

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL LABORATORY TECHNICIAN
STUDENT HANDBOOK
2026-2027

Department of Clinical Laboratory Science
Division of Nursing and Allied Health

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Equal Opportunity Statement

Fletcher is an equal opportunity institution and is dedicated to a policy of nondiscrimination in employment or training. More information may be found in the college catalog.

Introduction

The faculty and administration extend to you a warm welcome!

We hope that you will have an enjoyable and profitable personal learning experience at Fletcher Technical Community College (Fletcher). The Associate of Applied Science-Medical Laboratory Technician (AAS-MLT) Program is a branch of the Division of Nursing and Allied Health. The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), accredits programs such as the MLT program at Fletcher and allows for students successfully completing the program to sit for the American Society for Clinical Pathology-Board of Certification (ASCP-BOC) Medical Laboratory Technician exam https://www.ascp.org/content/board-of-certification/apply-now-check-status-update-info and the AMT examination. Passing of the ASCP and/or AMT exam allows students to apply for State Certification through the Louisiana State Board of Medical Examiners (LSBME) for licensure as a Clinical Laboratory Scientist-Technician http://www.lsbme.la.gov/content/application-instructions-initial-licensure-clinical-laboratory-personnel .

This handbook is to be used in conjunction with the current Fletcher Catalog and Fletcher Student Handbook. All policies and procedures, as written in the College catalog and handbook, apply to every student enrolled at Fletcher including but not limited to the Alcohol, Drugs, Tobacco, and Firearms policy; Academic Honesty, Cheating, and Plagiarism policy; Standards of behavior policy; Safety and Emergency policy; and personal property policy. The Associate of Applied Science-Medical Laboratory Technician Student Handbook has been prepared to orient students to the MLT program policies and procedures. There is information in this handbook that is applicable only to the AAS-MLT Program. Please read this handbook carefully.

College Mission

Fletcher Technical Community College is an open-admission, public institution of higher education awarding certificates, technical diplomas, and associate degrees. The College is dedicated to offering high-quality technical and academic programs to the community of South Louisiana and beyond. The College prepares individuals for employment, career and academic advancement, and lifelong learning.

Division Mission

The Division of Nursing and Allied Health is dedicated to the intellectual development of students by mentoring them through the learning process. This is accomplished by offering quality programs that facilitate the acquisition of the skills and qualifications necessary for employment, career advancement, and future learning in the profession of nursing and health care.

Program Mission

The Medical Laboratory Technician Program, which is a part of the Allied Health department, is dedicated to the intellectual development of students by mentoring them through the learning process. This is accomplished by offering quality programs that facilitate the acquisition of the skills and qualifications necessary for employment, career advancement, and future learning in the profession of clinical laboratory science.

College Vision

Fletcher Technical Community College will serve individuals by providing pathways to higher education, workforce, lifelong learning, and personal enrichment. The College prepares students for success through technology-driven curriculum and a supportive environment utilizing academic practices that cultivate student success at the highest levels. The College actively engages business and industry to develop the workforce of South Louisiana and beyond.

Division Vision

The Department of Nursing and Allied Health strives to be recognized by the community, business and industry, and other educational institutions as an educational community of faculty and students who are focused on providing the highest level of care to the needs of the citizens.

Program Vision

The medical laboratory technician program strives to be recognized by the community, business and industry, and other educational institutions as an educational community of faculty and students who are focused on providing exceptional care to the needs of the citizens.

Division Value Statement

The Department of Nursing and Allied Health supports the Core Values set forth by Fletcher Technical Community College. This graphic illustrates the shared values between the College and the Department of Nursing and Allied Health demonstrating congruence philosophically and programmatically.

Core Values

The Department of Nursing and Allied Health supports the values set forth by Fletcher Technical Community College. This graphic illustrates the shared values between the College and the Department of Nursing and Allied Health demonstrating congruence philosophically and programmatically. The faculty members of the nursing and allied health programs are committed to providing an environment to all students conducive to learning that will prepare them to enter the workforce and provide competent care to meet the healthcare needs of all community members.

Shared Values

College Values	Departmental Values
Personalized instruction and service	Communication
Active learning and interaction	
High standard of excellence	Competence/Confidence
Increased student access	Creativity
Partnerships with businesses, schools, colleges, universities, governments, and community-based organizations	Commitment
Our cultural values of transparency, respect, empowerment, servant leadership, service excellence, trustworthiness, and innovation	Conscience/Compassion

COMMITMENT:
- Dedicated to the students and the citizens of the community
- Commitment to lifelong learning

COMPETENCE/CONFIDENCE:
- Hold self to a high standard of quality education and professional growth
- Confidence in knowledge and skills

CONSCIENCE/COMPASSION:
- Sense of moral responsibility
- Working consistently on the student's behalf
- Realize all have infinite worth

CREATIVITY:
- Respect differences among individuals by providing an open-minded environment
- Embrace change through flexibility and innovative learning/teaching
- Think reflectively, critically and imaginatively to create a holistic learning environment

COMMUNICATION:
- Advocate for the needs of the students and the community through communication
- Provide collaboration/teamwork which encourages leadership skills

Shared Governance

Medical laboratory technician students are represented at Fletcher Technical Community College by the Student Government Association (SGA). All Fletcher students are automatically members of SGA through fees paid each semester. Details regarding officers and meetings can be found through the SGA page on Fletcher's website.

Medical laboratory technician students also select a class representative to serve on the Advisory Council of the program. The class representative is selected in the first semester of the program. If more than one student volunteers, an election will be held. Advisory meeting dates and times are emailed to the class representative.

Program Description

The Associate of Applied Science Medical Laboratory Technician Program consists of three semesters of classroom instruction, service-learning opportunities, and supervised clinical activities in accredited hospitals, and other healthcare agencies including the learning community at Fletcher Technical Community College. The program attained full accreditation in April 2021 by 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.

The program content utilizes clinical laboratory processes aligned to NAACLS standards and incorporates the concepts of ethics, education, evidence-based practice and research, quality of practice and quality improvement, communication, leadership, teamwork and collaboration, professional practice evaluation, resource utilization, environmental health, patient-centered care, safety and informatics.

Classroom, laboratory, and clinical instruction includes, but are not limited to, an in-depth knowledge of the behavioral, biological, mathematical, and physical sciences which reflect society's concern with bioethical and legal parameters of health care and professional practice with application of the clinical laboratory professional process.

Upon graduation, the student is awarded an associate degree and is eligible to apply to take the Medical Laboratory Technician licensure examination administered by the American Society of Clinical Pathology, website: https://www.ascp.org/content/board-of-certification/apply-now-check-status-update-info and/or the AMT national certification exam in MLT. It is important to understand that successful completion of the associates of applied science in medical laboratory technology degree does not guarantee eligibility to take the ASCP exam. Students are highly encouraged to obtain free student membership through the ASCP and to take advantage of the many review materials offered to increase their chances of success on the MLT exam and to reinforce the importance of continuing professional development and to stay current on principles and practices of professional conduct.

Program Outcomes

1. **Certification Rates**: Maintain graduate certification rates demonstrating an average of at least 75% pass rate for those who take the exam within the first year of graduation calculated by the most recent three-year period.
2. **Graduation Rates**: Maintain graduation rates demonstrating an average of at least 70% of students who began the program go on to successfully graduate as calculated by the most recent three years.

3. **Attrition Rate**: Maintain attrition rates demonstrating an average of at or below 30% of students are lost during the program as calculated by the most recent three years.
4. **Job Placement Rates:** Maintain job placement rates demonstrating an average of at least 70% of respondent graduates find employment in the field, a closely related field or further their education.

Student Learning Outcomes

MLTs are highly skilled medical laboratory professionals who perform the analysis of blood and body fluids, evaluate test results and correlate test results with patient conditions. Graduates of the Medical Laboratory Technology Program are expected to possess requisite knowledge and skills in all major areas of clinical laboratory practice. The analysis of blood and body fluids requires a basic understanding of the critical role laboratory test results play in the diagnosis and treatment of disease. Graduates of the MLT Program will have an in-depth understanding of anatomy and physiology as related to health and disease, the relationship of laboratory findings to common disease processes, proper procedures for performing laboratory analyses, instrumentation used in laboratory testing, factors that affect laboratory test results, proper procedures for reporting test results and will demonstrate this by achieving a minimum 80% competency rating in the following:

- Perform the routine analysis of blood/body fluids with minimal supervision.
- Demonstrate the ability to perform routine laboratory procedures in all major areas of clinical laboratory practice to include Clinical Chemistry, Hematology/Hemostasis, Urinalysis/Body Fluids, Microbiology, Immunology, Immunohematology and Laboratory Operations.
- Identify test principles, methodologies, significance of test results, reference ranges, alert values and sources of test variability.
- Assure accuracy and validity of test results by application of appropriate quality control and quality assurance procedures.
- Perform basic analytic techniques, demonstrate appropriate use of laboratory instrumentation; select appropriate trouble-shooting procedures when necessary.
- Comply with laboratory safety regulations to include proper handling of biologic specimens, safe use of chemicals and safe use of equipment in the laboratory.
- Identify sources of pre-analytic, analytic and post-analytic error; correlate test results with disease processes.
- Interpret quality control data and initiate appropriate corrective action when control results are not within acceptable limits.
- Respond appropriately to stress, time constraints and changes in the workplace.
- Accurately report test results using lab information systems and other means for communicating test results.
- Demonstrate a commitment to patients, to the profession and to professional development.

Program Accreditation

The Medical Laboratory Technician Program achieved Accredited Status in Spring 2021 with the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018, phone (773) 714-8880, website: **www.naacls.org.**

Program Director

Kerry Toups, MS MLS (ASCP), effective August 9, 2023.

Academic and Technical Requirements Specific for the Medical Laboratory Technician Profession

A qualified applicant is one who meets academic requirements and, with adequate instruction, can meet the required technical standards of clinical laboratory practice. Technical standards reflect the abilities required to provide safe, competent clinical laboratory practices.

The individual must possess sufficient:

- Communication skills in speech and writing in the English language, with some degree of grammatical competence
- Speaking ability to be able to converse with a client about his/her condition and to relay information about the client to others
- Hearing ability with auditory aids to understand the normal speaking voice without viewing the speaker's face (to ensure that the MLT can understand verbal conversations both in person and via telephone.)
- Visual acuity to distinguish varying hues of color.

Description of Entry Level Competencies of the Medical Laboratory Technician

- At entry level, the medical laboratory technician will possess the entry level competencies necessary to perform routine clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis, and Lab Operations. The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will be knowledgeable in areas of pre-analytical, analytical, post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

- At entry level, the medical laboratory technician will have the following basic knowledge and skills in:

  A. Application of safety and governmental regulations compliance.

  B. Principles and practices of professional conduct and the significance of continuing professional development.

  C. Communications sufficient to serve the needs of patients, the public and members of the health care team.

If you have concerns that you don't meet these standards, please make an appointment with a program instructor/advisor.

Student Record/ Healthcare Requirements

Students are expected to submit the following documentation at Orientation. Additional dates specific to certain requirements may be given at the discretion of the program faculty; however, students should be prepared to submit all required documentation to continue in the program or risk forfeiture of their seat in the program.

All students must be in a sound state of physical, mental, and emotional health to enter and remain in the program. Proof of good health and ability to perform the aforementioned technical standards must be documented upon admission and maintained throughout the program. Changes should be communicated to the program faculty and submitted to the clinical coordinator in writing from the health care provider within the designated timeframe given. The lab and clinical phase of the program do not allow for "light duty" work. Students are expected to exert ordinary measures to maintain good health, including a balanced routine of activities and rest. The following records are required in addition to those required on admission to the college:

1. Negative drug screen upon admission to the program (date will be given)
2. Written proof of negative TB test yearly (or negative chest x-ray) (date will be given)
3. Written proof of MMR (measles, mumps, rubella), varicella (chickenpox), and unexpired tetanus vaccines. Positive titers can substitute for vaccines. If titer is deemed to be negative (nonimmune), the student will be required to obtain the booster injection.
4. Written proof of Hepatitis B vaccine series (3 in series) or declination form
5. Annual proof of the flu vaccine between the months of September and March
6. COVID-19 vaccine or declination form approved by the Associate Dean of Allied Health
7. Maintain CPR for Healthcare provider's certification from an American Heart certified provider
8. Medical Health Insurance Coverage
9. Latex Sensitivity test or statement of declination form
10. History and Physical
11. Any additional health requirements specified by a clinical facility

Please read the following information on these items for more information.

History and Physical (H&P)

The student must have a **complete** physical examination as indicated on the health care form. ***Only*** the approved H & P will be accepted. Physical examinations are good for one year. The student is encouraged to be forthcoming with a complete mental health history. If a student exits the program for any reason and re-enters at a later date, he/she will need to provide an updated history & physical. Regardless of accommodation, students must be able to perform all technical standards previously listed during enrollment in the program.

Vaccinations

Most vaccination records can be obtained from parents, schools, or healthcare providers. Please know that all vaccinations asked of you are required by one or more of the clinical facilities in

which the program has a contract with. If you refuse to get the required vaccinations, you may not be able to fulfill the program requirements. All students must be eligible to attend all facilities. If this is something you have personal beliefs against, we strongly suggest you schedule a meeting with the program faculty to discuss your options.

Hepatitis B

The Hepatitis B Vaccination series (HBV) is required for all health occupations students unless contraindicated for medical reasons. This is a series of 3 injections that will be given over a period of 6 months. The Hepatitis B vaccine (HBV) series must be started upon to enrollment into the program in order to be complete prior to the clinical courses of the program. If the student has not started the HBV series OR does not wish to have the series, the student will be required to sign a declination form prior to beginning the clinical rotation that indicates the risk of exposure to Hepatitis B, possibly contracting Hepatitis B, and the declination of the vaccine series that will be placed in his /her records. Declination forms will be given upon request.

Information about the Hepatitis B vaccine and Latex Allergy information can be found in the appendix of this handbook.

CPR BLS Certification

Students are required to obtain AHA-BLS for Health Care Providers certification prior to attending the clinical rotation sites. This is the student's responsibility to obtain prior to the deadline given by the program. If a student does not have a current approved CPR certification by the given deadline, the student will not be allowed to attend clinical. The missed time will count as an unexcused absence, and the time will not be allowed to be made up. The student may be at risk of being dismissed from the program.

Insurance

Students are required to maintain a personal health care insurance policy and will be required to submit documentation of coverage. Students who do not maintain health insurance will forfeit their spot in the program. Students participating in a Fletcher Technical Community College Nursing and Allied Health 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 Nursing and Allied Health Program. Neither the College nor the clinical agency is responsible for these expenses. While at the clinical facility the student must follow the facility's policies for injury or accident. Any student who changes or updates their insurance information is required to provide a copy of the new card to the clinical coordinator.

Personal liability insurance (malpractice) is provided under the policy of the college liability insurance. Students may purchase additional coverage before starting clinical if desired.

HIV/ HBV Positive

Students/ applicants who have been diagnosed as HIV/HBV Positive must give notice to the Department Head and/ or Dean of Nursing and Allied Health within thirty (30) days of diagnosis in an envelope marked "personal and confidential". This information will be kept strictly confidential.

Curriculum

The Medical Laboratory Technician Program is a 5-semester program with 64 total credit hours.

All courses in this program of study must be completed with a grade of C or higher on a seven-point grading scale. Cohorts begin each fall semester with application materials submitted by the designated due date of the preceding summer semester. All applicants must successfully complete the prerequisite requirements no later than the semester of the application deadline. Please see the current admission guide for all admission requirements.

Overall Grade Point Average: Program requirements must be completed with an overall grade point average of 2.0 or higher.

Course Grade Requirements: All courses must be completed with a grade of C or higher.

Courses:

General Education Courses

- HESC 1110 - Medical Terminology
- ENGL 1006 - English Composition I: Enhanced Writing Corequisite Model **OR** ENGL 1010 - English Composition I
- MATH 1103 - Contemporary Mathematics **OR** MATH 1104 - Contemporary Mathematics **OR** MATH 1213 - College Algebra **OR** MATH 1214 - College Algebra
- BIOL 1030 - General Biology I (Majors)
- BIOL 1031 - General Biology Laboratory I (Majors)
- BIOL 2121 - General Microbiology For Science Majors
- BIOL 2123 - General Microbiology Laboratory For Science Majors
- PSYC 2010 - Introduction To Psychology
- CHEM 1010 - Chemistry I (Non-Science Majors)
- MCSI 1120 - General Body Structure
- Humanities Elective (3 credit hours) - Choose from ENGL, HIST, or PHIL

Program Courses*

- MLTS 1011 - Introduction To Clinical Laboratory Science-Lab *
- MLTS 1012 - Introduction To Clinical Laboratory Science *
- MLTS 1020 - Hematology *
- MLTS 1021 - Hemostasis *
- MLTS 1022 - Hematology Lab *
- MLTS 1030 - Clinical Microbiology/Mycology *
- MLTS 1031 - Virology/Parasitology *
- MLTS 1032 - Clinical Microbiology/Mycology Lab *
- MLTS 1033 - Virology/Parasitology Lab *
- MLTS 1040 - Clinical Chemistry *
- MLTS 1041 - Urinalysis And Body Fluids *
- MLTS 1042 - Clinical Chemistry Lab *

- MLTS 1043 - Urinalysis/Body Fluids Lab *
- MLTS 1050 - Immunohematology/Blood Bank *
- MLTS 1051 - Immunology *
- MLTS 1052 - Immunohematology/Blood Bank-Lab *
- MLTS 2100 - Clinical Practice I *,**
- MLTS 2200 - Clinical Practice II *,**
- MLTS 2230 - Medical Laboratory Technician Capstone Course
- Starting Summer 2026, MLTS 2250 - Clinical Practice II will be offered in place of MLTS 2200.

*See course description for pre-requisite(s) requirement
**All prerequisite course work must be completed prior to completion of the summer semester.
***Courses must be completed within 5 years of entry into the program.
NOTE: Students may petition for course substitution with higher level courses as long as the course(s) fulfill content descriptions of required courses. Petitioning does not guarantee substitution will be granted.

While the first two semesters of pre-requisite courses may look different for each student's progression, the MLT advising sheet provides an example of the 5-semester curriculum of the MLT program. During the last 3 semesters, students will move through the program as a cohort after being accepted into the MLT Program.

MLT (AAS) Advising Sheet

Some courses may have additional prerequisites before being able to schedule. Please see the college catalog for additional information.
Please see the admission guide for additional application requirements. Students should meet with a program advisor regularly to ensure they have all sufficient requirements prior to applying to the program.

Pre-requisites 1st Semester

Course Number	Course Name	Credit Hours	Grade/ Status
HESC 1110	Medical Terminology	3	
ENGL 1010 or 1006	English Composition I	3	
MATH 1214/1213 or MATH 1104/ 1103	College Algebra or Contemporary Math	3	
BIOL 1030	General Biology I	3	
BIOL 1031	General Biology I Lab	1	

Pre-requisites 2nd Semester

Course Number	Course Name	Credit Hours	Grade/ Status

BIOL 2121	General Microbiology	3	
BIOL 2123	General Microbiology Lab	1	
PSYC 2010	Intro to Psychology	3	
MCSI 1120	Anatomy & Physiology	3	
	Primary Humanities Elective	3	
CHEM 1010	Introductory Chemistry	3	

Apply to the MLT Program.

After acceptance into the program, students will be able to take the following courses moving as a cohort through the MLT Program.

MLT 1st Semester (Fall)

Course Number	Course Name	Credit Hours	Grade/ Status
MLTS 1012	Intro to Clinical Lab Science	1	
MLTS 1011	Intro to Clinical Lab Science Lab	1	
MLTS 1041	Urinalysis & Body Fluids	1	
MLTS 1043	Urinalysis/ Body Fluids Lab	1	
MLTS 1051	Immunology	2	
MLTS 1021	Hemostasis	1	
MLTS 1020	Hematology	3	
MLTS 1022	Hematology Lab	1	
MLTS 1050	Immunohematology/ Blood Bank	2	
MLTS 1052	Immunohematology/ Blood Bank Lab	1	

MLT 2nd Semester (Spring)

Course Number	Course Name	Credit Hours	Grade/ Status
MLTS 1040	Clinical Chemistry	3	
MLTS 1042	Clinical Chemistry Lab	1	
MLTS 2100	Clinical Practice I	5	
MLTS 1031	Virology/ Parasitology	1	
MLTS 1033	Virology/ Parasitology Lab	1	
MLTS 1030	Clinical Microbiology/ Mycology	3	
MLTS 1032	Clinical Microbiology/ Mycology Lab	1	

MLT 3rd Semester (Summer)

Course Number	Course Name	Credit Hours	Grade/ Status
MLTS 2230	Medical Laboratory Technician Capstone Course	3	

MLTS 2250	Clinical Practice II	3	

AAS-Medical Laboratory Technician Curriculum

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours	Credit Hours
		First Semester (Fall)					
HESC	1110	Medical Terminology	3			45	3
ENGL	1006/1010	English Composition I (GER)	3			45	3
MATH	1213/1214 or 1104/1103	College Algebra (GER) or Contemporary Math	3			45	3
BIOL	1030	General Biology I	3			45	3
BIOL	1031	General Biology I Lab		1		30	1
		Semester Total	12	1	0	210	**13**
		Second Semester (Spring)					
CHEM	1010	Introductory Chemistry	3			45	3
BIOL	2123	General Microbiology Lab for Science Majors		1		30	1
BIOL	2121	General Microbiology for Science Majors	3			45	3
		Humanities elective (GER)	3			45	3
MCSI	1120	Anatomy & Physiology	3			45	3
PSYC	2010	Introduction to Psychology (GER)	3			45	3
		Semester Total	15	1	0	255	**16**
		Gen Ed Total	**27**	**2**	0	**465**	**29**

		Third Semester (Fall)					
MLTS	1012	Intro to Clinical Lab Science	1			15	1
MLTS	1011	Intro to Clinical Lab Science Lab		1		30	1
MLTS	1041	Urinalysis & Body Fluids	1			15	1
MLTS	1043	Urinalysis & Body Fluids Lab		1		30	1
MLTS	1051	Immunology	2			30	2
MLTS	1021	Hemostasis	1			15	1
MLTS	1020	Hematology	3			45	3
MLTS	1022	Hematology Lab		1		30	1
MLTS	1050	Immunohematology/ Blood Bank	2			30	2

MLTS	1052	Immunohematology/ Blood Bank Lab		1		30	1
		Semester Total	10	4	0	270	**14**
		Fourth Semester (Spring)					
MLTS	1040	Clinical Chemistry	3			45	3
MLTS	1042	Clinical Chemistry Lab	0	1		30	1
MLTS	2100	Clinical Practice I	0		5	225	5
MLTS	1031	Virology/ Parasitology	1			15	1
MLTS	1033	Virology/ Parasitology Lab		1		30	1
MLTS	1030	Clinical Microbiology/ Mycology	3			45	3
MLTS	1032	Clinical Microbiology/ Mycology Lab		1		30	1
		Semester Total	7	3	5	420	**15**
		Fifth Semester (Summer)					
MLTS	2250	Clinical Practice II			3	135	3
MLTS	2230	Medical Laboratory Technician Capstone Course	3			45	3
		Semester Total	3	0	3	180	**6**
		MLT Total	**20**	**7**	**8**	**870**	**35**
		Curriculum Total	**47**	**9**	**8**	**1335**	**64**

Course Descriptions

CIP Code: 511004

MLTS 1011 - Introduction To Clinical Laboratory Science-Lab

Credit Summary: (1-0-2-0)
Acceptance into the MLT program is a requirement for this course. The scope of this course will include an introduction to laboratory techniques as they apply to medical laboratory technology, laboratory organization and procedures, personnel, terminology, ethics, quality control, laboratory math, laboratory safety, care and use of basic laboratory equipment, laboratory settings, accreditation, certification and blood collection techniques.

MLTS 1012 - Introduction To Clinical Laboratory Science

Credit Summary: (1-1-0-0)
Acceptance into the MLT program is a requirement for this course. The scope of this course will include an introduction to medical laboratory technology, laboratory organization and

procedures, personnel, terminology, ethics, quality control, laboratory MATH, laboratory safety, care and use of basic laboratory equipment, laboratory settings, accreditation, certification and blood collection techniques.

MLTS 1020 - Hematology
Credit Summary: (3-3-0-0)
Prerequisite(s): Acceptance into the MLT program.
This course will introduce the MLT student to principles and practices of clinical hematology as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting.

MLTS 1021 - Hemostasis
Credit Summary: (1-1-0-0)
Prerequisite(s): Acceptance into the MLT program.
This course will introduce the MLT student to principles and practices of clinical hemostasis as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting.

MLTS 1022 - Hematology Lab
Credit Summary: (1-0-2-0)
Prerequisite(s): Acceptance into the MLT program.
This course will introduce the MLT student to laboratory principles and practices of clinical hematology as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting. The content of this lab will complement the instruction in MLTS 1020 - Hematology lecture.

MLTS 1030 - Clinical Microbiology/Mycology
Credit Summary: (3-3-0-0)
Prerequisite(s): Acceptance into the MLT program.
This course will introduce the MLT student to principles and practices of clinical Microbiology and mycology as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting.

MLTS 1031 - Virology/Parasitology
Credit Summary: (1-1-0-0)
Prerequisite(s): Acceptance into the MLT program.
This course will introduce the MLT student to clinical virology and parasitology as they relate to pre-analytical, analytical and post-analytical procedures in a clinical Microbiology setting.

MLTS 1032 - Clinical Microbiology/Mycology Lab
Credit Summary: (1-0-2-0)
Prerequisite(s): Acceptance into the MLT program.
This course will introduce the MLT student to laboratory principles and practices of clinical Microbiology as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting. The content of this lab will complement the instruction in MLTS 1030 - Clinical Microbiology/Mycology lecture.

MLTS 1033 - Virology/Parasitology Lab
Credit Summary: (1-0-2-0)
Prerequisite(s): Acceptance into the MLT program.
This course will introduce the MLT student to laboratory principles and practices of clinical virology and parasitology as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting. The content of this lab will complement the instruction in MLTS 1031 - Virology/Parasitology Lecture.

MLTS 1040 - Clinical Chemistry
Credit Summary: (3-3-0-0)
Prerequisite(s): Acceptance into the MLT program.
This course will introduce the MLT student to laboratory principles and practices of clinical chemistry as they relate to pre-analytical, analytical and post-analytical procedures in a clinical chemistry laboratory setting.

MLTS 1041 - Urinalysis And Body Fluids
Credit Summary: (1-1-0-0)
Prerequisite(s): Acceptance into the MLT program.
This course will introduce the MLT student to principles and practices of urinalysis and body fluids as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting.

MLTS 1042 - Clinical Chemistry Lab
Credit Summary: (1-0-2-0)
Prerequisite(s): Acceptance into the MLT program.
This course will introduce the MLT student to laboratory principles and practices of clinical chemistry as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting. The content of this lab will complement the instruction in MLTS 1040 - Clinical Chemistry lecture.

MLTS 1043 - Urinalysis/Body Fluids Lab
Credit Summary: (1-0-2-0)
Prerequisite(s): Acceptance into the MLT program.
This course will introduce the MLT student to laboratory principles and practices of urinalysis and body fluids they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting. The content of this lab will complement the instruction in MLTS 1041 - Urinalysis And Body Fluids Lecture.

MLTS 1050 - Immunohematology/Blood Bank
Credit Summary: (2-2-0-0)
Prerequisite(s): Acceptance into the MLT program.
Theory of contemporary blood banking, including collection, storage and processing of blood components, role of RBC antigens and antibodies in compatibility testing and transfusion practice, application of test results in conditions such as hemolytic disease of the newborn and transfusion reactions, and beginning problem solving.

MLTS 1051 - Immunology
Credit Summary: (2-2-0-0)
Prerequisite(s): Acceptance into the MLT program.
This course will introduce the MLT student to principles and practices of clinical Immunology as they relate to pre-analyticial, analytical and post-analytical procedures in a clinical laboratory setting.

MLTS 1052 - Immunohematology/Blood Bank-Lab
Credit Summary: (1-0-2-0)
Prerequisite(s): Acceptance into the MLT program.
This course will introduce the MLT student to laboratory principles and practices of Immunohematology and Blood Bank as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting. The content of this lab will complement the instruction in MLTS 1050 - Immunohematology/Blood Bank Lecture.

MLTS 2100 - Clinical Practice I
Credit Summary: (5-0-0-15)
Prerequisite(s): Acceptance into clinical component of MLT Program
The scope of this course will include 225 hours in a clinical setting for application of theories and techniques with an emphasis on correlation of test results and problem solving skills associated with the principles, procedures, and interpretation of manual and automated, as well as general and advanced techniques as applied to specimen collection and the immunohematology, clinical immunology, clinical chemistry, clinical microbiology, hematology, coagulation, and/or body fluid analysis clinical laboratories.

MLTS 2250 - Clinical Practice II
Credit Summary: (3-0-0-9)
Prerequisite(s): Successful completion of MLTS 2100 and good standing in the MLT program.
The scope of this course will include 135 hours in a clinical setting for application of theories and techniques with an emphasis on correlation of test results and problem solving skills associated with the principles, procedures, and interpretation of manual and automated, as well as general and advanced techniques as applied to specimen collection and the immunohematology, clinical immunology, clinical chemistry, clinical microbiology, hematology, coagulation, and/or body fluid analysis clinical laboratories.

MLTS 2230 - Medical Laboratory Technician Capstone Course
Credit Summary: (3-3-0-0)
Prerequisite(s): MLTS 2100
Corequisite(s): MLTS 2200 or MLTS 2250
This course gives the student a final preparation to enter the workforce. Students will discuss and self-evaluate their clinical experience and learn problem-solving techniques and prepare for job interviews to enter the workforce. Students will make final preparations to sit for their national board certification exam. Students will develop and present an original clinical case study using 3 or more clinical areas of laboratory testing.

Student Progress

Special Accommodations

Fletcher adheres to Title I and Title II of the American Disabilities Act. The department will make reasonable alterations in facilities, services, policies, and practices in order that qualified individuals with disabilities may have access to both employment and training. Students should contact the Student Success Center before attending classes to request these services. Students will only be given accommodations once official documentation is received.

Accommodations for the national certification exams must be submitted directly to the certification agencies. More information will be given during the Medical Laboratory Technician Capstone course.

Counseling Services

Counseling services are available to all students at Fletcher. Students will be referred to local counseling resources through the college's designated platform. Referrals are free and allow students to discuss personal, academic and career issues with a qualified counselor in the community. All counseling sessions are confidential. More information can be obtained through the Office of Student Affairs.

Incompletes

If a student is unable to complete coursework during a semester due to extenuating circumstances, they may request a grade of "I" (Incomplete). Fletcher's policy is that all coursework associated with Incomplete must be completed by the official withdrawal date of the following session. However, due to the structured and sequential nature of many Allied Health programs, students may not be able to progress to the next course until the previous course is successfully completed. In such cases, the program may:

1. Set an earlier deadline for completion of the coursework, based on course progression needs.
2. Require the student to drop the program (or complete an instructor drop) and rejoin with the next available cohort when the needed course is offered again.

These decisions will be made at the discretion of the Program Director and will take into consideration course availability, cohort capacity, and program or accreditation board requirements related to timely completion. Students who are unable to complete and expect to rejoin with the next cohort will be required to reapply to the program.

Employment

Due to the difficulty and time constraints, program faculty strongly encourage students to not pursue or engage in outside employment, especially while participating in clinical courses. This of course is solely up to the student to decide. Students will not receive excused absences for work-related reasons and will be expected to participate and remain alert throughout any clinical, lab, or classroom work. Students who show sleep deprivation will be asked to leave and receive

an unexcused absence for the time missed. . Students will not be placed for clinical in a facility to which they are employed except as a last resort in extreme circumstances.

Program Policies and Procedures

Work Service

As part of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) accreditation regulations, no student may engage in service work during his/her clinical experience. All laboratory test results generated by students during their clinical hours must be directly supervised by clinical laboratory staff. While the student is performing their clinical hours, they must be performing duties as a student, and not an employee. Definition of Service Work: Providing or generating results of clinical tests on patient samples without direct supervision of clinical staff or supervisor managers which exceeds the expected component required for the educational process.

Program Closure Teach Out Plan

NAACLS requires the Medical Laboratory Technician program to have a "teach out" plan in the event the program closes unexpectedly due to natural or unnatural disasters or permanent closure. Intentional closure of the program will be communicated to students immediately. In the case of a natural disaster the College will inform students of a plan of continuation of their education as soon as that information becomes available. NAACLS will be notified and a teach out plan will be provided within 30 days of the official announcement of program closure.

Prospective students: In the case of permanent closure, students will be informed that the program will not take a new cohort due to program closure. In the case of a natural or unnatural disaster the program will work with other medical laboratory technician programs to continue education and training until training can resume at the college. Program closure will be posted on the program website.

Current students: Students will be informed of program closure. In the case of a natural or unnatural disaster, the program will work with other laboratory science programs to continue education and training until training can resume at the college. In the event that of a mandated permanent closure currently enrolled students will be allowed to complete the program. The Program Director or designee will be designated to clear students applying for the certification exam. Program closure will be posted on the program website.

Convictions and Arrest

As adopted by the Louisiana State Board of Medical Examiners: "LSBME conducts a background check of applicants through the state "Louisiana Department of Public Safety and Corrections (DOC)" and the "Federal Bureau of Investigation (FBI)" as part of the application process as required by state law." Falsification or omission of criminal records to Fletcher Technical Community College will result in denial of entry or progression in the program.

Falsification or omission of criminal records to the Louisiana State Board of Medical Examiners may result in denial of state licensure as a medical laboratory technician.

Any student admitted to the medical laboratory technician program cannot be currently serving under any court-imposed order of supervised probation, work-release, school release or parole in conjunction with any felony conviction(s), plea agreement or any agreement pursuant to the Louisiana Code of Criminal Procedure, Article 893. Falsification or omission of criminal records to the Louisiana State Board of Medical Examiners and Fletcher Technical Community College will result in fines and denial of entry or progression in the program.
A student charged with a felony while enrolled in the AAS-MLT program will be dismissed and deemed ineligible to reapply to any nursing and allied health programs at Fletcher Technical Community College. A candidate for licensure who has been convicted of a felony may be required to have a hearing before the Board to determine eligibility to receive licensure to practice clinical laboratory science. Students shall not be eligible to enroll in a clinical laboratory course based on evidence of grounds for denial of licensure in accordance with state board regulations.

Any student arrested while in the program must notify the program coordinator and clinical instructor as soon as possible. The program coordinator will direct the student to forms to submit to report the arrest to the Board (LSBME). The arrest details will be reported to the clinical laboratory administrator of the clinical facilities the student is attending that semester. Ability to continue in the program will be determined by the clinical laboratory administrator of the clinical facility and the Dean of Nursing and Allied Health.

Verbal Lab Orders

Students may not perform laboratory testing based upon verbal laboratory orders. Students are not responsible to accept verbal or phone orders.

Reporting of STAT and Critical Values

Students MAY report STAT and/or Critical Patient Values with close supervision of the laboratory instructor as long as the student is also following the written protocol set forth by the clinical facility.

Phlebotomy (with appropriate supervision)

Students may draw blood for the lab. Students must successfully stick ten patients using the provided competency checklist and witnessed by the site instructor. Students wishing to earn an additional industry-based credential will need to successfully complete 30 venipunctures along with 10 dermal punctures. Students may perform finger/heel sticks for appropriate lab tests after appropriate training.

Pledge to the Profession for MLT Students

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.

Drug Screening Policy for Nursing and Allied Health Students

All students accepted into the program are required to submit a negative drug screen. If a student receives a positive drug screen, they must provide documentation from a licensed healthcare provider verifying they are under supervised treatment to the drug screen administrator for validation. If further testing is necessary, the sample may be sent to a Medical Review Officer (MRO) for validation. The Department of Nursing and Allied Health will not be responsible for verifying prescriptions related to positive drug tests. A sample may also require further testing if it has low specific gravity, is deemed invalid, appears adulterated, or presents with other factors that make the results inconclusive. If a student submits a sample requiring further testing, any associated costs will be the student's responsibility.

Despite any medications, students are required to meet all technical standards of the program. Drug screenings may be conducted at random or based on cause. Causes can include, but are not limited to, accident/incident reports or suspicion from faculty or clinical facility staff. Students are responsible for covering the costs of scheduled, random, and repeat drug testing. If repeat testing is necessary, it will be conducted under direct observation to ensure the validity of the sample.

If a student is randomly selected for a drug screen and cannot pay for the drug screen, the student will be dismissed from the program. If a student refuses to submit to a drug screen, this will be considered an admission of guilt and will result in dismissal from the program.

Readmittance Into a Division Program After a Positive Drug Screen

Students who receive a positive drug screen will be dismissed from the program and will be ineligible for admission to any Nursing and Allied Health program at Fletcher Technical Community College for one year.

Upon reentry into any Nursing and Allied Health program, all subsequent drug screens will be conducted under direct observation, with the costs covered by the student. If a student receives another positive drug screen, they will be immediately dismissed from the program, effective on the date of testing. After a second positive drug screen, the student will be ineligible for reentry into any Nursing and Allied Health program at Fletcher for a period of three years.

Chain of Command/Grievance

The Division of Nursing & Allied Health follows the judicial system policy for all students as outlined in the Fletcher Student Handbook found on the Fletcher website. If the student is required or wishes to meet with an instructor or has a grievance, it is the student's responsibility to make an appointment with the appropriate instructor first. If the student is not satisfied with the conference outcome, they can schedule an appointment with the Program Director, followed by the Associate Dean of Allied Health and Workforce. If the student is still disputing the outcome, the student may request to meet with the Dean of Nursing and Allied Health. To take the matter further, students are to follow the grievance policy stated in the Fletcher Technical Community College Student Handbook.

Professional Conduct, Confidentiality, and Respectful Communication

Students enrolled in Nursing and Allied Health programs are expected to conduct themselves professionally and respectfully in academic, clinical, and other program-related settings.
Students are subject to disciplinary action, up to and including program dismissal, for engaging in any of the following: a) violations of applicable patient confidentiality and privacy requirements, including HIPAA where applicable, b) targeted harassment and intimidation, c) threats against patients, staff, faculty or peers, d) material disruption of clinical site operations, patient care, classroom instruction or lab activity and e) failure to meet established clinical performance, competency, or patient-safety requirements.

While students retain their right to express opinions publicly, the department strongly encourages students to utilize formal institutional resources to resolve academic or clinical grievances effectively. Students may schedule private meetings with course faculty, clinical coordinators, or department chairs to address concerns, seek collaborative solutions, and ensure prompt resolution of program issues.

Any disciplinary action must be based on specific conduct that violates an applicable law, professional or confidentiality obligation, or College policy, and must be consistent with applicable law and established College procedures.

Faculty-Student Relationship

Faculty members should always initiate and maintain a professional relationship with students. To preserve fairness and uphold professional boundaries, faculty members will refrain from planning and/or participating in any socializing activities with students off campus and outside of scheduled class time. Faculty members should not engage in any online relationships with students that could be perceived as inappropriate, such as befriending or accepting requests of students on personal social media platforms, sharing personal information or photos, or engaging in private messages that exceed the faculty-student relationship expectations. Faculty members will refrain from planning celebratory events on campus during class time in which students are requested to bring food or donate money for other items.

Prerequisite Knowledge and Skills

The student is responsible for the retention and application of all concurrent and previously completed medical laboratory technician and similar courses. Students who successfully complete a course but fail to retain didactic information and/or skills during clinicals (deemed as failure to progress) are subject to counseling, remediation, probation, and/ or program dismissal based on feedback and evaluation from faculty observations and/or clinical sites.

Student Attendance Policy

Excused Absences

1. **Death in the Immediate Family**
    - Proof is required, such as an obituary or other official documentation.
    - Immediate family is defined as: a parent, stepparent, child, stepchild, sibling, stepsibling, spouse or domestic partner, mother-law, father-in-law, grandparent, step-grandparent, or grandchild.
2. **Court-Ordered Appearance or Subpoena**
    - A copy of court-issued documentation is required.
3. **Traffic Accident**
    - A police report must be submitted as proof.
    - **Note:** Being pulled over for speeding or other minor traffic violations does not qualify as an excused absence.
4. **Military duty**
    - A copy of official military orders is required
5. **Medical illness/ injury (self or child)**
    - Students MUST bring an excuse upon his/her return

Unexcused Absences

- All absences not listed above will be considered unexcused.

Attendance Review Process

- If a student's absences, including excused absences, reach the program's maximum allowable missed time, the program faculty will convene to review the student's attendance record.
    - The maximum allowable missed time for Medical Laboratory Technician is 10% of any course's clock hours being taught. Each course will have their specific allowed time on the syllabus.
        - Ex*: During a 30-contact hour course, a student can miss 3 hours.*
- If a student exceeds the allowable absences the following actions will be taken:
    - The student will be required to withdraw from the program prior to the official drop date.
      OR
- The program director will drop the student from the course.
- Although not required, students are encouraged to present documentation for any unexcused absences to support their case during the review.

The above policy/ expectations will pertain to clinical courses as well. Additional clinical attendance information will be discussed in detail during orientation, clinical placement meeting, and clinical course syllabus.

Change in Health Status and Reinstatement

- If a student experiences a change in health that impacts their ability to participate, they must provide a statement from their healthcare provider.
    - The statement must confirm whether continued participation in the classroom, lab, or clinical practice is permissible according to the program's technical standards.
    - This documentation must be submitted to and approved by the program director before resuming activities.
- Students deemed unfit to continue due to health reasons will be asked to withdraw from the program.
    - Reentry into the program will require reapplication to the next available cohort if coursework completion is unattainable during the current term.

Student Change in Health Status Forms

In the event of any change in a student's health status, including medication changes, the student must submit written documentation from their physician confirming that continued participation in classroom, lab, and/or clinical activities is permitted in accordance with the program's Technical Standards. This documentation must be received by the department before the student will be allowed to return to any program-related activities. Forms are located in the appendices of this handbook and may also be requested through a program instructor.

Depending on the nature and timing of the student's current enrollment (e.g., lecture, lab, clinical), the program may require additional physician documentation at a later point to confirm ongoing eligibility.

Example: If a student is cleared to return during the early stages of pregnancy and is currently enrolled only in lecture-based courses, additional clearance may be required at a later date to ensure the student remains eligible for lab or clinical participation as the pregnancy progresses.

Doctor's appointments should be scheduled around clinical and classroom duties.

Note: Student health records will be kept confidential. Information will not be released without the student's written consent. An exception to this statement will be to inform the student's designated clinical supervisor to avoid exposure to radiation and/or other potentially dangerous environmental hazards, within reason, during the first trimester of a pregnancy or per clinical facility policy.

If a student does not inform the faculty of the medical condition, the faculty, school, and clinical facilities are not liable for any incidents that may occur.

Tardy to Campus or Clinical Facilities

Students who arrive after the start of class or other school activity will receive a tardy mark for the class. Students who arrive late for clinical may be asked to return home pending their reason for tardiness unless the clinical facility requests the student remains present.

- Consistent tardiness (3) will result in a written counseling between the student and instructor.
- Four tardies will result in a meeting with the instructor and student; this can be grounds for permanent dismissal from the program.
- During clinical courses, students will be required to drive to clinical sites. Carpool is up to the students to arrange; however please be mindful of your classmates. If the driver is late, so is everyone else in the vehicle. Students are not allowed to ride with an instructor.

Make-up Policies

Clinical make-up

Clinical time ***due to an excused absence*** may be rescheduled dependent upon the discretion and availability of the instructor and/or clinical site. Unexcused absences will not be allowed make-up time. Missing more than 10% of the course may result in an automatic drop from the course.

Makeup exams

In most instances, exams are given using the CANVAS learning management system (LMS). While the exam is in an online format, students may still be required to take the exam in person unless otherwise instructed by the course instructor.

- 2.5% of the grade will be deducted for each day missed because of unexcused absences when the exam is given on campus. If the absence is excused, the student will be allowed to make

up the exam on the first day of return without a percentage deduction. If a student misses the class day/ exam but can take it at home with the instructor's permission, no points will be deducted from the exam grade.
- If an exam is only offered online; no makeup will be given if not taken by the due date. Extenuating circumstances may be discussed on an individual basis; and instructors may use discretion to allow make-up if they deem the reason acceptable.

Quiz & Skills Makeups

- There are NO makeups for quiz grades (except for excused absences). Students will receive a 0 for the quiz grade.
- Students missing skills check offs will be required to perform the skill with a 2.5% deduction (no percentage off for excused absences). Scheduling the make-up will be done at the discretion of the instructor and must be done at a time other than class time such as instructor office hours. The make-up must be done prior to the end of the current semester or before entering clinical rotation as deemed appropriate by the course instructor.

Program Dismissal

A student who commits any of the following acts may be subject to dismissal from the program:

- Failure to pay tuition by the enrollment census day of the current semester
- Failure to comply with school or program regulations
- Violation of school policy including but not limited to plagiarism and cheating, Illegal possession, use, sale or distribution of drugs; illegal possession of weapons; theft; Chemical (drugs or alcohol) impairment in the school/clinical setting
- Conduct which is unrelated to the learning and inappropriate for either clinical or classroom (e.g. abusive language, threats, assault and battery, disruptive attitude or talking, use of cell phone or other device during classroom/ lab instruction
- Falsification of information given on official school or clinical facility document.
- Falsification of records regarding patient care, including clinical log sheets.
- Unauthorized possession of an examination (physical or digital)
- Commitment of any act which would result in ineligibility for certification
- Failure to meet expectations relating to student behavior as defined in the Fletcher Student Handbook and the Medical laboratory technician Student Handbooks
- Failure to perform clinical duties and responsibilities as assigned by an instructor (i.e., failure to progress after repeated remediation and/ or counseling/probation).
- Failure to exhibit a conscience
- Failure to maintain confidentiality both in and out of the clinical facility
- Failure to maintain satisfactory progress, including clinical expectations
- Violation of the attendance requirements
- Leaving the clinical site without proper notification to a faculty member and clinical site supervisor.
- Failure to maintain current scope of practice in clinical.

- Unprofessionalism in the classroom, lab, or clinical setting
- Violation of Clinical Site regulations regardless of the practices of site personnel

Disciplinary Action Documentation

Unsatisfactory progress warrants counseling and/or disciplinary action. This includes unsatisfactory behavior in the classroom, lab and/or clinical areas. A written and signed statement indicating the reasons for the action and a time limit and expectations for students to improve will be presented to the student at the time of the counseling.

If progress remains unsatisfactory, the student may be terminated from the program. Informal, verbal counseling and/or formal counseling, with written, signed counseling documents are conducted as indicated by student behavior, conduct, or progress. These disciplinary action forms are considered part of the student's permanent program record and a copy can be found at the end of this handbook. All counselings will be conducted in person.

If a student refuses to sign a counseling or probation form, the instructor will obtain the signature of another witness (faculty member) to acknowledge the form was provided to the student.

Students may receive counseling for multiple reasons. Students receiving three (3) or more counselings over the duration of the program will be placed on probation. A student placed on probation more than twice over the program's duration will be dismissed from the program.

Cell Phone Usage During Instructional Time Policy

Purpose:

To maintain professionalism, ensure privacy, and uphold the integrity of all instructional environments, the Division of Nursing and Allied Health at Fletcher Technical Community College enforces the following policy regarding cell phone or other device usage at all instructional sites, including classrooms, labs, simulation areas, and clinical facilities.

Policy Guidelines:

1. Restricted Use:
    - Cell phones and other electronic devices must be turned off or set to silent mode during all instructional activities.
    - During testing, cell phones must be turned completely off.
    - Personal phone or electronic device use, including but not limited to calls, texts, social media, internet use, photos, or videos, is strictly prohibited during instructional time unless expressly approved by the instructor for academic or emergency purposes.
2. Ownership of Media:

- All photos or videos taken on Fletcher property or at any Fletcher-affiliated instructional site are considered property of Fletcher Technical Community College.
- Any media taken without proper authorization may not be shared, stored, or distributed, including posting to social media platforms or messaging apps.

3. Social Media Violations:
    - Students found to have posted unauthorized photos or videos related to Fletcher's instructional sites, faculty, staff, fellow students, or clinical sites to social media will be subject to disciplinary action.
    - Disciplinary actions may include dismissal from the program depending on the nature and severity of the violation.

Behavioral Expectations and Professional Conduct Notice

The Division of Nursing and Allied Health has implemented the following guidelines to address concerns related to professional conduct in the classroom/lab/clinical environments. As a student in this program, you are expected to uphold the highest standards of professionalism and respect toward your peers, faculty, and the nursing or allied health profession itself.

Unprofessional or disrespectful behavior will not be tolerated on campus, in the classroom, lab, or clinical setting.

This includes, but is not limited to:

- Disrespectful remarks or comments
- Snide or sarcastic responses
- Eye-rolling or dismissive body language
- Muttering or speaking under your breath in a disruptive manner
- Arguing with others or engaging in confrontational behavior
- Bullying or any other form of unprofessional conduct
- Derogatory social media posts that include Fletcher or the nursing and allied health program in any way (includes t-shirts, uniforms)
- Interruption of the learning environment (talking, walking in and out, slamming books, etc.)

Nursing and allied health occupations are respected professions that demand accountability, effective communication, and mutual respect. Disrespectful behavior not only undermines the learning environment but also compromises the professional standards expected of future healthcare workers.

To continue your enrollment in a nursing or allied health program, you are required to read and acknowledge the statement below:

Student Acknowledgment

I acknowledge that I have received this notice regarding my conduct in all courses within nursing or allied health programs. This notice addresses, but is not limited to, behaviors such as making disrespectful remarks, snide comments, eye-rolling, muttering under my breath, arguing with others, bullying, or engaging in any form of unprofessional conduct as mentioned above.

I understand that any occurrence of any of these behaviors may result in my immediate dismissal from the nursing or allied health program without the potential of ever reenrolling into any Nursing and Allied Health program at Fletcher Technical Community College.

Classroom Code of Conduct

- Sleeping during class will not be tolerated. You will be asked to leave and receive an unexcused absence for your time missed. A secondary offense will result in probation.
- No hats or caps will be allowed during a test (in person or online). Students wearing hooded sweatshirts may not have the hood on during the test.
- The above cell phone usage policy will be followed:
    - Instructor discretion will be used to determine if the violation constitutes a write up, probation, or immediate dismissal based on the severity of the violation.
- Smart watches are not allowed on campus or in clinical rotation.
- Plagiarism and cheating will not be tolerated. You will be disciplined by the Associate Dean or Dean on your **first** offense.
- Except for closed water bottles, no food or drinks are allowed in classrooms, labs, or computer labs.
- Please empty cups filled with liquid in a sink before placing them in the trash.
- Students should clean up the lab or work area daily. Throw away trash and keep stations/ areas organized. Teamwork begins in the classroom, and as such, you should help each other out. No one will be dismissed from class/ lab time until the areas are acceptable.
- Always maintain professionalism and be respectful of others. Students may be counseled, placed on probation, and/or dismissed from the program for unprofessional behaviors to faculty, staff, fellow students, or clinical personnel.

Conduct During an Examination

Policy Purpose

The purpose of this policy is to establish clear expectations for student conduct during examinations to ensure fairness, integrity, and consistency across all testing environments.
No hats, caps, or hooded sweatshirts will be allowed during a test. Students must follow the cell phone usage policy. All electronic devices must be put away during an examination and turned off or placed on silent mode, including smart watches. Students may not leave the examination room for any reason. If a student must leave the examination area and not all items have been answered, the student may submit the exam and have it scored accordingly. Once students have left the examination area, they are not allowed to return to the examination area until all students have completed the exam.

Students that are allowed to take exams off campus for approved reasons, or for an online offering must use a video proctor/ webcam and lockdown browser. Students who are taking exams on campus in an online format must also use a lockdown browser. The student taking the exam must follow Fletcher's policy of academic integrity during the examination. Violations of the principles in Fletcher's policy of academic integrity (excluding obvious cheating) will result in a reduction of 5 percentage points on the exam. Students who are caught cheating will be dismissed from the program.

Dress Code

Fletcher Technical Community College conducts programs to prepare individuals for employment.

- Students are required to exercise personal hygiene.
- Students must wear navy scrubs. Cover up jackets may be navy blue or white.
- Scrub tops and cover up jackets must have the approved Fletcher program specific patch affixed to the left deltoid.
- Jogger bottoms are not allowed. Straight leg bottoms must be hemmed properly as to not drag the floor.
- Students must have their Fletcher student ID at all times and be able to present when asked. Last names of students will be covered with tape during clinical rotations.
- Students who do not wear the required attire (complete uniform, clinical name badge, etc.), will be sent home for the day and the absence will be counted as an unexcused absence.
- Students, both male and female, are to wear hair styles which are clean and neat. Beards, mustaches, and sideburns should be short, neatly groomed and worn in a professional manner. Hair may not be dyed unnatural colors.
- Hair should be pulled back and off the collar when in student labs and clinical rotations.
- Students may wear "street clothes" on lecture days; however, wearing clothing that exposes the back, chest, midriff, abdominal or buttock area is unacceptable. Undergarments are not optional. Clothing should not contain any vulgar, offensive, or slandering language or symbols. Students must wear either white or black leather tennis shoes or an approved closed-toe style shoe on lab days and to clinical (nothing with holes or open toe). Check with an instructor for clarification or approval.
- Cologne, perfume, or aftershave is permitted only if lightly scented.
- Fingernails must be kept clean and relatively short. No artificial nails or tips and no polish while in clinical settings.
- In all questions regarding dress and grooming, if the instructor or college decides that the student's attire or appearance is disruptive to the learning process, or is deemed inappropriate or unprofessional, then the attire or appearance will not be allowed.
- Failure to adhere to the dress code regulation:

- First offense- the student will receive a counseling notice
- Second offense- the student will be sent home and counted absent for the time missed and placed on probation.
- Third offense may result in dismissal from the program.

Evaluation Methods

- Students will be evaluated through examinations, laboratory and clinical skill performance, and other special assignments and projects.
- Exams are based upon student learning outcomes and course objectives. It is the department's policy to ensure that all exams are a valid and reliable measure of a student's achievement and a mechanism to teach students successful test-taking skills (promoting success for certification examination). Exams should:
  - Test students' critical thinking and various levels of learning in accord with Bloom's taxonomy
  - Consist primarily of multiple choice, fill in the blanks, matching, true/ false, and some discussion questions.
  - Be given on paper or online using the designated learning management system.
- Students will be given 2 days to dispute or ask questions pertaining to an exam grade once grades have been posted.
- Be examined for content has been adequately covered in class and/or in the assigned reading and class assignments.
- Be scheduled regularly throughout the semester.
- Students who have prior approved accommodation will receive time and a half.
- Laboratory and Clinical Skills:
  - Will be evaluated by direct observation using a competency checklist.
  - Evaluation tools will be developed to mimic the competencies necessary to function as a Medical Laboratory Technician within a clinical setting.
  - Site specific checklists may be developed for individual clinical sites to aid in ensuring the student receives the highest quality clinical experience.

Grading System

Students will be graded through written, objective, and subjective tests, special assignments, projects, clinical evaluations, case studies, oral presentations, and job-related skills. Written tests are based upon performance objectives given to the student in the course syllabus at the beginning of each course of study. Failure to make the academic minimum score is interpreted as failure to successfully perform to a minimum standard for the medical laboratory technician program.

Instructor(s) may opt to counsel students whose grades are borderline or may be consistently failing exams in a course by providing an official counseling form; however, it is ultimately the student's responsibility to keep track of their grades via CANVAS.

There is no rounding of the grading scale *(Example: a 93.8 is a B, not an A).* For transparency, any bonus points awarded throughout the semester/ course will be awarded before the final exam. A maximum of 5 bonus points may be awarded by the instructor in each didactic course. Earned bonus points will be added to the lowest test score the week before the final exam. No bonus points will be offered or awarded in the student laboratory or clinical courses.

Grading Scale

A	100-94
B	93-87
C	86-80
D	79-73
F	72- 0

- Lecture grades are weighted:
  - Exams: 70%
  - Quizzes and other assignments: 20%
  - Final Exam: 10%

- Lab grades are weighted and grouped by assignments:
  - Quizzes and other Lab Assignments 25%
  - Exams, Practicums, and Skill Checks 50%
  - Lab Participation, Professionalism, and Special Projects 25%

Courses with Lab and Clinical Components

For courses in the program that contain lab and clinical components, students must pass BOTH portions of the course to successfully complete the course no matter the overall grade *(For example, courses that have both a lab and clinical component)* If a student has a passing lab (skill) score but fails the clinical portion of the course, the student will not successfully pass the course.

Clinical performance will be evaluated during clinical experience of each student by the supervising preceptor.

a) A written, graded clinical evaluation will be completed during each learning experience.
b) Additional evaluations will be presented as determined by the preceptor and student performance.
c) A minimum score of 70% is required on graded evaluations. Failure to maintain this grade will constitute grounds for clinical probation.
d) Patient confidentiality is a must. Failure of student to maintain patient confidentiality is grounds for dismissal from the Medical laboratory technician program.
e) Failure of student to perform clinical duties and responsibilities as assigned in the clinical area is grounds for dismissal from the Medical laboratory technician program.

Laboratory Course Needlestick Policy

The student should wash with soap and water. If mouth or eyes are involved flush thoroughly with running water for 15min. The student must notify the laboratory instructor of the exposure immediately. The student must fill out an incident report form. It is recommended that the student and the source seek medical attention within 2 hours after exposure. The student must use their medical insurance for medical evaluation. "See Hold Harmless Agreement"

Certification Exam

All medical laboratory technician graduates are eligible to sit for the national certification exams given by the ASCP and AMT. Additionally, medical laboratory technician students may be eligible to test with the National Healthcareer Association (NHA) to receive certification as a phlebotomist after completion of their clinical rotation in phlebotomy. More information will be provided within the courses focusing on phlebotomy training.
Graduating from the Fletcher Medical Laboratory Technician Program is not dependent upon taking or passing the national certification examination(s). More information pertaining to the national certification exams will be given to students during the Medical Laboratory Technician Capstone course which occurs during the final semester.

Meals/ Breaks

Breaks and lunch schedules will be assigned at the instructor's discretion and/or clinical preceptor. Breaks are limited to 15 minutes at school and at clinicals, unless instructed otherwise. Generally, at clinicals, follow the department schedule for breaks and lunch. When the preceptor you are assigned to has a break, you do as well, unless otherwise instructed. You are not permitted to leave the hospital/clinical site during this time. Breaks at clinical sites are not guaranteed. Breaks are given depending on the day's schedule. You are guaranteed a 30-minute lunch break. The exact time, however, is not a guarantee. Lunch breaks usually range between 11:00am – 1:00pm. Students who are late coming back from breaks and/or lunch will be marked as tardy.

The Clinical Experience

The clinical course instructor(s) will go over the course syllabus in detail including the objectives, grading process, clinical dress code, and expected outcome. If a separate orientation process is required by the clinical facility, students will not be allowed to attend the facility if he/she is not present for the orientation, resulting in an unexcused absence until the facility orientation process is completed.

During clinical experiences, these special instructions are to be followed:

A. Students are due at the clinical facility at designated time and dates given by the Clinical Coordinator. There are no half-day clinical days.

B. Student is allowed a 30-minute lunch period and will be allowed a break of 15 minutes – if feasible and only at the discretion of the preceptor.
C. No eating, smoking, or chewing gum in the clinical area.
D. The student is urged not to bring a purse or large sums of money to unit. Leave them locked in trunk of car.
E. Family members are not to visit student or call student on clinics or hospital units.
F. If student is going to be absent or tardy, notify the appropriate clinical preceptor by leaving a message prior to the beginning of the designated shift AND the clinical course instructor.
G. Student must follow uniform dress code at all times unless within special clinical areas where special instructions will be given at that time.
H. Students may not be substituted for regular staff during their student experiences. In the event the facility is attempting to use the student as staff and is not paired with a preceptor, the student is to notify the clinical course instructor or another faculty member immediately.

Students must function within the realm of the health care agency's written policies.

Before beginning clinical practice, students will have instruction in Blood Borne Pathogen Exposure Control plan.

Standard precautions will be observed by medical laboratory technician students/faculty at this facility and on each clinical site, in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual. Re-capping used needles is not permitted.

In the event that the health care agency has more stringent regulations than those stated, the policy of the institution will be followed.

Fletcher's medical laboratory technician program does not require service work outside of clinical time. Interning (Clinical) students are not allowed to take the place of the facility's qualified clinical staff during their clinical experience. They are always under direct supervision. If for some reason the student is participating in supervised service learning outside of their scheduled clinical hours, the service learning must be voluntary.

The relationship between the student and client must remain professional and not social.

Clinical Evaluation Policy

Student clinical evaluations conducted by program faculty and/or clinical preceptors will be verified and maintained as hard copies and within the designated clinical course learning management platform and will be maintained for at least five years. Evaluation of students will be conducted on a recurrent basis and with sufficient frequency to provide both the students and program faculty with valid and timely indications of the students' progress toward and achievement of the curriculum competencies in the required learning domains.

Clinical evaluations conducted by clinical preceptors will be employed to inform program faculty of student clinical progress but will not substitute as formal clinical evaluations

performed by program faculty. Program faculty will use preceptor evaluations and feedback from each facility to provide a formal evaluation of each student's progress to provide the clinical course evaluation grade. The grade received on the preceptor evaluation will not necessarily be the grade the student receives for the clinical course.

Students will receive, at minimum, weekly updates from program faculty on the feedback received and observed firsthand. This may be on an evaluation, in person during site visit, or any approved communication method (such as email in the clinical course learning management system or text message).

Clinical evaluations must include:

- Program determined clinical competencies.
- Number of venipunctures/dermal procedures being evaluated.
- Date of evaluation and signatures of the student, program faculty and/or clinical preceptor
- Date of evaluation and signature of the student and clinical preceptor if it's a preceptor evaluation. A faculty member must still sign and date the preceptor evaluation after discussing the evaluation with the student.

Clinical Supervision Policy

The program will ensure sufficient clinical supervision and evaluation of students in clinical rotations through faculty site visits and clinical preceptors at each facility based on the program's contracts with each facility. Students will never be unsupervised in any procedure at any facility. Program faculty will make periodic site visits to formally evaluate students and receive in-person feedback from staff at each facility. Program faculty will also regularly communicate with clinical sites weekly to ensure each student's progress.

Clinical Needlestick Policy

The student must report the incident to the facility preceptor at the contracted facility immediately.

The student must complete all paperwork/forms required by the facility within the required time andcare should be taken to adhere to facility policies. The student must notify the Medical laboratory technician Clinical Coordinator and/or Medical laboratory technician Program Director in the Allied Health Department at Fletcher Community College of the specific incident within 24 hours or the beginning of the next regular business day. The student must provide a copy of the facility specific incident report(s) to the Clinical Coordinator and /or Program Director. "See Hold Harmless Agreement"

Clinical Expectations and Student Clinical Placements

Clinical practice supervised by the medical laboratory technician faculty and approved facility preceptors is provided through formal contracts with the school and local health care agencies. The formal contracts are binding to Fletcher Nursing & Allied Health students and faculty. Failure to adhere to these regulations may forfeit the school's privileges in the agency and the student in violation will be dismissed from the medical laboratory technician program.

Prior to accepting students to each cohort, the program will ensure sufficient clinical placement is available at contracted clinical facilities, so the educational process is continuous and there are no delays to start student clinical rotations.

The clinical coordinator is responsible for assigning students to clinical facilities and ensuring all required documentation required by the hospitals is submitted promptly. Students who fail to submit required documentation when requested by the clinical coordinator will not be allowed to attend clinical sites, resulting in unexcused absences until the proper documentation is submitted. Student clinical facility assignments are not negotiable. Numerous hours of planning and communication between the clinical coordinator and the contracted facilities take place to ensure students receive an optimal clinical experience.

To ensure an optimal clinical experience and meet the required clinical hour expectations, students may be required to travel outside a customary commuting distance. Students accepted to the program must formally acknowledge they are willing and able to travel to areas such as New Orleans and/or Baton Rouge during clinical rotations. Students offered a seat in the program are sent this information in their acceptance email. Accepting a seat in the program will be considered an acknowledgement of this. Students will also formally sign documentation upon program orientation. Fletcher currently has contracts with the following clinical facilities:

- Thibodaux Regional Health System
- Terrebonne General Health System
- Cardiovascular Institute of the South
- Physician's Medical Center
- Ochsner Health Facilities:
    - Chabert Medical Center (Bayou Region)
    - St. Charles
    - St. Anne
    - St. Mary Hospital
    - Ochsner Medical Center-Main Campus
    - Kenner
- LCMC Facilities:
    - West Jefferson
    - East Jefferson
    - Touro
    - Children's Hospital
    - Tulane Lakeside
    - University Medical Center
- Baton Rouge General
- Our Lady of the Lake-Baton Rouge
- North Oaks Medical Center – Hammond
- Bayou Bend Health System – Franklin
- Lab Corp – Houma (select locations)

- Lady of the Sea General Hospital – Cut Off

**If additional clinical sites are obtained throughout the year, students will be made aware in the form of a written notice and will be expected to comply with any requirements made by the facility prior to attending a clinical rotation.*

In the event a clinical facility terminates its agreement with the program, students will be reassigned to another approved clinical affiliate to complete the program requirements. In the event of a natural disaster, pandemic, or other unforeseen circumstances, the MLT program may utilize simulation activities through faculty-approved providers and/or simulated on-campus labs capable of meeting the clinical course requirements and learning outcomes.

Clinical rotations occur during the spring and summer semesters excluding student holidays. Students will be provided a detailed schedule from the clinical coordinator and/or clinical course instructor. Students may rotate through various hospitals, clinics, and provider offices throughout clinicals.

Clinical Course Hours and Competency Tracking and Documentation

Students must complete all clinical checklists and required clinical hours before completing the medical laboratory technician program. Students will begin this task during their student laboratory course and will continue throughout their clinical experience until graduation. Clinical skills/check lists and clinical attendance hours will be tracked using a paper log tracking system which will be provided to the students by the clinical course instructor. The clinical coordinator will inform students how to fill out logs during a training session or individual meetings. More information about the check lists and clinical hour requirement will be given by the clinical course instructor and listed in the clinical course's syllabus.

Program books/supplies

It is mandatory that all students participating in the program purchase all books and required supplies. Fletcher Textbook Access through Follet is a program utilized by the college that offers students access to all required course materials prior to the start of classes at a discounted flat fee per credit work.

Students are automatically enrolled in the program when they register for their classes, then the required materials can be accessed by students through Canvas if the materials are digital. Physical textbooks and other items will be shipped directly to the college's library where students may pick them up when they are received.

Students who are not interested in the discounted course materials can choose to opt out of the program each semester. More information about Fletcher Textbook Access can be found on the college's website under "student resources-textbooks".

If a student utilizes a different edition than what the course requires, it will be up to the student to compare the coursework and submit any required assignments in the correct format to receive credit. Instructors will not assist in determining differences in books, page numbers, or content.

Most lab supplies will be provided to students by the campus and purchased through course fees; however, students may have additional costs over the duration of the program. Please refer to the cost sheet in this document for itemized breakdown of all program costs.

Completion Requirements

Students will be evaluated throughout the program by the medical laboratory technician faculty, clinical preceptors, & clinical affiliation management. Students are encouraged to perform self-evaluations as well, based on criteria indicated in course syllabi and on clinical evaluations. For a student to be recommended to receive an Associate of Applied Science in Medical Laboratory Technician and be allowed to sit for the National Certification Exam(s), the student must have:

1. Met all entrance and exit requirements
2. Completed all coursework (clinical hours, theory, and skills) with a grade of (C) or greater throughout the program curriculum.
3. Completed a total of 64 credit hours
4. Have no outstanding financial responsibilities to the college
5. Completed an application for graduation and paid any associated fees

The student’s completion will not be contingent upon passing an external certification or licensure exam.

Graduation/Commencement/Pinning Ceremony

Fletcher hosts graduation ceremonies each May and December. Graduates finishing in the summer or fall may purchase a cap and gown and participate in the December commencement ceremony. Students enrolled in the AAS-Medical Laboratory Technician program officially complete their degree requirements at the end of the summer semester.

Graduation application deadlines are set by the college's graduation committee and will be announced via the college website, learning management system (LMS), and official social media channels. Students must complete a graduation application by the committee's deadline to participate in the ceremony.

At the conclusion of the summer semester, the Division of Allied Health hosts a pinning ceremony to recognize students who have completed associate degree programs. Students will receive their official program pin-- a meaningful symbol of their dedication and achievement to their chosen career path. Students are required to wear their clinical uniform for the ceremony (joggers are not permitted). Additional details regarding the pinning ceremony, including the date, time, and location, will be communicated to students in advance of the event.

Associate of Applied Science Medical Laboratory Technician Clinical Cost Sheet

(All costs are approximate and subject to change.)

Tuition & Fees

Tuition.....$133.92/credit hour
Tuition & Fees Total.....$239.96/credit hour up to 15
Excess Credit Hour Fee .....additional $150.96/credit hour over 15

All fees are itemized on www.fletcher.edu

Program Expenses

Background Check Submitted with Application .....$ 40.00
Drug Screen (12-panel urine) Money Brought to MLT Orientation .....$ 40.00
Medical Exam on Fletcher Physical Form .....$ 60.00
Routine Lab Tests/Immunizations (TB, MMR, HBV, DT)**.....$450.00
Titers for (MMR & Varicella)** $200.00
CPR Certification Fee.....$ 75.00
Malpractice Insurance (optional).....$ 38.00
Uniforms (Minimum 2 recommended-$60.00 each) $120.00
Warm-Up Jackets (2 @ $30.00) (optional).....$60.00
White, Black, or Grey Oxford Shoes (Leather only).....$70.00
Books for Program.....$700.00
MLS uniform patches for Tops and Jackets ($7.00 each) $21.00
Trajecsys Registration (If Required by Clinical Instructor) $100.00
Flu Vaccine.....$25.00
**Titers and additional immunizations are only necessary if you cannot provide immunization records.

Certification and Graduation:

Certification Exam Fee $215.00
LSBME License Fee.....$65.00
Passport Pictures for LSBME (2) $10.00
LSBME background check.....$50.00
Fingerprint.....$60.00
Cap and Gown for Graduation.....$50.00

Appendix A

Non-Academic Progress Note

Student:_____ Date Issued:_____ L#_____

Course:_____ Program:_____

_____1. Professionalism violation

_____2. Attitude/Behavior violation

_____3. Social Media Policy violation

_____4. Cell Phone/Electronic use violation

_____6. Other:_____

The faculty member reports:

The student states:

The faculty member suggests the following remediation/plan moving forward:

This non-academic progress report serves as documentation of a meeting with you and your faculty member to discuss a policy violation.

My signature below verifies that I understand the terms as outlined **and that any additional violation of this type may result in dismissal from the program.**

I have received a copy of this notice.

Student signature: _____

Faculty signature: _____

Appendix B

Academic Progress Note

Student:_____ Date Issued:_____ L#_____

Course:_____ Program:_____

_____1. Attendance

_____2. Failure to meet academic expectations/unsatisfactory GPA*

_____3. Unsatisfactory skill performance/progression

_____4. Unsatisfactory clinical performance/progression

_____4. Late/incomplete/unsatisfactory clinical paperwork

_____5. Plagiarism/AI violation

_____6. Dress Code Violation

_____7. Other:_____

*Your current average is _____. To progress through the program curriculum, you must achieve an average of _____ at the end of course.

The faculty member reports:

The student identified the following challenges:

The faculty member suggests the following plan for improvement:

This academic progress report serves as documentation of a meeting with you and your faculty member to discuss an inability to meet academic standards.

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

Student signature: _____

Faculty signature: _____

Appendix C

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, students 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 Fletcher Technical 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 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.

_____ _____

Student Signature Date

Appendix D

Verification of Health Insurance

Students participating in a Fletcher Technical Community College Nursing and Allied Health 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 Nursing and Allied Health program. Neither the College nor the clinical agency is responsible for these expenses. Students are **required** to maintain a personal health care insurance policy.

- I understand that I must provide the program with proof of health insurance coverage.
- I understand that should my insurance information change, it is my personal responsibility to provide the clinical coordinator with my updated proof of coverage.
- I understand that should my coverage lapse, and I cannot provide proof of insurance while enrolled in a clinical course, I will be unable to attend clinical. I understand that any days missed will be considered unexcused and may result in being dropped from the course/ program.

_____ _____

Printed Student Name Student Signature

_____ _____

Student ID Number Date

Appendix E

Hepatitis B Vaccine Information

The Disease Hepatitis B virus, one of at least three Hepatitis viruses, is an important cause of viral Hepatitis. The illness caused by or related to Hepatitis B is serious, resulting in death in about 1% of those infected. Complications of the disease include a variety of liver disorders, including cirrhosis and cancer. Most patients recover completely, but about 6-10% become chronic carriers and can continue to transmit the virus to others. There may be as many as .5-1.0 million carriers in the United States.

Transmission and Risks

The disease is transmitted chiefly through contact with infected blood and blood products. Hospital staff, therefore, is at increased risk of acquiring the disease. The risk for hospital personnel can vary, both among hospitals and within hospitals. Though the risk of acquiring Hepatitis B through the clinical experience is probably lower in some facilities due to the low incidence of the disease, the decision to receive or decline the vaccine deserves your careful consideration.

The Vaccine

Various pharmaceutical companies have developed vaccines, which provide protection from Hepatitis B. Field trials have shown 80-95% efficacy in preventing infection among susceptible persons. The duration of protection and the need for booster doses is not yet known. Adult vaccination consists of three intramuscular injections of vaccine. The second and third doses are given at one and six months respectively, after the first.

Waiver Format

• Consistent with guidelines developed by the CDC and the American Hospital Association, certain employees have been identified as being at relatively higher risk of exposure to Hepatitis B. Radiography at certain institutions, has been designated in this group.
• Perhaps one in fifty employees may have an acquired immunity to Hepatitis B through previous illness or exposure and would not need the vaccine. This can be determined by a laboratory-screening test.
• The Hepatitis B viral vaccine is available through the Health Departments, personal physicians, or any hospital.
• As with any immunization, there are disadvantages and risks. If you wish further advise, please contact your personal physician.

Appendix F

Latex Allergy Information

Students will be required to submit a form stating they have received information pertaining to latex allergies and declination or acceptance of having a latex allergy test performed

What is latex allergy?

It is a reaction to certain proteins in latex rubber. The amount of latex exposure needed to produce sensitization, or an allergic reaction is unknown.

In sensitized persons, symptoms usually begin within minutes of exposure but may also occur hours later and can be quite varied. Mild reactions include skin redness, rash, hives, or itching. More severe reactions (allergic reactions) may involve respiratory symptoms such as runny nose, sneezing, itch eyes, scratchy throat, and asthma (difficulty breathing, coughing spells and wheezing). Rarely, shock may occur; however, a life-threatening reaction is seldom the first sign of latex allergy.

Transmission and risks:

Gloves are coated with a lubricant powder, but most are coated with cornstarch powder in which the rubber particles adhere to the cornstarch and become airborne when the gloves are taken off. These articles not only affect the skin but may also affect the eyes and lungs (inhaled). Increasing the exposure to latex proteins increases the risk of developing an allergic reaction which puts all healthcare workers at high risk due to the frequent use of latex gloves. Therefore, it is important that the healthcare professional understands the increased risk that they may be exposed to.

True or not true allergy:

The most common reaction is irritant contact dermatitis—development of dry, itchy, irritated areas on the skin, usually on the hands. This reaction is caused by irritation from wearing the gloves and by the exposure to the powders added to them. Irritant contact dermatitis is not a true allergy. Allergic contact dermatitis results from the chemicals added to latex during processing or manufacturing. These chemicals can cause a skin rash similar to that of poison ivy. Neither irritant contact dermatitis nor chemical sensitivity dermatitis is a true allergy.

Treatment:

Detecting symptoms early, reducing exposure to latex, and obtaining medical advice are important to prevent long-term health effects. Precautions are needed to prevent further exposures. The most effective approach is latex avoidance.

Appendix G



Latex Sensitivity Declination/ Acknowledgement Form

I have read the information given and understand that due to my occupational exposure to latex gloves and other products containing natural rubber latex, I may be at risk of acquiring or developing an allergic reaction. I have been informed of the increased risk and I also understand that if I develop symptoms of a latex allergy that any testing for latex allergy will be at my cost via an appropriate health care provider. Information for testing can be obtained by calling my family health care provider.

Please check one of the following:

_____ I have sensitivity to latex and wish to continue in this program. I understand the potential risks involved of being exposed to latex in the healthcare environment and in the lab environment on campus. I will provide documentation from my doctor prior to any skills/ lab portion of any course in the curriculum. I understand that failure to do this will result in being dismissed from the class until the documentation is provided. This time missed will be counted as an absence.

_____ I do not have a sensitivity to latex at this time. If I develop any reactions that indicate latex sensitivity, I agree to have testing performed and re-evaluate this form for my records.

_____ _____

Student signature Date

Appendix H

Handbook Signature Page

I understand that I am responsible for reading this student program handbook and the materials within, and I am responsible for asking for clarification for anything I may not fully understand. I also understand that I am to refer to this handbook for my duration in the Medical laboratory technician program. I understand that this document is a contract between me, the program and its faculty, and Fletcher Technical Community College. I understand that faculty may be required to make addendums to meet the needs of the college, clinical facilities, or the program, and will provide me with any updated information, at which point any updated policies or procedures will supersede from that point forward. _____ 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 Department of Nursing & Allied Health disclosed to any clinical facility I will be attending during my enrollment in the Medical laboratory technician program at Fletcher Technical 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 Fletcher Technical Community College.

I acknowledge the ownership of the project and further agree that you may use likeness for the purpose of promoting Fletcher Technical 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: _____

Appendix I

Department of Medical Laboratory Technician Pregnancy Documentation Form

Students are required to have their treating OB/GYN complete a technical standards form

Student Name: _____ Date: _____

Program Requirements During Pregnancy:

Clinical, classroom, and lab practice will continue during pregnancy unless contraindicated by your health care provider. You must provide a statement from your health care provider that you may continue the program in accordance with the technical standards necessary to complete the program.

If pregnancy occurs during lab and/or didactic portions of the program, the student must provide additional documentation from her health care provider upon entering clinical rotations.

1. Able to perform duties according to the technical standards found in the program handbook and website.
2. Avoid areas involving radiation during the first trimester when possible. Wear appropriate radiation protection during the second and/or third trimester.
3. Avoid procedures involving patients with infectious diseases including AIDS, Hepatitis, TB, and respiratory infections.
4. Able to lift, push, or pull up to 50 lbs.
    a. If your health care provider puts restrictions on this weight, you must provide documentation.
5. Wear school uniform and/or lab coat with adjustments to fit
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.

_____

Faculty Member/ Date

_____

Student/ Date

Appendix J

Student Health Information Change Form

To be completed if the student's medication and/or health history changes.

Student name: _____ Date: _____

To be completed by a licensed healthcare provider:

For what condition is the student being treated?

_____
_____
_____
_____

If applicable, what medication(s) are prescribed to the student for the condition being treated?

_____
_____
_____

Please complete the attached checklist of program technical standards to verify if the above diagnosis and/or medication(s) affect the student's ability to practice and/or provide safe, competent patient care in the classroom, lab, and/or clinical setting.

OR

If only a medication change for a previously disclosed diagnosis**:**

Will the above medication(s) affect the student's ability to practice and/ or provide safe, competent patient care in the classroom, lab, and/or clinical setting? **Circle one: YES NO**

Healthcare Provider Signature: _____ Date: _____

I agree with my healthcare provider's advice.

Student Signature: _____

Appendix K

Technical Requirements Specific for the Medical Laboratory Technician Profession

This form will be required upon any change in a student's health status. Students should request a copy from their instructor.

Check the appropriate box for each of the following technical standards.

The student must be able to meet or perform the following standards and skills to participate in all clinical portions of the medical laboratory technician program:

Yes	No	Technical Standard
☐	☐	Demonstrate effective communication skills in speech and writing, in the English language.
☐	☐	Demonstrate speaking ability to be able to converse with a client and to relay information about the client to others.
☐	☐	Demonstrate hearing ability with auditory aids to understand the speaking voice without viewing the speaker's face
☐	☐	Demonstrate visual acuity (with corrective lenses if needed) to identify visual changes in a client's condition or to see small numbers on medical supplies.
☐	☐	Possess strength and psychomotor coordination necessary to perform technical procedures (ability to perform venipuncture) and cardiopulmonary resuscitation (at floor or bed level).
☐	☐	Possess a current CPR card.
☐	☐	Problem solving ability to: Collect, read and interpret data
☐	☐	Problem solving ability to: Use the data to plan and implement a course of action
☐	☐	Problem solving ability to: Evaluate the action taken. .
☐	☐	Possess the physical and emotional ability to adapt to situations necessary to fulfill program requirements
☐	☐	Demonstrate the stamina to fulfill the requirements of the program and the customary requirements of the profession

Comments/ Restrictions:

_____

_____

_____

_____

_____

_____

_____ _____

Treating Physician's Signature **Date**

_____

Physician's Printed Name

Facility Name & Address:

_____

_____

_____

Appendix L

Needlestick Consent Form

Student Name: _____ L # _____

I consent to having venipuncture and/or fingerstick performed on my arms and fingertips by other students currently enrolled in the Medical Laboratory Technician Program at Fletcher Technical Community College. I understand that this will be under the supervision of a faculty member. I understand that these procedures are necessary to enhance the learning process. I have read and understand the Hold harmless Agreement.

Student Signature: _____ Date:

_____

Witness Printed Name: _____

Witness Signature: _____