www.pima.edu/administrative-services/college-police/emergencies.html>

MISCELLANEOUS INFORMATION

Visitors to the MLT Program / Children on Campus

The classroom environment needs to be one in which teaching and learning is conducted at the highest level possible. Visitors to the MLT classroom are limited and must be approved by the MLT program director prior to the visit. In general, friends and family are not allowed in the MLT classroom. The following are guidelines for MLT visitors:

- No children under the age of 18 will be allowed to be present, attend, or participate in MLT activities
 - Exception: College sponsored campus visits, tours, or workshops
- No visitors (children or adults) are allowed in the West Campus testing

- Exception: DSR students with DSR designated assistants
- Volunteers for sample donation can be approved through the MLT program director
 - Requirement: Volunteer must sign a waiver
- New or potential MLT instructors
 - Requirement: Course instructor and MLT program director prior approval
- No requests for visitors to the clinical sites will be approved by the PCC MLT program
 - No Exceptions: Do not ask the site to approve visitors. No visitors!

Graduation Requirements

To graduate from PCC's MLT program, students will not only need to successfully complete all courses required for the program, but must also apply for graduation early in the last semester of the program.

It is the student's responsibility to verify that all requirements in his/her MyDegreePlan are met. While the MLT program director will assist students in this process (submitting an MLT Selective Admissions form, signing completed course substitution forms, providing guidance for course waiver requests, transcript evaluation appeals, etc.) it is the student who must verify that all requests are finalized and documented on the MyDegreePlan. Anything missing on the Plan must be completed prior to the AAS MLT being granted.

There is no cost to apply for graduation. MLT students who successfully complete all requirements will receive an Associate of Applied Science - Medical Laboratory Technician (AAS MLT). Students who do not apply for graduation prior to the semester deadline, or who fail to complete all MLT requirements (including course substitutions) by the end of the semester will not graduate until the following semester. For details, see: <https://www.pima.edu/current-students/graduation/apply-for-graduation.html>

ASCP Certification Examination

Graduates of the PCC MLT program (or any NAACLS accredited MLT program) are qualified to sit for the American Society of Clinical Pathology (ASCP) MLT certification examination. While passing this exam is not required for graduation from Pima College, it is a requirement at most clinical laboratories nationwide.

It is highly recommended that graduates take this exam within one month of completing the program. The current cost of this exam is \$225. Processing of the required paperwork by ASCP can take up to 60 days. For this reason, students are encouraged to apply two months prior to graduation. ASCP will submit the names of applicants to the PCC MLT Program Director. Once the director has approved the applicants, they will be able to select a date and time (within a three month window) to take the exam. Tucson exam location is at the Williams Center near Broadway and Craycroft. Dates and times fill up quickly, especially toward the end of the semester. The exam can also be taken in Phoenix or other US cities.

PCC MLT graduates who have (1) passed the ASCP MLT exam, (2) have a BS and (3) meet the minimum number of chemistry (including biochemistry or organic chemistry) and biology credits are able to take the MLS (Medical Laboratory Scientist – previously MT, Medical Technologist) examination after one year of full time experience (MLS categorical) or two years of full time generalist experience (MLS generalist). Categorical

exams are offered in Hematology, Chemistry, Blood Bank, Microbiology, Molecular Biology, Cytogenics, Histotechnologist, and / or Cytotechnologist. MLS generalist requires experience in blood banking, chemistry, hematology, microbiology, immunology, and urinalysis/body fluids.

ASCP website: <https://www.ascp.org/>

General Certification Information: <https://www.ascp.org/content/board-of-certification/getcertified>

MLT Certification Exam: <https://www.ascp.org/content/board-of-certification/getcertified#tabs-eligibility>

While ASCP is the recommended certification examination, there are other options. Two of these:

- American Medical Technologist (AMT): <http://www.americanmedtech.org/>
- American Association of Bioanalysts (AAB): <http://www.aab.org/aab/default.asp>

Audit of MLT Courses

The MLT program will accept students who wish to audit MLT courses provided there is available space in the class, and the student has adequate background (college courses, clinical experience, etc.). Lab techs who want to update their skill in a specific area, or techs that have been out of the field for a number of years are the usual candidates for requesting to audit an MLT course. Please note the following:

- The student must be approved by the program director and the course instructor(s).
- **The student will not receive credit for the course.**
- The knowledge gained when auditing a course will help to prepare a student for the ASCP exam, **the course alone will not qualify** a student to sit for a certification exam.
- While the student is not required to submit assignments or take exams, the student must be able to keep up with the class in order to not delay the learning of the other students enrolled in the course.

Students from Other MLT Programs

The PCC MLT program is fast paced, very rigorous and has a high standard for the students placed at the limited clinical sites that are available. All MLT programs are different. Course offerings, content and schedules vary program to program. For this reason, no MLT course credits from other programs will be accepted. The PCC MLT program will not place any students who have not successfully completed both semesters of the PCC MLT didactic courses, at any of our affiliated clinical sites for clinical rotation.

Students from other MLT or CLT programs are encouraged to apply for acceptance into PCC's MLT program.

I'M AN MLT! **What's your super power??**





Complete the following form, scan and place a copy in the shared Dropbox folder.

Print Name: _____ Cohort: _____

Medical Laboratory Technician Program – Acknowledgement of Receipt

INITIALS	Student has reviewed each of the following in the MLT Handbook:
	MLT program course requirements
	MLT admission policy
	PCC code of conduct and ethics section
	Requirement for maintaining current health insurance while in the program
	Infection control and safety policy
	Chemical impairment policy and drug screening
	Inability of student to complete the program (W/D/F/Inc. in any course)
	Exposure, Injury or Incident (classroom or clinical site)
	HIPAA, Blood Borne Pathogens, Health statement
	I have had the opportunity to ask questions, as needed, regarding the MLT program, the handbook, or any PCC policy.

Student Signature: _____ Date: _____

When you have reviewed the entire manual, received clarification – as needed, initialed and signed this form: Scan and place a copy in the Dropbox shared folder. Keep this original for your records.