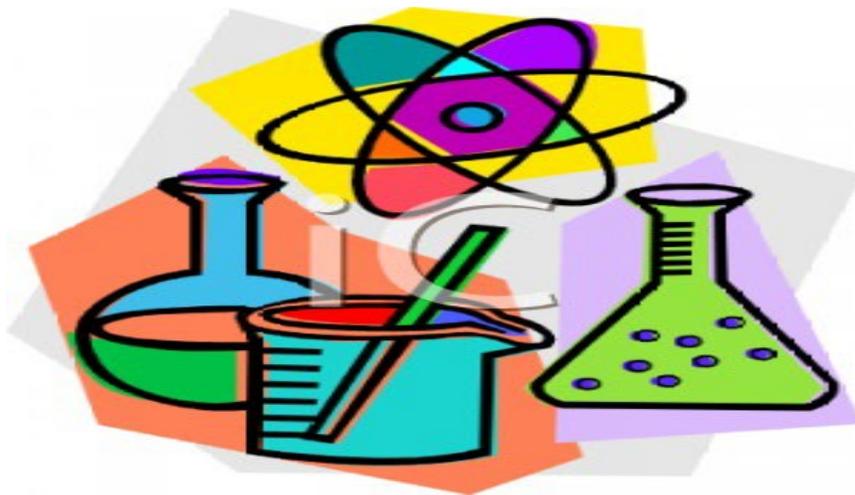


# COFFEYVILLE COMMUNITY COLLEGE MEDICAL TECHNICIAN PROGRAM



**Coffeyville Technical Campus**

**700 Roosevelt**

**Coffeyville, Ks 67337**

**620-252-7550 Ext 13**

Blank Page

|   |       |
|---|-------|
| TABLE OF CONTENTS                                 | 3-4   |
| HANDBOOK  | 5     |
| Equal Opportunity/Nondiscriminatory               | 5-6   |
| OVERVIEW OF COFFEYVILLE COMMUNITY COLLEGE         | 7     |
| ACCREDITATION                                     | 7-8   |
| MISSION STATEMENT                                 | 8     |
| CORE VALUES AND BELIEFS                           | 8     |
| LEARNING OUTCOMES                                 | 9     |
| GOAL  | 9     |
| COMPETENCIES REQUIRED FOR MEDICAL LABORATORY TECH | 10    |
| ESSENTIAL REQUIREMENTS                            | 10    |
| EXPECTATIONS AND RESPONSIBILITIES                 | 12-20 |
| CURRICULAR STRUCTURE AND INSTRUCTION              | 21    |
| PREREQUISITES                                     | 22    |
| MLT CURRICULUM                                    | 22-23 |
| DESCRIPTION OF COURSES                            | 23-26 |
| CLINICAL SITES                                    | 27    |
| TUITION AND FEES                                  | 27    |
| ADDITIONAL EXTERNSHIP COST                        | 28    |
| MLT POLICY FOR REPEATING WORK                     | 28    |
| ADMISSION TO PROGRAM                              | 28    |

|                                   |       |
|-----------------------------------|-------|
| ADVANCED PLACEMENT (AP)           | 29    |
| ACADEMIC ADVISING                 | 29    |
| ACADEMIC INTEGRITY                | 29    |
| GRADING POLICY                    | 30-31 |
| ACADEMIC PROGRESS                 | 31    |
| EXAM MAKEUPS                      | 32    |
| REMEDIAL ACTIONS                  | 32    |
| GRADE DISPUTES                    | 32    |
| AFFIRMATIVE ACTION                | 32    |
| CLASSROOM ETIQUETTE               | 33    |
| STUDENT SAFETY                    | 34-36 |
| CONFIDENTIALITY                   | 37    |
| FINANCIAL AID                     | 37    |
| LIABILITY INSURANCE               | 37    |
| HEALTH REQUIREMENTS               | 37    |
| MEDICAL LABORATORY EXTERNSHIP     | 38-40 |
| SERVICE WORK                      | 40    |
| TEACHOUT PLAN                     | 40    |
| PROBATIONARY STATUS               | 40    |
| RETENTION                         | 41    |
| GRADUATION REQUIREMENTS           | 42    |
| POLICY FOR PLACEMENT OF GRADUATES | 43    |

Coffeyville Community College (CCC) Red Ravens welcomes you to our Medical Laboratory Technician Program. We wish you the best of success as you pursue your career in the MLT field. The program of study will provide you with a variety of learning experiences to prepare you for the amazing role in detection, diagnosis and treatment of disease. Employers want graduates that are competent in not only technical, critical thinking, communications but also problem solvers. More than 70% of all practitioners' treatment plans are based on laboratory findings. If you enjoy science, technology, and producing information from blood, body fluids and tissues, you are in the right program.

It is our goal to help you develop an optimum level of performance and gain entry level competencies. As a graduate of our MLT program you will be able to provide quality healthcare, and work within a healthcare team. You will graduate with an Associate of Applied Science degree and will be eligible to take a national certification exam, upon successful completion of the MLT program. Your degree from CCC is not dependent upon successfully completing a national certification exam.

This handbook will provide you with additional MLT information, but does not in any way replace the CCC official student handbook that may be found on the CCC website. This handbook is not a contract and may be changed at any time.

### **Equal Opportunity Statement and Assurance of Compliance**

#### **(Non-Discrimination Notice)**

Coffeyville Community College is committed to a policy of equal opportunity for all members of the College community. Pursuant to applicable federal and state laws, including Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 and 1975, Equal Pay Act of 1967, Executive Order 11246, Revised Order 4, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Pregnancy Discrimination Act of 1978, The Americans with Disabilities Act of 1990, and the requirements of Title II of the Genetic Information Nondiscrimination Act of 2008, as such laws may be revised or amended, with their respective applicable implementing regulations (collectively, "applicable laws") and to applicable policies of the Board of Regents provides equal opportunity to employees, students, covered contractors and vendors, and applicants

for employment, admission, or contractor or vendor status. The College will act in matters of employment, admissions, programs, services and activities free of prohibited bias with regard to race, color, sex, sexual orientation, national origin, religion, political affiliation, age, marital status, veteran status, ancestry, citizenship status, and status as a disabled veteran or veteran of the Vietnam Era, genetic information and disability.

Equal opportunity for employment, education and educational-related activities shall be extended to all qualified persons. Accordingly, the College will not discriminate in employment, admissions, programs, services, or activities with regard to any position for which the applicant, employee, or student is qualified and will make reasonable accommodation for disabilities. The College provides this certification of equal employment opportunity as a federal fund recipient, contractor, and vendor or supplier to federal contractors and requires like certification from non-exempt vendors, suppliers and sub-contractors.

Programs include, but are not limited to; General Education/Liberal Arts, Allied Health (Certified Nurse Aide, Certified Medication Aide, Home Health Aide), Automotive Service, Collision Repair, Construction, Electrical, Emergency Services Education (EMT/Paramedic), Fire Science, Information Systems, Medical Assisting (Phlebotomy, Medical Coding), Medical Laboratory Technology, Nursing (Licensed Practical Nursing, Registered Nursing), Precision Machining, and Welding. Programs include basic skills instruction, lecture, labs, and clinical/field internship/externship experiences. Coffeyville Community College is an open admission institution; however, the Medical Laboratory Technology, Nursing, and Paramedic programs have required prerequisites and an admission process to be accepted into the program.

The Director of Human Resources, Equal Opportunity Officer/Title IX Officer, will direct the positive efforts of Coffeyville Community College with the support of the Board of Trustees, administration, faculty and staff.

**Contact Information:**

Kelli Bauer  
Director of Human Resources/EOO/Title IX Officer  
Coffeyville Community College  
314 West 10th Street  
Coffeyville, KS 67337  
(620) 252-7180

## OVERVIEW OF COFFEYVILLE COMMUNITY COLLEGE

Coffeyville Community College was established in 1923 and was among the first such institutions to be chartered by the State of Kansas. It was founded at the request of the voters of the Coffeyville school district to provide two years of college for students who, at that time, had graduated from Coffeyville High School.

From the beginning, the College has been advised by the University of Kansas. Together, they developed the various courses and departments at the College. Since that time, the College has maintained a close relationship with the University to provide for effective operation and the transfer of credits.

In 1965, the College became a member of the State System of Public Junior Colleges. The name officially became Coffeyville Community Junior College. Soon after, the voters of the southern one-half of Montgomery County voted to expand the college district to include the entire southern half of the county instead of just Coffeyville. The first Board of College Trustees was elected in 1967 to replace the interim board. In 1980, the College name was officially changed to Coffeyville Community College by an act of the State Legislature.

In July 2001, the Southeast Kansas Area Technical School, with campuses in Coffeyville and Columbus, officially emerged with the Coffeyville Community College. The former southeast Kansas Area Technical School was established in 1941 as the McFarland Trade School, a part of the USD 445 school system. The McFarland Trade School provided training for the war industries around the clock from 1941 to 1944. In 1963, the McFarland Trade School was officially renamed the Southeast Kansas Area Vocational Technical School and by an act of the Kansas Legislature was separated from the local school district.

## ACCREDITATION

Coffeyville Community College is accredited by The Higher Learning Commission and a member of the North Central Association ([www.hlcommission.org](http://www.hlcommission.org), 312-263-0456). The College provides the first two years of college training leading to the Associate in Arts degree, Associate in Applied Science degree, Associate in Science degree, Associate in General Studies degree and Certificates of Completion.

The College is also a member of the American Association of Community Colleges, the Council of North Central Community Colleges, and the Kansas Association of Community Colleges Trustees.

Coffeyville Community College is currently in the process of becoming a NAACLS accredited school for Medical laboratory technician.

## OVERVIEW OF THE PROGRAM

The CCC Medical Laboratory Technician Program will prepare an individual, under the supervision of clinical laboratory scientists/medical technologists, to perform routine medical laboratory procedures and testing; to apply preset strategies to record and analyze data. Including, instruction in general laboratory procedures and skills; laboratory mathematics, communication skills; and the basic principles of hematology, medical microbiology, immunohematology, immunology, clinical chemistry and urinalysis.

## MISSION STATEMENT

Coffeyville Community College is dedicated to identifying and addressing community and area needs, providing accessible, affordable quality education and training, and promoting opportunities for lifelong learning.

## CORE VALUES AND BELIEFS

Values are fundamental to shaping our curriculum. In recognition of this, the MLT program administration and faculty endorses a set of core-shared values that underpin the college and the program philosophy and curriculum framework.

- Pursuit of knowledge and a commitment to the achievement of one's potential.
- Respect for self and others.
- Value diversity because it enriches the whole.
- Value multiple pathways to learning that includes the use of technology.
- Respect and concern for others and their rights.
- Social and civic responsibility.

## LEARNING OUTCOMES

The graduates of the MLT Program of Coffeyville Community College will demonstrate the following outcomes/competencies:

- Demonstrate the entry level competencies necessary to perform routine clinical laboratory tests in all areas of the lab.
- Demonstrate the ability to be responsible for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.
- Demonstrate the ability to apply safety and governmental regulations to maintain compliance in the laboratory.
- Demonstrate the awareness of the responsibility to the profession and the community it serves.
- Understand the need to participate in continuing education activities to remain current with changes in the health care profession, laying the foundation for a lifetime of learning.

## GOALS

- Students will be able to perform routine laboratory procedures encompassing all major areas of the clinical laboratory including hematology, chemistry, immunology, serology, microbiology, and urinalysis and transfusion service at the career level.
- Students will be able to procure laboratory test samples in an efficient and timely manner.
- Students will be able to recognize unexpected results and instrument malfunctions and take appropriate action.
- Students will be able to correlate laboratory findings to common disease processes.
- Students will demonstrate critical thinking and problem-solving skills.
- Students will be able to communicate effectively and understand the need to consult with more experienced team members when necessary and to deliver test information to clinicians in a timely manner.

- Students will comply with safety procedures and ethical standards of practice.
- Students will be accountable and professional when interacting with patients, fellow employees, and other health care providers and the public.
- Students will understand the importance of continuing education and professional awareness.
- Students will be prepared to sit for the Board of Certification exam for Medical Laboratory Technician offered by the American Society of Clinical Pathology (ASCP).

\*\* Granting of the Associate of Science degree in Medical Laboratory Technician is not contingent upon passing any external certification or licensure examination.

### COMPETENCIES REQUIRED OF THE MEDICAL LABORATORY TECHNICIAN

The MLT Program is based on a philosophy of education described as competency-based education. In this system, competencies, abilities, and skills that you must acquire and demonstrate to become an exemplary technician are stated as behavioral objectives. "Medical laboratory technicians are competent in:

1. Collecting, processing, and analyzing biological specimens and other substances.
2. Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated.
3. Performing and monitoring quality control within predetermined limits. o Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate sources for repairs
4. Applying principles of safety.
5. Demonstrating professional conduct and interpersonal communication with patients, laboratory personnel, other health care professionals, and the public.
6. Recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care.
7. Applying basic scientific principles in learning new techniques and procedures.
8. Relating laboratory finding to common disease processes.
9. Establishing and maintaining continuing education as a function of growth and maintenance of professional competence.

(From the Preamble to the Essentials of Accredited Educational Programs for the Clinical Labor Technician/Medical Laboratory Technician, NAACLS, 2010)

## ESSENTIAL REQUIREMENTS

To become a competent Medical Laboratory Technician, you must be able to perform routine medical laboratory procedures, as well as collect the specimens to be analyzed. Development of these competencies requires certain physical capabilities. The following essential functions are the non-academic requirements of the program that you must meet or master to successfully participate in the program and become employable. This list is provided so you will be able to assess your own health and ability to complete the program successfully. You must be able to participate in course work, on and off the College campus, in ways that will not endanger yourself, students, faculty, patients, or others.

### • **Motor Skills and Physical Requirements:**

1. Effectively read written material, numbers and graphs displayed in print and on a video monitor.
2. Perform procedures and manipulate equipment that requires eye-hand coordination including but not limited to medical microscope and pipets.
3. Discriminate color reactions and fine microscopic structural differences.
4. Hear alarms that are used to signal instrument malfunction, fire or other emergencies.
5. Move freely and safely about a laboratory.
6. Reach lab counters, shelves, patients lying in beds and patients seated in specimen collection stations.
7. Tolerate wearing personal protective equipment.
8. Use an electronic keyboard and counter.
9. Characterize the color, odor, clarity and viscosity of biologicals, reagents and chemical reactions.
10. Tolerate lengthy periods of physical activity including standing/sitting.

### • **Communication Requirements:**

1. Read and comprehend technical and professional materials.
2. Follow verbal and written instructions in order to correctly and independently perform lab testing.
3. Clearly instruct patients prior to specimen collections.
4. Effectively communicate with faculty, students and other health care professionals verbally and electronically.

• **Intellectual Requirements:**

1. Be able to comprehend, measure, perform mathematical calculations, reason, integrate, analyze, compare, self-express and self-evaluate.
2. Be able to exercise sufficient judgment to recognize and correct performance deviations.

• **Behavioral Requirements:**

1. Be able to manage the use of time and to prioritize actions to complete tasks within realistic constraints.
2. Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgement.
3. Be able to provide professional and technical services while experiencing the stress of task-related uncertainty (ambiguous test orders, ambient test interpretations), emergent demands (STAT test orders) and a distracting environment (noise, crowding, complex visual stimuli).
4. Be flexible and creative; and adapt to professional and technical change.
5. Recognize potentially hazardous materials, equipment and situations and proceed safely to minimize risk of injury to patients, self and others.
6. Adapt to unpleasant biological
7. Support and promote the activities of fellow students, health care professions.
8. Be honest, compassionate, ethical, self-motivating and responsible. Be able to offer constructive comments and accept them.

## **EXPECTATIONS AND RESPONSIBILITIES**

### **Teaching and Learning**

**You may expect the MLT faculty and staff to:**

- Be knowledgeable about the subject under study and/or direct students to sources of information.
- Use effective teaching approaches, i.e. holding students to high standards of performance, explaining desired outcomes and applying fair and clear articulated evaluation practices.
- Be available for consultation.

**In turn, the MLT faculty and staff expect you to:**

- Be prepared for and attend classes and structured learning activities.
- Participate fully in classroom and online activities.
- Invest the time and effort demanded by course requirements.
- Complete assignments in a timely fashion.
- Behave in a civil, supportive manner toward peers and teachers.
- Strive to apply what you learn in class to your life outside the classroom.

## **Curriculum**

**You may expect the MLT Program to:**

- Offer a curriculum that provides a coherent, intellectual and practical experience.
- Offer learning experiences to develop entry level competencies of the Medical Laboratory Technician.

**In turn, the MLT faculty and staff expect you to:**

- Be willing to research answers to questions on your own.
- Seek advice from faculty and staff who are knowledgeable about specific content areas.
- Accept the written student outcomes and expected results presented in this handbook.
- Use the course syllabi and objectives.

## **Professional Conduct**

### **You may expect the MLT faculty and staff to:**

- Serve as role models for ethical and moral behavior.
- Communicate clearly and fairly apply rules, policies and practices.
- Provide programs, services and facilities as described in the program publications.

### **In turn, MLT faculty and staff expect you to:**

- Distinguish between actions that are consistent with and those which violate principles of professional ethics.
- Behave in a manner consistent with the principles of integrity and ethics.

## **Quality of Institutional Life**

### **You may expect the MLT Program to:**

- Have and support diversity within the student body, faculty and staff consistent with the program's context and educational purpose.
- Treat you with civility, respect, fairness and compassion.
- Guarantee and model free expression through logical and rational conversation.
- Provide a safe learning environment free from harassment.

### **In turn, the MLT faculty and staff expect you to:**

- Treat each other, faculty and staff with civility, respect and compassion.

- Acknowledge the interdependence of the MLT Program and the clinical affiliates and cooperating laboratories and the gift you are receiving from them.
- Take responsibility for your learning and collective welfare.
- Contribute to the quality of life in the program and your community.

### **Professional Behavior**

- In order to demonstrate acceptable professional behavior, you must regularly exhibit the following in the classroom, in the laboratory and in your work:
- Ethical responsibility by demonstrating accountability and responsibility for laboratory testing, reporting and quality control.
- Performing duties in an honest and conscientious manner.
- **Maintaining good attendance and punctuality by:**
- Notifying the instructors of unexpected absence/tardy.
- Requesting advance approval for planned absence/tardy.
- Arriving to class and labs punctually.
- Notifying the instructors when you are not in an assigned area of the lab.
- Using free time effectively.
- Adapt to a changing environment
- Approaching and performing routine tasks confidently.
- Establishing priorities among tasks.
- Demonstrate ability to transfer skills and knowledge from one lab section another.
- Complying with changes in policies and procedures.
- Maintain professional appearance and personal hygiene.
- Use constructive criticism by: responding to suggestions in a positive manner.
- Maintaining a sense of cooperation and team work.
- Cooperate with other personnel by:
- Following directions of program officials and policies.
- Responding to events and situations in a positive manner.
- Respecting opinions of others.

- Assisting others as time permits.
- Keeping work area, supplies, etc. neat, clean and stocked.
  
- **Receive and relate information by:**
- Asking and answering questions in a courteous manner.
- Participating in discussions.
- Listening attentively.
- Writing legibly, neatly and in an organized manner
- Responding appropriately to verbal and written inquires.
- Demonstrating basic computer literacy.
  
- **Demonstrate legal responsibility by:**
- Respecting confidentiality of lab data and instructional content.
- Accurately reporting of quality control data and specimen results.
- Following program and laboratory chain of command.
- Following established policies and procedures for safe lab practice involving equipment, chemicals and biohazards.
- Identify and report potential hazards in the work place to your “supervisor”.

### **CONTRACT on CLASSROOM/LABORATORY BEHAVIOR for MEDICAL LABORATORY TECHNICIANS**

Most students exhibit appropriate behavior in class, but there is some disagreement what “appropriate” behavior is. At times, a consumer culture creeps into the classroom, with students sometimes perceiving faculty as employees hired to serve them. This is not the appropriate comparison -an instructor is not here to give you what you want, but rather to help you obtain what you need. An instructor is more like a physician. Just as any doctor who tells you “everything is fine” so that you’ll be happy (when everything is not fine) should be sued for malpractice, any faculty member who gives you an “A” regardless of your performance or allows anything to happen primarily because that is what will make you happy is doing you and other students a disservice. Learning is a group activity, and the behavior of each person in class in some way or the other affects the learning outcomes of others. If we keep

those thoughts and the following rules in mind, the classroom experience will be a better one for everyone involved.

### **Rules:**

1. Class begins promptly at the beginning of the class period. You should be in your seat and ready to start participating in class at that time. That same rule applies to me-I should be ready at the start of the class which means having the technology operational.

a. Always bring the required supplies and be ready to be actively engaged in the learning process. This communicates preparedness and interest.

b. If you come into class after an assignment has already been returned, please do not ask for your assignment until after the class is over. It is unfair to the other students in class to wait while the instructor searches again for your paper because you weren't there the first time. Just ask for it after class, and I'll be happy to supply it to you.

c. If deciding whether to attend class, please do not ask me if we are covering anything important on that day. The course is carefully planned out; every day is important.

**(Correlation to the laboratory: you will need to be on time and ready to work.)**

2. If you bring a newspaper, magazine or other non-related reading to class, put it away before the start of class. If you sat in a business meeting and read the Wall Street Journal while the boss was outlining a new strategy, you'd likely be fired or demoted. The same standard applies here. In return, I promise to listen when you are talking to me and to treat you with respect. Feet belong on the floor, not the chair in front of you.

**(Correlation to the laboratory: reading non-related material lends a nonprofessional appearance, and there are always the policy and procedure**

**manuals to review and continuing education articles to read. There are many microbes on those shoes.)**

3. Do not study material from other classes during this class, or complete your homework from this class during lecture/activity time. If you feel that you must spend our class time studying or doing homework, please go to the library

**(Correlation to the laboratory: your safety and patient result accuracy demands your full attention)**

4. Turn your cell phone off or to vibrate before the start of class. I will do the same. Texting is distracting to me and others. It is like having another conversation going on during the class. So don't text; I will not either.

5. It is fine to bring a drink or food to a lecture room class, as long as it isn't distracting. However, while in the MLT Lab area no food, drink or gum is allowed. Pick up your trash; you wouldn't visit a friend's house and leave newspapers, cans, bottles and wrappers lying around after you left so please don't do it here.

**(Correlation to the laboratory: for safety and regulatory reasons, you will not be allowed to eat or drink in any laboratory.)**

6. I expect to have your attention for the full class period. This means:

a. Avoid conversations with people sitting around you. Even if you whisper, realize that other people can certainly see you, and it is distracting to them and me.

b. Do not start zipping up your backpack and rustling papers before the end of class period. If one person does it, it seems to trigger others, and makes the last few minutes less than optimal for everyone.

**(Correlation to the laboratory: inattentiveness is always a safety issue.)**

7. If you know that you'll need to leave before class is over, try to sit as close to the door as possible so as to cause the least amount of disruption.

Similarly, if you arrive to class late, just slip in as quietly as possible and take the first available seat you come to.

8. If you are so tired that you cannot keep your head up, you should leave. I realize that environmental factors affect this, including warm rooms, dimmed lights and material that may not be interesting to you. However, laying your head on the desk or sleeping in class is rude, and distracting to others. You could miss critical information. I'll try to make class interesting, but my primary goal is to teach you, not to entertain you.

**(Correlation to the laboratory: missing critical information and directions along with inattentiveness is a safety issue.)**

9. Turn in assignments on time. Earthquake, fire, flood and catastrophic illness are the only reasonable excuses for a late submission. You want me to know who you are for the right reasons.

**(Correlation to the laboratory: results and specimen collections MUST be completed in a timely manner or a patient's health can be impacted.)**

10 . Being courteous in class does not mean that you have to agree with everything that is being said. However, you will rarely get your way with anybody in life by being rude, overly aggressive or just plain hostile. If you disagree with me (or another student) it is a good idea to wait and discuss the situation when we are not upset.

**Correlation to the laboratory: To listen does not mean that you necessarily agree. Common courtesy extends to discussion, listening and accepting correction. Your safety or the patients may depend on it.)**

11. The rules of the syllabus, content of the exams, content of lectures and calculation of the grade you earned are not a starting point for negotiations. While I am always willing to work with students on an individual basis, I cannot negotiate individual terms with each student.

12. Your questions are NOT an imposition-they are welcome and one of the professional highlights of my day. Chances are, if you have a question, someone else is thinking the same thing but is too shy to ask it. Please – ask questions! You’ll learn more, it makes class more interesting and you are helping others learn as well. Please raise your hand if someone else is speaking. It is rude to interrupt, like jumping ahead of someone in line.

**(Correlation to the laboratory: medicine is an evolving science. Questions are necessary.)**

13. If emergencies arise that require an absence from a session, be sure to get the notes and all other information that was covered in class from a colleague you trust.

14. The time to be concerned about your grade is the first fourteen weeks of the course, not the last week.

**(Correlation to the laboratory: the time to be concerned about your job performance and your patient’s welfare is on a continuous basis; not the day before your performance evaluation.)**

**Student**

**Signature** \_\_\_\_\_

\_\_\_\_\_

**Date** \_\_\_\_\_

\_\_\_\_\_

**Student**

**Printed** \_\_\_\_\_

\_\_\_\_\_

Thanks to Dr. John Drea at Western Illinois University for use of this contract. 06/2011

## CURRICULAR STRUCTURE AND INSTRUCTION

The CCC MLT program is a competency based educational system. The competencies, abilities and skills you must acquire and demonstrate to become an exemplary technician are stated as behavioral objectives. The curriculum is composed of general education, basic science, mathematics and clinical laboratory science courses. It includes all major subject areas currently applied in the contemporary clinical laboratory. Behavioral objectives which address cognitive, psychomotor and affective domains are provided for in the didactic and applied (clinical practice) aspects of the program. The course objectives show progression to the level consistent with entry into the profession. The courses offered are completed by going to affiliated clinical facilities. These courses are intended to help you develop basic skills, understand principles and master the procedures involved. The MLT degree seeking student must participate in clinical lab time (200 Hours) as required by the program to successfully complete the courses.

The curriculum addresses:

Methodologies for all major areas currently applied by a modern clinical laboratory, including problem solving and troubleshooting techniques

- Collecting, processing and analyzing biological specimens.
- Laboratory result use in diagnosis and treatment.
- Communication skills (English verbal and written communication skills sufficient to serve the needs of patients and the public).

- Educational methodology (technical training sufficient to orient new employees).
- Quality assessment in the laboratory
- Laboratory safety and regulatory compliance.
- Ethical and professional conduct.
- Significance of continued professional development.

\*Individual course syllabi include course goals and objectives.

The learning experiences are sequenced to develop and support entry level competencies and include instructional materials, presentations, discussions, demonstrations, supervised practice and experience for all students.

## PREREQUISITES

The CCC MLT course requires you to have a degree plan; transcripts will be acceptable for prerequisites that are no more than 5 years old. Courses that are more than 5 years old, or a questionable grade will be tested as to which course is needed and then repeated. Initial enrollment to any English or Math class is dependent upon assessment scores. These assessment tools will allow us to assure you academic success.

## MLT BASED COURSES

### MEDICAL LABORATORY TECHNICIAN CURRICULUM

|   | Credit hour |
|---|-------------|
| MEDA-175 Human Body in Health and Disease or BIOL 203 Anatomy and Physiology (5 cr) ..... | 5           |
| MATH-102 Intermediate Algebra or higher level math .....                                  | 3           |
| ENGL-101 English Composition 1 .....  | 3           |

|  |    |
|--|----|
| SPCH-111 Public Speaking or SPCH 211 Interpersonal and Group communications (3cr)..... | 3  |
| CHEM 101 Fundamentals of Chemistry or CHEM-103 Principles of Chemistry (5cr).....      | 5  |
| BIOL-204 Microbiology.....   | 5  |
| MEDA-128 Phlebotomy Essentials .....   | 4  |
| EMTP-115 Cardiopulmonary Resuscitation (CPR) .....                                     | 1  |
| MLBT-150 MLT Urinalysis and Body Fluids .....  | 3  |
| MLBT-170 MLT Immunology .....  | 3  |
| MLBT-190 MLT Clinical Chemistry.....   | 6  |
| MLBT-210 MLT Hematology/Coagulation.....   | 6  |
| MLBT-230 MLT Immunohematology.....   | 6  |
| MLBT-250 MLT Pathogenic Microbiology .....   | 6  |
| MLBT-270 MLT Clinical Internship I.....  | 4  |
| MLBT-290 MLT Clinical Internship II.....   | 4  |
| TOTAL CREDIT HOURS .....   | 67 |

## DESCRIPTION OF COURSES

**MATH-10 Intermediate Algebra or higher level math.** 3 credit hours. This course is designed to survey the basic topics in algebra which will enable the student to enter a course in college algebra. Prerequisite: A minimum score of 57 on the ACCUPLACER test or credit In Introductory Algebra with a grade C or above.

**MEDA-128 Phlebotomy Essentials.** 3 credit hours. This course offers skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children and infants. Emphasis is on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling,

processing and accessioning. Point of Care Testing (POCT) will also be discussed for waived laboratory procedures.

**SPCH-111 Public speaking credit** 3 credit hours. This is a survey course in communications emphasize platform speaking, public deliberations and critical thinking. The course focuses upon public speaking evaluation and practical application of those experiences. Prerequisite: None

**SPCH-211. Interpersonal and Group communications.** 3 credit hours. This is a survey course in communication emphasizing informal communications skills and strategies. This course further surveys theory and research to interpersonal communication. The course focuses on effectively managing personal and professional relationships. Prerequisites:

**BIOL-204 Microbiology** 5 credit hours. This is a beginning in the study of microorganisms, designed to acquaint the student with various forms of bacteria, fungi, protozoa and algae. Morphology life cycles, metabolism and economic importance of microorganisms are stressed. The course includes three credit hours of lecture and two

**CHEM-103.Principles of Chemistry I** 5 credit hours. This course is designed for science majors, engineers, medically related majors, pharmacy majors, etc. Topics include measurement, atomic theory, periodic properties, formulas, equations, bonding, molecular geometry, solutions stoichiometry, gases, solid and liquids. The course includes three credit hours of lecture and two credit hours of lab. Prerequisite: Intermediate algebra or equivalent.

**CHEM-101. Fundamentals of Chemistry** 5 Credit hours. This course is designed for non-majors in science such as agriculture, nursing and home economics, who need one semester of college chemistry. It will give students the opportunity to master the fundamental principles of chemistry, and basic techniques in the laboratory. The course includes three credit hours of lecture and two credit hours of lab. Prerequisite: One year of high school algebra or one semester of algebra at the college level.

**BIOL-203. Anatomy and physiology.** 5 Credit hours. This course covers the study of the structure and functions of the parts of the body. The course includes three

credit hours of lectures and two credit hours of lab. Prerequisite: General Biology or permission of instructor.

**ENGL-101. English Compositions. I** 3 Credit hours. This course provides review of language mechanics through writing assignments with emphasis on expository and argumentative forms. Prerequisite: A score of 69 or above on the Sentence Skills section of the ACCUPLACER, or fully complete with Written Communications with a grade of C or above

**EMTP-115. Cardiopulmonary Resuscitation (CPR) Health care provider. 1 Credit hour.** This course includes didactic and practical skills components. Students will learn techniques for recognizing and treating foreign body airway obstruction and cardiopulmonary arrest. Students will be tested in both written and practical skills abilities to American Heart Association curriculum for basic life support. Prerequisite: None

**MLBT-150 MLT Urinalysis and Body Fluids.** 3 Credit hours. This course will provide the student with in-depth knowledge of the function of the kidney, urine formation, and the procedures utilized in performing a routine urinalysis and body fluid analysis. Correlation of abnormal findings and disease states will be discussed. Other body fluids included in this course are feces, Seminal fluid, amniotic findings and correlation of this knowledge to disease states will be included in the course material. Co/Prerequisite: Phlebotomy Essentials.

**MLBT-170. MLT Immunology.** 3 Credit hours. An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions and the principles of serologic procedures as well as quality control, quality assurance and safety. Co/Prerequisites: Phlebotomy Essentials & MLT Urinalysis and

**MLBT-190. MLT Clinical Chemistry.** 6 Credit hours. This course will cover the physiology of the body and biochemical reactions that are necessary for a healthy existence. The human condition is evaluated by biochemical shifts in different systems that maintain homeostasis during healthful periods. Basic interpretations of biochemistry and the concentration of enzyme, carbohydrates, lipids, protein, electrolytes, blood gasses, and therapeutic drug monitoring will be discussed. The student will perform routine clinical tests on biological fluids, maintain quality

assurance records and perform preventative maintenance on instrumentation.  
Prerequisite: Fundamental of Chemistry or Principles of Chemistry.

**MLBT-210 Hematology/Coagulation.** 6 Credit hours. This course presents the theory behind hematologic principles including the formation of blood cells, identification of normal and abnormal blood cells as they correlate to disease. Also included is the study of coagulation, the clotting and fibrinolytic mechanisms of the blood. Students will learn the theory and skills required to perform medical laboratory testing in Hematology and coagulation. Prerequisites: Fundamentals of Chemistry or Principles of Chemistry.

**MLBT-230 MLT Immunohematology.** 6 credit hours. A study of the immunology of blood, including those principles and practices that are known collectively as blood banking. An overview of blood component collection and component preparation is presented. Basic concepts of genetics, immunology and anitglobulin testing are included as a foundation for the understanding of the blood group system and antibody detection and identification of techniques in immunohematology.  
Prerequisite: MLT Urinalysis and Body Fluids.

**MLBT- 250 MLT Pathogenic Microbiology.** 6 Credit hours. This course will survey microbiology as it is applicable to a clinical laboratory. Procedures for routine specimen collecting will be discussed and practiced. Normal flora and pathogenic bacteria will be identified by morphology, staining characteristics, growth on selective media, biochemical testing and serological methods. Basic theory in antimicrobial susceptibility testing will be covered. Principles of all tests will be studied. Study of viruses and chlamydia will be limited to the processing and handling of specimens for consultant referral and principles of serological elements will be identified and procedures utilized for proper identification will be discussed. Co/Prerequisite Microbiology.

**MLBT-270 Clinical internship I.** 4 credit hours. Clinical internship will introduce students to onsite clinical laboratory settings. The learning experience will give the student experience in collecting specimens from patients, organization of work to cope with volume and emergency demands. Current and /or semi-automated instrumentation will be used. The student will be introduced to phlebotomy,

urinalysis, hematology, coagulation and serology. Co//Prerequisites: The student must be complete all MLT courses prior to Clinical Internship I.

**MLTB-290 MLT Clinical Internship II** 4 Credit hours. Clinical internship II will introduce the student to on-site clinical laboratory setting. The learning experience will give the student experience in collecting specimens from patients, organization of work to cope with both volume and emergency demands. Current automated and /or semi-automated instrumentation will be used. The student will be introduced to Blood Bank, Chemistry, Microbiology, Parasitology, mycology and virology.

Co/prerequisites: The student must complete all MLT Courses prior to Clinical Internship II.

**CLINICAL SITES:** Current clinical sites include Labette Health, Parsons, KS, Coffeyville Regional Medical Center, Coffeyville, KS, Neosho Regional Memorial Hospital, Chanute, KS, and Ascension Jane Philips Medical Center, Bartlesville, OK. As the need arises more clinical sites will be added in the future. For now, these clinical sites fit the needs of our current student load.

## TUITION AND FEES

| Course Number | Course Name            | Credit Hour | Tuition | Fees   |
|---------------|------------------------|-------------|---------|--------|
|               | Medical Professional   |             |         |        |
| MEDA-100      | Issues                 | 2           | \$ 170  | \$ 50  |
| MATH-102      | Intermediate Algebra   | 3           | \$ 255  | \$ 0   |
| MEDA-128      | Phlebotomy Essential   | 3           | \$ 255  | \$ 250 |
| SPCH-111      | Public Speaking @      | 3           | \$ 255  | \$ 0   |
|               | Interpersonal & Group  |             |         |        |
| SPCH-211      | Communications@        | 3           | \$ 255  | \$ 0   |
| BIOL-204      | Microbiology           | 5           | \$ 425  | \$ 25  |
| ENGL-102      | English Composition I  | 3           | \$ 255  | \$ 0   |
|               | Cardiopulmonary        |             |         |        |
| EMPT-115      | Resuscitation (CPR)    | 1           | \$ 85   | \$25   |
|               | MLT Urinalysis and     |             |         |        |
| MLBT-150      | Body Fluids            | 3           | \$ 255  | \$100  |
| MLBT-170      | MLT Immunology         | 3           | \$ 255  | \$ 50  |
| MLBT-190      | MLT Clinical chemistry | 6           | \$ 510  | \$ 200 |
| MLBT-210      | MLT                    | 6           | \$ 510  | \$ 200 |

|                   |                               |   |        |        |
|-------------------|-------------------------------|---|--------|--------|
|                   | Hematology/Coagulation<br>MLT |   |        |        |
| MLBT-230          | Immunochemistry               | 6 | \$ 510 | \$ 100 |
|                   | MLT Pathogenic                |   |        |        |
| MLBT-250          | Microbiology                  | 6 | \$ 510 | \$ 100 |
| MLBT-270          | Clinical Internship I         | 4 | \$ 340 | \$200  |
| MLTB-290          | Clinical Internship II        | 4 | \$340  | \$ 100 |
| Total for MLT     |                               |   |        |        |
| @ One or<br>other |                               |   | \$5185 | \$1400 |

Estimated Expenses/General Costs are subject to change. For current information, refer to the Bulletin of Classes.

#### ADDITIONAL EXTERNSHIP COSTS

Personal medical insurance, current immunizations, current physical exam and a background check. Driving to and from the externship site. As these are additional expenses incurred for the externship, please begin to plan for these expenditures prior

to the externship. Course work must be completed as to the degree plan that the students and the MLT advisor established. Deviating from the plan could result in not graduating in a timely manner and could affect Federal Financial Aid.

### MEDICAL LABORATORY TECHNICIAN PROGRAM POLICY FOR REPEATING COURSE WORK

Students are permitted to re-take any program course one time. Students are responsible for all tuition, lab fees, supply and material costs, and book/workbook charges associated with the repeated course. Students will be required to purchase any workbook or workbook/text associated with the individual course. Student's workbook assignments must be submitted on original workbook pages. No assignments will be accepted for grading that are reproductions of previous work, written on notebook pages or photocopied.

### ADMISSION TO THE PROGRAM

To seek admission to the program student must fill out a college application that can be found on the website: [www.coffeyville.edu](http://www.coffeyville.edu) or you may obtain a copy from any admissions adviser. The student must then make an appointment to interview with the Medical Laboratory Technician Instructor at the following number 620-252-7550 Ext 13.

-If you are entering college for the first time without ACT, SAT or COMPAS scores, you must take an assessment exam. It is free of charge and is scheduled by contacting the Testing Center.

-Please review the Coffeyville Community College procedure for general college application process. The program accepts admissions in the fall.

### ADVANCED PLACEMENT (AP)

CCC will accept Advanced Placement (AP) scores for college credit in most subject areas. A student may receive credit for courses with an AP score of 3, 4 or 5. No credit will be awarded for scores below a 3. Students must provide official documentation of AP scores to the Registrar's Office and request the scores be placed on the student's official transcript. Students may be required to validate AP scores

upon transfer to a four-year institution. To receive College credit, the student will be responsible for payment of tuition and fees for the respective course(s) transcript by CCC.

### ACADEMIC ADVISING

The program instructor or the program director serves as your academic advisor. You should consult at least once each semester with your advisor to review your progress toward graduation and choose a schedule that will meet your needs. Each semester, a designated “advisement day” is scheduled for enrollment purposes. Please be aware of those dates as well as payment deadlines. Failure to “finalize” with the business office within the designated time frame may result in being dropped from enrolled classes. It is your responsibility to successfully complete all courses required for the program.

### ACADEMIC INTEGRITY

Your performance reflecting honest and reliable behavior is vital for professional ethics and success on the job as well as for accurate assessment of student competencies. High standards are required for safe healthcare practices, and it is important that these high standards are maintained in the Medical Assisting Program.

#### **Examples of unacceptable behaviors include, but are not limited to:**

- Consultation of textbooks, library materials, or notes in examination where such materials are not to be used during the test
- Use of “crib sheets” or other hidden notes in such an examination
- Looking at another student’s test paper to copy strategies or answers or allowing another to do so
- Possessing a confederate supply of questions or answers for any assignment or examination
- Deliberate falsification of any graded activity
- Collaboration with others except where such collaboration is permitted or encouraged

- Submission of previously-graded work for a new assignment (without instructor's consent)
- Use of documents obtained from internet sources designed to encourage dishonesty and which are not the immediate result of the student's own academic effort
- Continuing work on an examination or assignment after the allocated time has elapsed
- Plagiarism defined as taking of another person's intellectual work and using it as one's own

**Related Academic Sanctions:**

- Academic misconduct will be addressed on a "case by case" basis. Specific sanctions include, but are not limited to, the following:
  - Verbal warning/No grade-related action
  - F on the assignment/quiz/examination
  - F in the course with or without prohibition of future enrollment in classes taught by the instructor
  - Repeated offenses will result in dismissal from the Medical Assisting Program.
  - Recommendation for administrative academic sanction(s)

**GRADING POLICY****SCALE**

The grading scale for Medical Laboratory Technician Students is A, B, C, D, and F. An "I" (Incomplete) grade is assigned by the instructor who has given the student permission to delay completion of specific coursework for a justifiable reason for a specific amount of time. "WD" (official Withdrawal), are requested by the student and cannot be assigned by the instructor. A grade of F indicates the student's failure to complete or comprehend the coursework.

**Letter Grade Performance Level**

|   |         |
|---|---------|
| A | 90-100% |
| B | 80-89%  |
| C | 70-79%  |
| D | 60-69%  |

F less than 60%

A 70% is required to pass any of the above classes.

General education classes must be passed with a C or Better to be accepted toward the MLT program.

Affective and Psychomotor activities will be graded on a scale of 100. A minimum score of 85% must be obtained for completion of that skill. All required skills are assessed and graded. All CAAHEP Affective and Psychomotor competencies must be passed with 85% or better.

## ACADEMIC PROGRESS

To graduate, all courses must be successfully awarded credit by the institution. More specific grade and percentage equivalents can be found in the individual course syllabi. Specific assignments, tests, activities and points for each course will be also contained in each course syllabus. Course withdrawals: You are encouraged to monitor your academic progress each semester and note the college's deadline for dropping a course.

## INCOMPLETES

A student who fails to complete all requirements of a course by the end of the assigned term may request, and by consent of his/her instructor, be awarded an incomplete ("I"). Incomplete grades will not be allowed without a minimum of 75% of the class work completed at the time the incomplete is given. Course work receiving an "I" will be entered on the student's transcript. The student and the instructor shall agree upon a date by which the course shall be completed. The maximum time permitted a student to complete such work shall not exceed one (1) semester following the termination of that course. However, such date shall not exceed 12 months/one year from the termination of that course. A written contract as prescribed by the College shall be completed by the student and the instructor. Failure to complete the course within the allowed time period shall result in the instructor converting the "I" grade to an "F". It is the responsibility of the instructor to submit a Change of Grade form with ten (10) days after the allotted time for completion of the work, which will authorize the Registrar to make the grade change.

## EXAM MAKEUP

MLT exams are to be taken as scheduled by the instructor.

## REMEDIAL ACTIONS

If you score less than 70% on an exam, at the discretion of the course instructor, you may be required to complete remedial activities.

## GRADE DISPUTES

If a student does not agree with the grade an instructor assigned in a given course, the student should contact the instructor. If the instructor and the student are unable to reach an agreement, the student may present his/her argument to the Vice President for review. Grade disputes are handled based on Coffeyville Community College policy.

## AFFIRMATIVE ACTION

It is expected that you arrive on time for scheduled activities. If tardiness or absences occur, it is your responsibility to contact the instructor by email and/or see the instructor for the missed content, handouts, announcements and instructions that were given in class during the absence. You are strongly encouraged to attend as much as possible to enhance learning. Attendance for lab and hands-on practice is mandatory to learn specific skills and attain competency. The on-line courses do not require attendance; however, self-discipline in “at home attendance” is necessary. Monitor your time and progress and alert instructors early if a problem is developing. Each course within the program has attendance policies stated in the syllabus for reference.

## CLASSROOM ETIQUETTE

No cell phones are allowed in the classroom unless they are on vibrate. Use of the phone, unless during break time, is discouraged. If you must take/make a call, please step out of the classroom for a brief period only.

No photographs or videos will be taken on the phone unless authorized by the instructor of that class. Texting is not allowed. Cell phones or books may not be used during an exam, unless told differently. The instructor reserves the right to ask students to not bring phones to class.

The presence of classroom decorum enhances the cooperation that is needed in order for learning to occur effectively. You must be able to focus your attention and thinking without interruption.

Unacceptable behaviors include, but are not limited to:

- Behavior that interferes with exams, lectures, classroom discussions or guest speakers
- Feet or head on table
- Smokeless tobacco in mouth
- Using abusive or profane language
- Chronic inattention

At the discretion of the faculty, you may be asked to leave class for the day if your behavior is inappropriate. Habitual unacceptable behaviors will be cause for review of your status in the program.

Assist in keeping the classroom areas clean and neat. Return items, pick up trash, etc. This is similar to what will be expected in the work area (i.e. cleaning the exam room, disposing of trash appropriately).

## RECORD OF COUNSELING

A record of counseling will document issues and circumstance of a certain issue, behavior, attendance and or grades. A record of counsel may happen at any time in the course of study. A record of counseling does not necessarily mean dismissal from the program. Any instructor/staff member may request a record of counseling.

## STUDENT SAFETY

General laboratory safety is required due to the nature of the potentially hazardous materials and situations. You will be reminded of the need to practice the safety

techniques you will be taught, throughout the curriculum. All laboratories require safety as a priority. You will adhere to the prescribed safety guidelines whenever you are in any medical laboratory. Violations of laboratory safe practices may cause you to be suspended or dismissed from the class/program. If you have any concerns about your safety at your clinical affiliate, discuss them with your site instructor/coordinator

In order to provide a safe and nurturing educational environment, student safety is of the utmost importance. The following requirements regarding student safety are to be followed:

### *General Safety*

- A. All students' psychomotor performance will be overseen by the instructor, faculty, and staff.
- B. Each student will address any problem or concern that he/she may have regarding his/her safety immediately to the individual directly involved with the training at hand.
- C. All students will perform with normal regard for personal safety as well as the safety of patients and others involved with the patient's care.
- D. At NO TIME will the student perform any action that he/she and/or the instructor deems unsafe or that the student/instructor feels is inappropriate action for the student to take.
- E. Any student who has an infectious disease (common cold, hepatitis, etc.) will not be allowed to participate in practical skill stations. These students will be expected to attend class as appropriate to medical conditions and observe others in the practical stations. The student will make up practical time at the discretion of the instructor, faculty and staff. The students will be held responsible for the instruction and will be expected to practice on their own time to maintain skill levels of the class at that time.
- F. Any disease that requires the student to miss three (3) or more classes will be required to have a medical release by a physician before being allowed to return to class. This does not excuse the student from the absentee policy.

- G. Any student with a history of chronic health problems, pregnancy, recent surgery or back injury will be required to present a medical release from their physician. The instructor has the option at all times to request a release at his/her discretion.
- H. Any time a student suffers an injury while functioning as a student, the student will immediately report the occurrence to the instructor who will in turn make an immediate incident report to the Program Director. A written incident report will be filed with the Program Director within 48 hours of occurrence.

#### PATIENTS WITH INFECTIOUS DISEASE(S)

- I. A patient with an infectious disease, or who is suspected by the admitting physician of having such an illness, is entitled to receive quality care. The clinical affiliate will provide appropriate arrangements for isolation and other precautionary measures.
- J. Students will follow all precautionary measures as deemed necessary by the clinical affiliate.
- K. Students with special health problems or needs who are assigned to work with patients having infectious diseases have the responsibility for discussing the issue with program faculty and/or staff and or providing such medical history or information as requested of him/her.

#### STUDENTS WITH INFECTIOUS DISEASE(S)

- 1. Students are expected to advise their instructor, the Program Director, or the Executive Vice President that he/she has been diagnosed as having an infection disease (AIDS, Tuberculosis, Infectious Hepatitis, etc.). The student shall be put on medical leave of absence pending a physician's statement regarding two factors:
  - A. The vulnerability of the student to a secondary infection from being in a health care institution.
  - B. The potential for infection of others by the student in his/her present medical state.
- 3. When it is determined that the student is able to continue, but has an infectious disease, one or more of the following will take place.

4. The student will not be allowed to continue the course work in a patient contact area, if the student and/or the patient must be protected.
5. If more than 10% of the total hours in the current module are missed, the student will be dropped from the program. The instructor-coordinator will determine the extent of credit for course work completed.
6. If the student is currently assigned in a non-patient contact area, such as the classroom, and the Program Director allows, the student may be allowed to return to class.
7. N. Upon termination of the medical leave of absence, the student will be allowed to resume his/her course work in mode or manner approved by the instructor and program director.

#### PRACTICAL SKILLS/TECHNIQUES TRAINING AND SAFETY

1. Due to the nature of the training, it is imperative that all students maintain a high personal hygiene habits at all times.
2. While performing such skills as are deemed invasive all students at all times will do such under the direct supervision of the staff and/or faculty of the MLT Program. Both student and supervisor will strictly adhere to appropriate safety measures while working with invasive techniques. Failure to comply will result in automatic student disciplinary action and automatic termination of supervisor.
3. Any student involved in an accidental “sharp” incident will be reported in writing to Program Director within 48 hours of occurrence.
4. Practical skills will be evaluated in accordance to the programs competencies.

#### CONFIDENTIALY

As a healthcare provider, you are legally and ethically committed to maintain a nonjudgmental attitude, to be honest and to protect the confidentiality and right to privacy of the patient. Patients often confide highly personal information, trusting you not to divulge the information carelessly.

## FINANCIAL AID

There are a number of loans and grants available for students. The application, the requirements and the qualifications for the various types may be obtained from the Financial Aid Office on the CCC main campus. Phone: (620)251-7700. For additional information, go to the CCC website [www.coffeyville.edu](http://www.coffeyville.edu)

## LIABILITY INSURANCE

While enrolled in the Medical Laboratory Technician Program, you will be covered by group liability insurance while performing duties during the clinical externship. This is arranged by the College and is covered by student fees.

## HEALTH REQUIREMENTS

Prior to the beginning of the clinical externship, you need to show proof of the following:

- Student Health Insurance: Students are responsible for their own medical expenses. If it is necessary for you to receive medical care of any kind, you will be responsible for charges incurred.
- Immunizations required include: diphtheria-tetanus, MMR (or current titer), a negative tuberculin test or chest X-ray completed within one year, and the hepatitis B vaccine series (or sign a waiver). A copy of shot records. Titers of all vaccinations may be required.
- Background check.
- Urine Drug Screen

## MEDICAL LABORATORY TECHNICIAN EXTERNSHIP

Externship sites are contacted and evaluated by the MLT Instructor. The instructor is responsible for adequately interviewing each site for possible inclusion in the student externship experience. Safety and adherence to

standards and guidelines of the Medical Laboratory Technician Program will be assessed in the interview process. If the site is chosen as a possible externship site they will be given the Clinical Agreement Contract and Clinical site fact sheet to fill out and return. The contract must be signed by the appropriate clinical personnel, the Medical Laboratory Technician Instructor, and the Vice President for Innovation and Business Initiatives. One original will be sent to the externship site and one copy will be filed in the program files.

Externship site Mentors must participate in the orientation provided by Coffeyville Community College prior to student participation. The externship site will be provided with general student participation guidelines and copies of all student material.

Students will be given an externship handbook which will include the following:

- Externship evaluation of student
- Student Externship Guidelines
- Student Self Evaluation

Each student will be evaluated by the externship site using the externship evaluation of student, student self-evaluation and the clinical log that is turned in to the practicum coordinator on a weekly basis.

All policies outlined in the MLT handbook and externship policies must be adhered to at all times. Failure to do so could result in failure of the course.

The Medical Laboratory Technician Externship is a valuable part of your education. You will spend 800 clock hours in an ambulatory health site. This Externship is NON-PAID. Participation is mandatory to complete the MLT Curriculum. Participation is defined as “actively engaging in the day-to-day procedures performed in the practicum clinical assignment.” Completion of a minimum number of clinical practicum hours, where the student has actively participated in externship, is required. Failure to complete the required number of clinical practicum hours (participation less than 90%) within the confines of the course schedule, will result in student's inability to complete the Medical Laboratory Technician Program until all time, course requirements and competencies have been met. **Make-up hours are scheduled by CCC faculty and not by students. Make-up for practicum clinical hours is**

**scheduled according to faculty and clinical site availability.** Students participating in less than 80% of the scheduled clinical hours will receive an “F” for Externship/Practicum and will be required to re-enroll in MLBT 270 and MLBT 290 Externship/Practicum at its next offering.

All fees associated with MLBT 270 & 290 Externship/Practicum will be the student’s responsibility. The successful completion of MLBT 270 & 290 Externship, as well as all other course work and competencies are required to graduate from the CCC Medical Laboratory Technician Program. Individual time concerns will be addressed on a need-by-need basis.

Students are required to call the clinical site and the Clinical Faculty before any absence. Failure to call the clinical site and Clinical Faculty to report an absence will result in the number of hours missed to be made up..

Students that leave the practicum site for purposes other than lunch, without notifying the CCC faculty will be placed on program probation.

Students are evaluated by CCC faculty and clinical mentors at the completion of each rotation. Students are advised daily of faculty and clinical mentor concerns, if the student is presented a Statement of Concern a Plan of Assistance will be agreed upon by student and Program Instructor, providing ample time for a correction of behavior or improvement of skills.

**Students that receive an evaluation scored less than “70%” for the first rotation may not be scheduled for the 2nd rotation.**

All Clinical Paperwork must be turned in periodically as assigned by the Practicum coordinator.

In the event of an externship site imminent closing or decision not to take students, students will be allowed to finish their rotation. No other students will be allowed to start.

## EXTERNSHIP SITE

Wear the complete and correct uniform:

- A. Approved MLT scrubs, Clean pressed scrubs.
- B. Hair secured back from face.

- C. One small pair of earring per ear will be allowed. NO other visible body piercing (example: nose, lip, tongue, eyebrow, or numerous piercing of the ears.)
- D. Perfumes and colognes need to be used in moderation.
- E. Nails are to be finger-tip length with clear, pale or no polish. No Acrylic Nails
- F. All tattoos must be covered.
- G. No unnatural hair color is allowed.
- H. Undergarments must be worn.

### SERVICE WORK POLICY

Service work is work which students may be able to perform after they have shown proficiency in a specified area. As part of your clinical experience you may perform procedures, run instruments, or man a work station. However, you are to be working under the supervision of a clinical instructor, and at all times during clinical practice, any laboratory reports you complete must be co-signed.

Students are not to be substituted for regular staff. However, the student may seek employment by the laboratory to which you are assigned for Clinical Practice. The affiliation agreement by the laboratory states that: The “Students rights to secure employment in their free time shall be the same as the rights of other students to secure voluntary employment.”

### TEACHOUT

In the event of the program closing CCC MLT instructor will assist the student in contacting, enrolling and placement in an acceptable MLT program. A decision to close an educational program, externship site, or the entire institution requires thoughtful planning and careful consultation with all affected constituencies. Every effort should be devoted to informing each constituency as fully as possible about the conditions compelling consideration of a decision of such importance, and all available information should be shared. As much as possible, the determination to close a program, externship site, or the institution should be made through a consultative process and only after alternatives have been considered, but responsibility for the final decision to close rests with the institution’s governing board. Because the immediate interests of current students and faculty are most directly affected, their present and future prospects require especially sensitive and timely attention and involvement. If an institution decides to close an educational program, externship site, or the entire institution, it must consider the following options:

1. The institution teaches out currently enrolled students; no longer admits students to programs; and terminates the program, the operations of a site or a branch campus, or the operations of an institution after students have graduated. The institution must submit to the Commission a teach-out plan for approval.

2. If the institution enters into a contractual teach-out agreement for another institution to teach out educational programs or program, the teach-out agreement requires NAACLS approval within thirty days of notice of program closure. When the decision is made to close an educational program, the institution must make a good faith effort to assist affected students, so that they experience a minimal amount of disruption in the pursuit of their course of study. In all cases, individuals should be notified of the decision to close a program as soon as possible so that they can make appropriate plans. Students who have not completed their programs should be advised by faculty regarding suitable options including transfer to comparable programs.

## PROBATIONARY STATUS

You may be placed on probationary status for the following reasons:

- Despite continued attempts to satisfactorily complete competency checklist demonstrations, is not able to safely perform the skill
- Breach of HIPAA regulation
- Poor performance on the internship evaluation
- Exhibit behaviors that could be interpreted as sexual harassment
- Significant breach of academic integrity

Any of the above will result in suspension or dismissal from the program. Suspension is a temporary removal from the program. Dismissal from the program is removal from the program.

## RETENTION

To remain in good standing once enrolled in Medical Laboratory Technician courses, the student must:

1. Adhere to all Coffeyville Community College, MLT program department and clinical affiliate policies.
2. Maintain a 2.0 GPA or better in each MLT course.
3. Satisfactorily complete the theory, clinical, and/or skills requirements of each MLT courses.
4. Submit to the MLT instructor written evidence, on the appropriate form, of a physical examination within the past six months showing the applicant is in good physical health and possesses no physical disabilities which would impede the applicant's ability to fulfill the functions and responsibilities of the Medical Laboratory Technician, passes the required drug screen as specified in the CCC drug screen policy, and has the required immunizations. Any limitations in the individual's ability to perform adequately will require additional documentation.
5. Exhibit safe clinical behavior.
6. Demonstrate professional, ethical, and legal conduct.
7. Maintain CPR certification.
8. Students must complete the Coffeyville Community College required background check and must assume associated costs.
9. Assessment of Retention of students will be conducted starting the fourth semester of course work.

## GRADUATION REQUIREMENTS

The student must complete 67 semester hours with a grade point average of 2.00 or above. Each student must complete all affective and psychomotor competencies required by NAACLS with an 85% or higher score. Each student must complete all hours of Externship with satisfactory skills requirements.

## POLICY FOR PLACEMENT OF GRADUATES

Coffeyville Community College does not have a placement policy. It is the hope of the college that the student will obtain experience and contacts through the Medical Laboratory Technician Externship.

