



Medical Laboratory Technician Program
Louisiana Delta Community College Student Handbook
7500 Millhaven Avenue
Monroe, LA 71203

August 2026

Dear Medical Laboratory Technician Student:

Welcome to the Medical Laboratory Technician (MLT) Program at Louisiana Delta Community College. It is a joy to have you join this cohort of talented and committed students embarking on the journey to become the next generation of medical lab professionals.

Our faculty and staff are committed to providing you with a quality education. During your time here, it is our hope that you will rise to the occasion of growth and learning experiences. By working your hardest and putting your best foot forward in the classroom and in clinicals, we believe you will be successful in becoming a graduate of this program.

We wish you all the best and success in your education here at LDCC!

Sincerely,

Jessica Fuller

MLT Program Director

Introduction

The Medical Lab Technician student handbook is intended to provide students with the basic information and policies used in the classroom, lab, and clinical sites. Please read this handbook carefully and ask your instructor or program director for clarification of any policies or procedures that are unclear to you. The MLT program reserves the right to adjust the handbook without prior notice. Students will receive revisions as they occur. Students will be required to acknowledge they have received this handbook and are aware of the policies within it.

Non-discrimination Statement

It is the policy of Louisiana Delta Community College not to discriminate based on race, color, religion, sexual orientation, national origin, age, political belief, disability, marital status, or veteran's status in admission to or participation in, its programs and activities as set forth in compliance with federal and state statutes and regulations. Louisiana Delta Community College does not discriminate in its hiring or employment practices.

Louisiana Delta Community College will provide reasonable special services and accommodations for students with learning or physical disabilities. Students desiring to self-identify may complete a Special Needs Assessment Form, which can be obtained in the Department of Student Success Services. Refer to LDCC Student Handbook .

Any persons having inquiries concerning Louisiana Delta Community College compliance with Title II (28 CFR 35.106), Title VI (34 CFR 100.6 (d)), Title IX (34 CFR 106.9), and/or Section 504 (34 CFR 104.8) or Age Discrimination Act (34 CFR 110.25) may contact:

Alvina C. Thomas, Dean of Student Success Services Title IX Coordinator Monroe Campus (318) 345-9145
athomas@ladelta.edu

Kendra Hough, Executive Director of Human Resources Co -Title IX Coordinator Monroe Campus (318) 318-345-9187 khough@ladelta.edu

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College Mission Statement

Louisiana Delta Community College provides accessible and affordable high-quality education and training to the individuals, families, and communities of Northeast Louisiana to drive regional economic stability, wellness, and wealth.

Medical Laboratory Technician Program Mission Statement

The Medical Lab Technician program at Louisiana Delta Community College is dedicated to preparing compassionate and skilled professionals who play a crucial role in healthcare delivery. Our mission is to provide comprehensive education and hands-on training that equips students with the knowledge, technical proficiency, and ethical grounding necessary to excel in clinical laboratory settings.

Through rigorous coursework and practical experience, we foster a learning environment that emphasizes critical thinking, problem-solving, and effective communication. Our program is committed to cultivating a deep understanding of laboratory procedures, diagnostic techniques, and quality assurance practices essential for accurate patient diagnosis and treatment.

Program Description

The Associate's Degree of Applied Science - Medical Laboratory Technician program is a five-semester program which includes classroom instruction, supervised clinical activities, and other opportunities for students to engage in the community at large. The program is currently seeking accreditation through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018, phone (713) 714-8880, website: www.naacls.org.

Once the MLT program achieves "serious applicant" status as designated by NAACLS, students will be eligible to apply to take the Medical Laboratory Technician licensure exam administered by the American Society of Clinical Pathology (ASCP).

All medical laboratory professionals are encouraged to actively participate in national professional organizations such as the American Society for Clinical Laboratory Science (ASCLS) and the American Society for Clinical Pathology (ASCP). These organizations provide valuable opportunities to build professional relationships, foster collaboration, and stay engaged with advancements in the field.

As a note: The completion of the associate's degree of applied science in medical laboratory technician does not automatically qualify students to sit for the ASCP exam. To enhance their chances of success, students are encouraged to join ASCP as free student members and utilize available review materials. This supports ongoing professional development and ensures they stay updated on professional conduct principles and practices.

Description of the Medical Laboratory Science Profession

The medical laboratory professional is qualified by academic and applied science education to provide service in medical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical laboratory professionals perform, evaluate, correlate, and assure accuracy and validity of laboratory information; and collaborate in the diagnosis and treatment of patients. The medical laboratory professional has diverse and multi-level functions in the areas of collecting, processing, and analyzing biological specimens, principles and methodologies, performance of assays, problem solving, troubleshooting techniques, significance of clinical procedures and results, principles and practices of quality assessment, for all major areas practice in the contemporary clinical laboratory.

Medical laboratory professionals practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the stakeholders are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Laboratory professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

Program Goals

- At least 75% of graduates will achieve employer ratings of satisfactory or higher regarding entry-level competency.
- The program will maintain a retention rate of at least 75%.
- The program will maintain an attrition rate not exceeding 25%.
- At least 70% of students admitted to the professional phase of the program will successfully graduate.
- The program will maintain a certification examination pass rate of at least 75%.
- At least 75% of graduates seeking employment will obtain employment in the clinical laboratory profession or a closely related field within one year of graduation.
- At least 75% of graduates responding to surveys will indicate satisfaction with their educational preparation.

- At least 75% of employers responding to surveys will indicate satisfaction with graduate performance.

Student Learning Outcomes

1. Perform routine laboratory testing procedures accurately and efficiently in accordance with established laboratory protocols.
2. Demonstrate competency in Clinical Chemistry, Hematology/Hemostasis, Urinalysis and Body Fluids, Microbiology, Immunology, Immunohematology, and Laboratory Operations.
3. Apply scientific principles, laboratory methodologies, and critical thinking skills to the analysis and interpretation of laboratory data.
4. Recognize and evaluate pre-analytical, analytical, and post-analytical variables that may affect test quality and patient results.
5. Utilize quality control, quality assurance, and quality improvement principles to ensure the accuracy and reliability of laboratory testing.
6. Operate, maintain, and troubleshoot laboratory instrumentation according to established procedures.
7. Adhere to laboratory safety regulations and regulatory requirements while maintaining a safe work environment.
8. Correlate laboratory findings with disease processes and communicate results effectively to healthcare professionals.
9. Utilize laboratory information systems and other technologies for accurate documentation and reporting of patient results.
10. Demonstrate professionalism, ethical conduct, effective communication, teamwork, and a commitment to lifelong learning.

Essential Functions and Technical Standards

Health Sciences programs, including the Medical Laboratory Technician (MLT) Program, establish technical standards and essential functions to ensure that students possess the abilities necessary to fully engage in and succeed within all aspects of the curriculum. Successful completion of the MLT Program—and eventual employment in the field—requires students to meet the following physical, cognitive, and behavioral standards.

Essential functions differ from academic standards. They refer to the fundamental abilities required to safely and effectively complete the educational and clinical components of the program. These standards ensure that each student is equipped to perform essential duties and develop professional attributes expected by program faculty and clinical partners.

Students must be able to meet the following essential functions and technical standards, with or without reasonable accommodation, to be admitted to, continue in, and successfully complete the MLT Program. If you have concerns about your ability to meet any of these requirements, you are encouraged to consult with the MLT Program Director.

Categories and Examples of Essential Functions & Technical Standards

1. Observation

The ability to actively participate in demonstrations, laboratory exercises, and clinical experiences using visual, auditory, and tactile senses.

Examples:

- Observe laboratory demonstrations involving biological materials (e.g., body fluids, cultures, cellular specimens).
- Distinguish colors, depth, and shades accurately.
- Read and interpret data from print and digital sources (e.g., graphs, monitors).
- Recognize and respond to audible cues from individuals and laboratory equipment.

2. Motor Skills

The physical capability to safely and effectively perform technical procedures and navigate clinical environments.

Examples:

- Move freely and safely in lab and patient care settings.
- Reach lab equipment and assist patients in various positions.
- Endure prolonged periods of standing or sitting during procedures.
- Possess manual dexterity to handle instruments and specimens safely.
- Operate laboratory equipment and use a computer for data entry and analysis.

3. Communication

The ability to communicate clearly, respectfully, and effectively in English with instructors, peers, patients, and healthcare team members.

Examples:

- Read and comprehend technical materials and procedural instructions.
- Follow directions and perform lab tasks accurately and independently.
- Provide clear instructions to patients before specimen collection.
- Communicate sensitively and confidentially with patients.
- Interact professionally with faculty, peers, and healthcare professionals using verbal and written formats.
- Prepare reports and written assignments, and complete assessments in various formats.

4. Intellectual and Cognitive Abilities

The capacity to think critically, solve problems, and apply sound judgment in clinical and academic settings.

Examples:

- Demonstrate comprehension, measurement, reasoning, critical thinking, and analysis.
- Perform accurate mathematical calculations related to laboratory procedures.
- Evaluate and adjust performance based on constructive feedback.
- Recognize and correct errors in laboratory practices.

5. Behavioral and Professionalism

The ability to demonstrate the emotional maturity, stability, and professionalism necessary for success in both academic and clinical settings.

Examples:

- Manage demanding academic schedules, clinical responsibilities, and deadlines with efficiency and composure.
- Use time effectively and complete technical tasks within realistic time constraints.
- Perform professional and technical duties under physical and emotional stress, including during times of uncertainty (e.g., unclear test orders or ambiguous results), urgent demands (e.g., STAT testing), or in high-stimulation environments (e.g., noise, crowding, and multiple visual inputs).

- Adapt to evolving clinical practices, procedures, and environments with flexibility.
 - Identify and respond safely to hazardous conditions, materials, and equipment to protect patients, oneself, and others.
 - Support peers and healthcare professionals to foster a collaborative, team-based approach to problem-solving, learning, and patient care.
 - Demonstrate integrity, compassion, accountability, and concern for others. Accept full responsibility for actions and decisions, and be honest and forthright about errors or uncertainties.
 - Evaluate personal performance objectively, accept constructive feedback, and seek opportunities for improvement, including participation in additional educational experiences.
 - Respectfully evaluate the work of peers and provide tactful, constructive feedback when appropriate.
 - Function effectively in diverse environments and interact respectfully with individuals of different ethnic, cultural, social, gender, and educational backgrounds.
 - Exhibit consistent professional behavior, including appropriate dress, hygiene, language, and demeanor in classroom, clinical, and professional settings.
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These essential functions are critical for academic success and clinical competence in the MLT Program. The program is committed to providing reasonable accommodation when appropriate, in accordance with applicable laws and institutional policies.

Admissions

Admission to **Louisiana Delta Community College (LDCC)** does **not** guarantee acceptance into the **Medical Laboratory Technician (MLT) Program**. Admission to the MLT Program is **competitive** and based on a holistic review of the following criteria:

- Educational background
- Previous healthcare experience
- Personal statement
- Interview performance
- Current or prior healthcare certification

To be considered for admission, applicants must meet the following **minimum requirements**:

- High school diploma or GED equivalent
- Acceptance to Louisiana Delta Community College
- Submission of the MLT Program Secondary Application by the published deadline
- Official transcripts from all previous institutions
- ACT or Accuplacer scores
- Required immunizations for clinical site eligibility (including Hepatitis B, MMR, Varicella, Influenza, and COVID-19 as specified by clinical partners)

Upon **conditional acceptance**, students must also:

- Pass a criminal background check
- Submit a negative drug screen

Waitlist and Reapplication Policy

Applicants who meet all admission criteria but are not selected for the current cohort may be placed on a **waitlist**. If a selected candidate forfeits their spot, individuals on the waitlist will be contacted in the order their names appear.

Please note that students who are unable to begin classes during the application year must **reapply** for future consideration.

Admission criteria and requirements are reviewed and may change annually.

Rules and Regulations

Convictions and Arrest: Louisiana Delta Community College requires applicants to undergo background checks conducted as mandated by state law. Failure to disclose criminal records to the college or the Louisiana State Board of Medical Examiners (LSBME) may result in denial of entry or progression in the medical laboratory technology program. Students enrolled in the program must not be under any form of court-ordered supervision related to felony convictions, and any falsification or omission of criminal history could lead to fines and program denial.

Additionally, felony charges incurred during enrollment will result in dismissal from the program and potential ineligibility for reapplication to any other allied health programs. Applicants with felony convictions may face a licensure eligibility hearing before the Board. Any student arrested while in the program must promptly notify the program director and clinical instructor, follow reporting procedures to the LSBME, and may face evaluation by the program administrators regarding program continuation.

Health Policies/Procedures

HIV/HBV Protocol: Students or applicants diagnosed as HIV/HBV positive must inform the Program Director and Dean and the Louisiana State Board of Medical Examiners within 30 days of diagnosis. This notification should be sent in a sealed envelope marked "personal and confidential" addressed to the Executive Director. The information will be treated with strict confidentiality.

Drug Screening

- Students will undergo random drug screenings. Drug screening costs will be assessed in lab fees as apart of tuition.
- A student at Louisiana Delta Community College who tests positive on a drug screen must provide documented proof to both the college and the screening lab from a physician, confirming supervised treatment. Additionally, they must submit a written explanation to the program director detailing the necessity of the medication and affirming their capability to continue in the MLT program physically, mentally, and emotionally. Failure to disclose a prescription before a positive drug screen will result in dismissal from the program.
- Louisiana Delta Community College students are responsible for the cost of additional testing if an initial positive drug test sample requires further analysis.
- Students must provide a medication list before any drug testing, updating it promptly with any changes to the Program Director.
- Positive results for substances such as synthetic street drugs, amphetamines*, barbiturates*, cocaine, marijuana, benzodiazepines*, opiates*, phencyclidines*, Ritalin*, or Adderall* will lead to immediate program dismissal unless a pre-testing letter from a prescribing doctor is provided (*results with a doctor's letter will be reviewed by a Medical Review Officer).
- Illegal drug use results in automatic dismissal from the MLT Program.
- Refusal to undergo drug testing results in dismissal from the MLT Program.
- Attempted tampering of a drug screen specimen is treated as a positive result. Specimens deemed invalid by creatinine and/or specific gravity will be considered positive unless medically justified by a physician.
- The MLT program does not make exceptions for medical marijuana use. While a medical marijuana card serves as a recommendation, it does not exempt students from the consequences of a positive drug screen. Any student who tests positive during a random drug screen, regardless of having a medical marijuana card, will be dismissed from the program.

Student Health & Pregnancy

Students at Louisiana Delta Community College must maintain good physical, mental, and emotional health to enroll and continue studies. Those whose health is unsatisfactory may be required to temporarily

withdraw until improvement allows resumption of coursework. Regular efforts to uphold good health through balanced activities and rest are expected.

Any changes in health must be documented by a physician's statement confirming the student's ability to participate in classroom, lab, or clinical activities, aligning with technical standards. Pregnant students should refer to the MLT Student Handbook for necessary forms, and they must promptly inform instructors or clinical coordinators about pregnancy suspicions. Clinical practices may continue during pregnancy unless advised otherwise by a physician due to laboratory hazards.

Attendance Policy

Students are expected to attend all lecture, lab, and clinical days while in the program in order to meet the learning objectives of the course and the program. The following parameters will be followed in the case of absences.

- The student must inform the instructor prior to the beginning of a class, lab, or clinical that they will be absent. Failure to do this will equal an unexcused absence.
- The student is expected to provide adequate documentation for their absence. Failure to do this will equal an unexcused absence.

The following procedures will be followed for unexcused absences:

1st unexcused absence: Verbal Warning and 10-point deduction for clinicals and zero for lab or class assignments for that day.

2nd unexcused absence: Written counseling with instructor and another 10-point deduction for clinicals, zero for all assignments for class period.

3rd unexcused absence: Meeting with department head and student which could result in dismissal from clinical, lab, or course and potentially dismissal from the MLT program.

Definition of Tardy:

- A student is considered tardy if they arrive between **5 and 10 minutes** after the scheduled start time of class.
- Arriving more than **10 minutes late** will be recorded as **absent** unless the tardiness is due to a documented excuse.

Classroom Access After 10 Minutes:

- The classroom door will be **closed and locked** 10 minutes after the scheduled start time to minimize disruptions.

- Students arriving after this time will not be permitted to enter and will be marked absent for the day.

Impact on Attendance Grade:

- Each tardy will deduct **5 points** (you can specify the amount) from the student's attendance or participation grade.
- Tardies with **documented excuses** (e.g., medical, legal, or transportation-related with proof) will not affect the attendance grade.

Cumulative Tardies:

- Excessive unexcused absences (as outlined in the program's attendance policy) may lead to academic consequences or dismissal from the program.
- After 3 tardies, students will be counseling through the MLT program formal counseling procedure.

Expectations and Communication:

- Students are expected to plan ahead to arrive on time.
- If tardiness is anticipated due to an emergency, students should notify the instructor before the start of class whenever possible.

Professionalism Reminder:

- This policy reflects professional expectations in the workplace, where punctuality and communication are critical to success.

Makeups

Labs and Practicums: These activities cannot be made up. Missing a lab will result in a zero for all lab activities scheduled for that day.

Clinicals: All clinical time must be made up. Up to **three clinical makeup days** will be designated by the program director. There is no provision to makeup more than three days.

Class: Makeup exams will not be given. The final grade may be substituted for the missing exam if it is an excused absence. If unexcused, the exam grade will be recorded as a zero. In the instance of a second offense, missed exams will be recorded as a zero.

Excused absences are the following:

Unexpected personal or immediate family member illness or injury

Military Duty

Death in immediate family (parents, siblings, spouse, grandparents, in-laws, and children)

Involvement in vehicular accident

Jury duty or scheduled court date

All excused absences must be supported by written documentation.

Program Dismissal

A student who commits any of the following may be dismissed from the program:

- Failure to enroll or pay tuition by the enrollment date of the current semester
- Failure to comply with school or program requirements including the submission of documentation necessary for clinical placement
- Violating school policy as it relates to plagiarism; possession, use or sale of drugs; chemical impairment in the school or clinical setting; conduct deemed inappropriate for the clinical site or the classroom such as threats, abusive language, battery, disruptive attitude or cell phone use)
- Falsification of information on an official school or state board document
- Falsification of clinical documentation
- Falsification of patient records
- Unauthorized possession of an exam
- Engaging in actions that disqualify for licensure or certification
- Not meeting behavior expectations outlined in the LDCC Student Handbook or the MLT Student Handbook
- Failing to fulfill assigned clinical duties and responsibilities
- Breaching confidentiality within and outside of clinical settings
- Falling behind in academic progress
- Violating attendance policies
- Leaving clinical or classroom premises without notifying the instructor
- Receiving 3 counseling notices in a single Fall or Spring semester
- Demonstrating blatant disrespect or dishonesty toward instructional staff
- Disregarding clinical site regulations

Unsatisfactory Progression

Students experiencing unsatisfactory academic or clinical progress may be required to meet with instructors for a conference to discuss necessary actions. This includes addressing behavior issues in classroom, lab, or clinical settings. During the conference, a written statement outlining reasons for concern, timeframes, and expectations will be provided to the student. The student might also be asked to

draft a written contract detailing strategies to improve performance. Continued unsatisfactory progress may result in dismissal from the program. Counseling, whether verbal or formal with documented records, will be administered based on student behavior or academic issues, with these records becoming part of the student's permanent file.

Students are expected to maintain a minimum of "C" in all coursework in order to graduate. If a student earns a grade of "D" or "F" in an MLTS related course, the student will be dismissed from the program and will be eligible to reapply for the following cohort.

In order to progress to the clinical practicum portion of the program, students must successfully complete all MLTS courses from Semesters 1–3 with a minimum average of 70% to be admitted into the clinical phase of the program. These courses include Medical Lab Assisting Lecture and Lab, Urinalysis and Body Fluids Lecture and Lab, Hematology Lecture and Lab, Immunology, Clinical Chemistry Lecture and Lab, and Immunohematology and Blood Bank Lecture and Lab.

Classroom Dress Code

Louisiana Delta Community College Medical Lab Technician program embraces the following classroom dress code policy:

- Students must be in black scrubs for all lecture and lab courses with embroidery
- For lab courses, students must wear white embroidered lab coats as well as black scrubs.
- Students must wear minimal jewelry and keep hair groomed neatly.
- Nails must be kept short.
- Shoes must be white and waterproof.
- No headwear unless related to a religious practice.

Insurance

The student assumes financial responsibility for any costs resulting from accidents or injuries that occur either at Louisiana Delta Community College or in clinical settings. While at a clinical facility, students must adhere to the facility's guidelines regarding accidents or injuries. Proof of current health insurance is mandatory for all students participating in clinical activities.

Clinical Facilities

Clinical laboratory practice under the guidance of MLT faculty occurs through official agreements between the school and local healthcare facilities. These agreements are legally binding for MLT students and faculty. Non-compliance with these regulations could lead to the school losing its privileges with the agency, and students found in violation will be dismissed from the MLT program. **Clinical Sites:** Ochsner LSU Health,

Morehouse General Hospital, Monroe Surgical Hospital, Merit Health River Region, St. Francis Hospital Affinity Health Clinic, Trinity Medical, Franklin Medical Center.

Work Service Statement

According to National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) accreditation regulations, students in clinical experience are prohibited from performing service work. All laboratory test results produced by students during clinical hours must be directly supervised by clinical laboratory staff. During clinical hours, students must strictly fulfill their roles as students and not as employees. Service work is defined as independently providing or generating clinical test results on patient samples beyond what is required for educational purposes without direct supervision from clinical staff or supervisors.

Clinical Assignment Expectations

Clinical placements will be completed by the program director and are meant to directly reflect the needs of the MLT program. Each clinical site will have a clinical instructor that must supervise all procedures, testing, and specimen processing.

Clinical General Expectations

1. **Lunch Break:** Students have a 15-minute breakfast/lunch break within an 4-hour clinical shift.
2. **Notification of Leaving:** Students must inform the attending instructor every time they leave the clinical unit. Failure to do so is considered abandonment of patient care.
3. **Prohibited Activities:** Eating, smoking, vaping, and chewing gum are not allowed on clinical units.
4. **Personal Belongings:** Students should avoid bringing purses or large sums of money unless they can be secured at the facility. Otherwise, these items should be locked in the car trunk.
6. **Uniform Dress Code:**
 - Approved scrub colors are black pants and top.
 - Students must have their embroidered black scrub top and white lab coat to the clinical site.
 - Uniforms should be clean and neat.
 - Hair must be conservative, clean, and neat. Beards, mustaches, and sideburns should be short and neatly groomed.
 - Only white undershirts are permitted.
 - Shoes should be white and waterproof.
 - Makeup should be moderate.

- Fingernails must be rounded, clear, and at short lengths.
- Approved scrubs and personal protective equipment are required.

7. Cell Phones: Cell phones are not allowed in healthcare facilities that restrict or monitor their use. They may only be used during breaks.

Clinical Evaluation

The program director can dismiss any student who is unprepared to safely care for clients or who displays unprofessional behavior or appearance. Unethical, unsafe, or unprofessional conduct may result in an unsatisfactory clinical performance rating.

Each student receives a Competency Evaluation Checklist for laboratory rotations to document proficiency in clinical skills. This checklist must be updated daily and signed by the instructor. It is the student's responsibility to ensure all skills are signed off. The checklist must be present at skill check-off sessions and clinical experiences; failure to bring it may result in point deductions.

Program Closure - Teach Out Plan

NAACLS mandates that the MLT program have a "teach out" plan for unexpected closures due to disasters or permanent shutdowns. If the program closes intentionally, students will be notified immediately. For closures due to natural disasters, the College will provide a plan to continue education as soon as possible. NAACLS will be informed, and a teach out plan will be submitted within 30 days of the closure announcement.

For Prospective Students:

- In the event of permanent closure, no new student cohorts will be admitted.
- For closures due to disasters, the program will collaborate with other laboratory science programs to continue education and training until resumption at the College.
- Prospective students will receive counseling on applying to other local programs.
- Information about the program closure will be posted on the program's website.

For Current Students:

- Students will be notified of the program closure.
- In the case of a disaster, efforts will be made to partner with other laboratory science programs to continue education until the College can resume training.
- If the closure is permanent, current students will be permitted to complete their studies.
- The Program Director will assist students with certification exam applications.

Award of Degree/Certificate and External Certification/Licensure Examinations Policy

- The awarding of the Associate of Applied Science in Medical Laboratory Technician and any embedded certificates by Louisiana Delta Community College is based solely on the student's successful completion of all institutional and programmatic graduation requirements, including required coursework, laboratory competencies, and clinical/applied learning experiences as outlined in the program curriculum.
- Graduation from the program is not contingent upon passing any external certification or licensure examination. While students are encouraged to sit for national certification examinations, such as those offered by certifying agencies in the medical laboratory profession, participation in and successful completion of such examinations are separate from the requirements for degree or certificate conferral.
- The program provides students with the academic and clinical preparation necessary to pursue certification and employment; however, the conferral of academic credentials remains independent of any external credentialing outcomes.

Pledge to the MLT Profession

As a Medical Laboratory Professional, I pledge to uphold my duty to patients, the profession and society by:

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



LOUISIANA DELTA

COMMUNITY COLLEGE

MLT Counseling Notice

To: _____ Date Issued: _____

Course: _____

This is to certify that you have been given a counseling notice for one or more of the following reasons:

1. _____ Failure to meet academic requirements
2. _____ Poor attitude
3. _____ Negative influence affecting fellow students
4. _____ Will not conform to school and/or classroom standards
5. _____ Attendance, failure to follow school requirements as listed in the student handbook
6. _____ Other: _____

_____ Instructor Signature

My signature below verifies that I have been warned and I understand the terms as outlined and I have received a copy of this notice.

Signature of Student

MEDICAL LAB TECHNICIAN PROGRAM

ACADEMIC PROGRESS REPORT

TO: _____ DATE ISSUED: _____

COURSE: _____

This academic progress report serves as documentation of a meeting and/or email communication with you and your instructor to discuss an inability to meet academic standards.

Your current average is _____. In order to progress through the MLT curriculum, you must achieve an average of 70% at the end of the course.

The student identified the following challenges:

The instructor recommends:

INSTRUCTOR

My signature below verifies that I understand the terms as outlined, and I have received a copy of this notice.

SIGNATURE OF STUDENT

Medical Laboratory Technician Pregnancy Documentation Form

Student Name: _____

Date: _____

Clinical Requirements during Pregnancy:

Clinical practice will continue during pregnancy unless contraindicated by your physician. You must provide a statement from your physician stating you may continue clinical practice in accordance with technical standards. Attach that statement to this form.

1. Able to perform duties according to the technical standards found in the handbook and website
2. Avoid radiation including scans, x-rays, portable x-rays, Catheterization labs
3. Avoid patients with infectious diseases including AIDS, Hepatitis, TB, respiratory infections, and chemotherapy patients.
4. Wear school uniform with adjustments to fit
5. Wear white support hose
6. Continue prenatal care and schedule around clinical

and classroom duties This conference was held in the

presence of those indicated by the signatures below.

Instructor/Date

Student/Date

HOLD HARMLESS AGREEMENT

Note: Prior to signing, students are advised to discuss the risks and hazards associated with their program with the appropriate program faculty member. In addition, student are advised to discuss the terms of this agreement, and ask questions, to the appropriate program faculty member.

By signing this document, I release the administration, faculty, and staff of Louisiana Delta Community College; the Louisiana Community and Technical College System; the Louisiana Board of Regents; and the State of Louisiana, from any and all liability associated with my participation in clinical training related to my program of study.

I voluntarily and knowingly assume any risk associated therewith and waive my right to assert any claim against the State of Louisiana, or any of its Departments, Agencies, Boards and Commissions, as well as officers, agents, servants, employees and volunteers for injury or damage to my person or property resulting from my participation in this program. I further release and hold harmless the State of Louisiana and all of its Departments, Agencies, Boards and Commissions, as well as its officers, agents, servants, employees and volunteers, from any and all claims, demands, causes of action, expense and liability arising out of injury or death to my person as a result of my participation in this program.

I also understand that I participate in this program at my own risk and agree to hold no organizing or participating agencies responsible, including financially responsible, for any injury or damage done to myself, others, or my property.

I acknowledge and accept that the clinical facility, at its discretion, may require me to submit myself for medical testing should I be personally injured within the facility. Furthermore, I acknowledge and accept that while I am not obligated to submit to medical testing, failure to participate in requested testing may hinder future clinical participation at the discretion of the facility and/or Dean. Finally, I acknowledge and accept that I am financially responsible for the requested medical testing and release all entities of the State of Louisiana, and associated employees, from any and all liability associated with personal injuries.

I knowingly and willingly agree to these terms and understand that participation in a clinical program may result in my exposure to risks and hazards in excess to the risks and hazards encountered during my normal activities.

Date _____

Name of Participant _____

Signature of Participant _____

LOUISIANA DELTA COMMUNITY COLLEGE
MEDICAL LAB TECHNICAN PROGRAM
VERIFICATION OF HEALTH INSURANCE

Students participating in a Louisiana Delta Community College clinical program are responsible for all personal health care expenses, including expenses resulting from accident or sickness, illness or injury while engaged in learning experiences required by the Allied Health program. Neither the College nor the clinical agency is responsible for these expenses. Students are encouraged to maintain a personal health care insurance policy.

I **am** currently covered under a health insurance policy and the policy will be in effect during my entire clinical course. I understand I am responsible for all personal health care expenses that may arise during my learning experiences.

Printed Student Name

Student Signature

L Number

Date

I **am not** currently covered under a health insurance policy. I understand I am responsible for all personal health care expenses that may arise during my learning experiences.

Printed Student Name

Student Signature

L Number

Date

Signature Page

Handbook Acknowledgement

I understand that I am responsible for reading this student handbook and the materials within. I also understand that I am to keep this handbook and refer to it as necessary as long as I am in the MLT program.

_____ initials

Confidentiality Statement

I will maintain strict patient confidentiality at all times. Patient confidentiality begins as soon as the patient's name is known, and never ends. Patient confidentiality includes giving out information or acknowledging the admission of the patient to a medical facility. Patient confidentiality includes information obtained directly from the patient or significant others, information documented in the patient's medical records, information discussed during pre- and post-conferences, results of assessments, tests, lab, x-ray, and all pertinent information.

_____ initials

Documentation Consent

I consent to having any documentation (medical and/or legal) turned into the Medical Lab Technician Program to be disclosed to any clinical facility I will be using as a clinical site during my study at Louisiana Delta Community College. I understand that these procedures are necessary to enhance the learning process and to maintain contractual relationships with industry partners.

_____ initials

Model Release

I hereby consent to any recording of myself on videotape, film, audio tape, paper, digital medium, or otherwise, by said party, its agents, servants, or employees. I authorize the use of such recordings for any proper and legitimate educational or commercial purposes by Louisiana Delta Community College. I acknowledge the ownership of the project and further agree that you may use likeness for the purpose of promoting Louisiana Delta Community College. I warrant and represent that all material furnished by me is my own or for which I have full authority for such purposes.

_____ initials

By my signature below, I agree to follow all policies set forth before me.

Signature: _____ Date: _____