



Health Careers Department

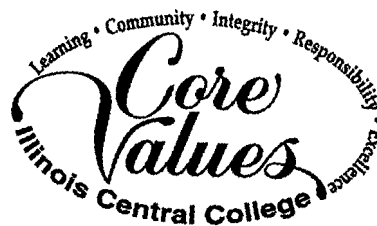
Associate Degree

Medical Laboratory Technician Program

# Student Handbook Online Version

## ICC's Mission

"Through learning, minds change.  
We believe by changing minds, we can change the world."



## Program Mission

The mission of the Medical Laboratory Technician (MLT) Program is to prepare its graduates to attain entry level skills for practice in a clinical laboratory by providing the resources, curriculum, and clinical experiences to its students.

## Welcome

Welcome to the Medical Laboratory Technician (MLT) Program at Illinois Central College (ICC). On behalf of the program faculty, we would like to express our pleasure that you have chosen ICC to make your dream of becoming a medical laboratory technician a reality. We recommend that you utilize the faculty, staff, and academic resources, readily available to you, to enhance your opportunity for success.

The *Online Medical Laboratory Technician Program Student Handbook*, the *ICC Student Rights and Responsibilities*, and the current *College Catalog* will provide policies and procedures for which you will be held responsible to follow and accountable to adhere. In some cases, you will find that the requirements for MLT may exceed the requirements of the College. It is recommended that you keep current editions of academic college references available as resources. If you have any questions regarding policies and procedures of the MLT Program, please contact your faculty member, MLT Program Director, or the Dean. You may schedule an appointment by calling (309) 690-7530. We look forward to assisting you in being successful in meeting course objectives, graduate competencies, program and professional standards.

Wendee Guth, RN, MS, CNE  
Dean of Health Careers

Vincent Strow, MA, MLS (ASCP)CM  
Program Director

The College reserves the right to change any provision or requirement stated in this Student Handbook at any time.

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\*Not included in Online Version

## **INTRODUCTION**

### **American Society for Clinical Laboratory Science (ASCLS)**

The mission of ASCLS is to make a positive impact in health care through leadership that will assure excellence in the practice of laboratory medicine.

ASCLS Believes:

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

Core Values:

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

### **American Society for Clinical Laboratory Science – ILLINOIS (ASCLS-IL)**

ASCLS-IL is a member society of the American Society for Clinical Laboratory Science (ASCLS). ASCLS-IL is in ASCLS Region VI, which is composed of the Midwestern states of Illinois, Iowa, Kansas, Missouri, and Nebraska.

Students may join to become a student member of ASCLS. Visit the web link [www.ascls.org](http://www.ascls.org) for information.

## **ASCLS Code of Ethics**

Preamble

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

### **I. Duty to the Patient**

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

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

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

## II. Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity, and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

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

## III. Duty to Society

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

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

## Pledge to the Profession

As a clinical laboratory professional, I strive to:

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

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

## Accreditation

The Medical Laboratory Technician Program (MLT) is accredited by:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) -  
<http://www.naacls.org>  
5600 N. River Rd., Suite 720  
Rosemont, IL 60018-5119  
Phone (773) 714-8880 Fax (773) 714-8886  
[info@naacls.org](mailto:info@naacls.org)

## **Medical Laboratory Technician Competency Statements\***

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

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

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

### **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 Laboratory Operations.

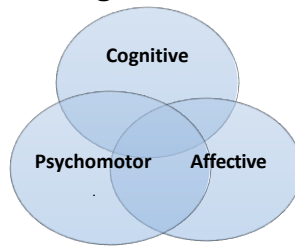
The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of pre-analytical, analytical, and post-analytical processes. The medical laboratory technician 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.

*\*Preamble of the Standards and Documentation Required for Accredited CLT/MLT Programs, National Accrediting Agency for Clinical Laboratory Sciences, 2012.*

## Medical Laboratory Technician Program Goals



### 1. Cognitive

Graduates will demonstrate specific knowledge and proficiency to practice at the entry level in a medical laboratory setting.

*Outcome measures:*

Goal #1-1: Students will demonstrate specific knowledge on fundamental laboratory principles in each major discipline prior to 1st clinical rotation.

Goal #1-2: Students will demonstrate specific knowledge on fundamental laboratory principles in each major discipline during the final year of the program.

Goal #1-3: Students will effectively transition information and experiences learned in the program to performance on the National Board Certification.

### 2. Psychomotor

The students will be able to apply learned theories to demonstrate necessary skills to perform as a medical laboratory technician as defined in the Standard of Accredited Educational Programs of the Medical Laboratory Technician.

*Outcome measures:*

Goal #2-1: Students will apply the learned discipline-specific theory to achieve a satisfactory assessment for each discipline during their clinical practicum in the medical laboratory settings.

Goal #2-2: Graduates will meet employers' expectations.

### 3. Affective

Students will communicate effectively in written, verbal, and non-verbal communication.

*Outcome measures:*

Goal #3-1: Students will demonstrate professional conduct, communication, and interpersonal relations with laboratory personnel, patients, other health care professionals, and the public.

Goal #3-2: Students shall craft a resume suitable for employer submission prior to graduation.



## **Program Skills & Abilities Relating to Essential Job Functions**

The following listed essential skills and abilities are necessary for a MLT student to meet the requirements of the curriculum. Potential students are invited to meet with the Program Director and/or the Dean to discuss any issues associated with meeting or not meeting these requirements.

1. Observation
  - a. Ability to use a microscope and differentiate microscopic components of cells, tissues, etc. Microscope work is included in the laboratory content areas of urinalysis, hematology, immunohematology, serology, and microbiology.
  - b. Ability to discriminate color differences/variations. Reading color chemical reactions, identifying organisms, and differentiating blood cells depend on the student's ability to see color, changes in color, shape, and texture differences.
2. Communication
  - a. Ability to read and comprehend clinical textbooks, procedures, numbers, and graphs displayed in prints or on a video monitor.
  - b. Ability to communicate, not only in speech but also in reading and writing, with faculty, classmates, patients, physicians and other health care professionals in a positive, tactful manner.
3. Motor
  - a. Ability to manipulate glass slides, tourniquets, test tubes, pipets, and small instruments. Good hand-eye coordination is essential in delicate manipulations.
4. Intellectual-Conceptual Abilities
  - a. Ability to calculate, reason, analyze, and synthesize results and procedural tasks. Problem solving skills and critical thinking are essential to function in a clinical laboratory.
  - b. Ability to recognize emergency situations and take appropriate actions in a timely manner.
5. Behavioral and Social Attributes
  - a. Ability to maintain patient confidentiality and to exercise ethical judgment, integrity, honesty, dependability, and accountability in the performance of their laboratory responsibilities.
  - b. Ability to adapt to changing environment and technology.
  - c. Ability to maintain composure and function effectively when subjected to high stress levels.
  - d. Ability to recognize potential hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injuries to patients, self, and nearby individuals.
  - e. Ability to function as a supportive member of the health care team, maintaining highest laboratory standards in delivery of patient care.
6. Others
  - a. Verification of satisfactory health through completion of the physical examination.

## MLT PROGRAM CURRICULUM OVERVIEW

### Orientation

Students are scheduled for a program orientation prior to the first day of the fall semester to be acquainted with the program policies and procedures. During the orientation, students have a chance to meet fellow program students and program faculty.

### Course Sequence

First Year – Fall Semester	BIOL 140 ENGL 110 PSY 110 CHEM 120 or CHEM 130	4 3 3 4 4	Human Anatomy & Physiology Composition I Introduction to Psychology Principles of Chemistry General Chemistry	14 <i>Total credit hours</i>
First Year – Spring Semester	CHEM 122 or CHEM 132 BIOL 210 COMM 110	4 4 4 3 3	Principles of Chemistry General Chemistry Microbiology Communication Process Humanities/Fine Arts	13 <i>Total credit hours</i>
Second Year -Summer Semester	MLT 110 MLT 115 MLT 116	2 3 2	Intro to Med Lab & Phlebotomy Fund of Urinalysis Fund of Immunology	5 <i>(or 7) Total credit hours</i>
Second Year – Fall Semester	MLT 210 MLT 214 MLT 216 MLT 210 MLT 222	3 2.5 4 3 4	Fund of Hematology Fund of Clinical Chemistry Fund of Immunohematology Fund of Clinical Microbiology Applied Clinical Experience I**	16.5 <i>Total credit hours</i>
Second Year – Spring Semester	MLT 220 MLT 224 MLT 228 MLT 230 MLT 232	2 2 2.5 2 5	Advanced Hematology Advanced Clinical Chemistry Advanced Clinical Microbiology Professional Seminar Applied Clinical Experience II	13.5 <i>Total credit hours</i>

### Notes:

- Students must attain a grade of “C” or better in each MLT course, CHEM, BIOL, and MATH, and a cumulative GPA of 2.0 or higher in order to remain in and graduate from the program.
- Courses listed in above sequence as First Year-Fall or First Year-Spring Semesters may be taken prior to entering the MLT program.
- MLT 110 may be taken prior to entering the MLT program with Program Director approval.
- \*\* In certain circumstances (with program approval), Clinical Experience I is delayed. Students are not fully admitted to the MLT program until MLT 222 begins.

Lectures: The MLT courses are offered in the hybrid online format. It means students will have access to the lectures online via Canvas. Students still need to come to campus (but at reduced hours and/or less frequently) for student laboratories.

Student Laboratories: Students will have hands-on lab procedures in the student laboratories prior to beginning the Applied Clinical Experience courses. Since students will be working with biological materials, the following matters need to be observed:

- Student must complete the lab safety training via MediaLab
- Student must read the MLT Program Infection Control Manual
- Student must wear a lab coat over the navy blue uniform while performing laboratory procedures
- Long hair must be worn up and off the face
- Student must wear closed-toe shoes
- Follow all policies

Clinical Rotations: Upon completion of the theories during the first 8 weeks of the fall and spring semester of the second year, the students are assigned to an individual rotation sequence for different disciplines during the Applied Clinical Experience I and II (MLT 222 and MLT 232). Typical clinical day is from 7:00 a.m. to 3:00 p.m. or equivalent.

Students will be assigned to more than one clinical site for each Applied Clinical Experience course and will travel outside of the Peoria area. Students should provide family members the individualized schedule in case of an emergency situation. See list of Clinical Affiliates.

In the event of having fewer clinical sites for the number of students, alternative arrangements would be made. For example, students may have clinical rotations outside of normal semester months.

### **MLT Clinical Affiliate List\***

1. Abraham Lincoln Memorial Hospital 200 Stahlhut Dr. Lincoln, IL 62656	7. Perry Memorial Hospital 530 Park Ave. East Princeton, IL 61356
2. Advocate BroMenn Medical Center 1304 Franklin Ave. Normal, IL 61761	8. Illinois Valley Community Hospital 925 West Street Peru, IL 61354
3. Advocate Eureka Hospital 101 S. Major Street Eureka, IL 61530	9. UnityPoint Health Methodist Hospital 221 N.E. Glen Oak Ave Peoria, IL 61636
4. UnityPoint Health – Pekin Laboratory 600 South 13th Street Pekin, IL 61554-4969	10. Mason District Hospital 615 North Promenade Street Box 530 Havana, IL 62644
5. Graham Hospital 210 W. Walnut St. Canton, IL 61520	11. OSF Saint Francis Medical Center 530 N.E. Glen Oak Ave. Peoria, IL 61637
6. HSHS St. John's Hospital 800 E. Carpenter St. Springfield, IL 62769	12. UnityPoint Health – Proctor Hospital 5409 N. Knoxville Ave. Peoria, IL 61614

- \* Clinical Affiliations may be renewed or discontinued between Program Handbook publication cycles. Presence or absence of a Clinical Affiliate on this list is not an accurate indicator of clinical affiliation status.

Note: See clinical assignment criteria.

***In event of restrictions and disruption of normal workflows, clinical rotation competency goals may be substituted or consolidated through virtual offerings or atypical rotations. The intent is to continue to meet Program Learning Outcomes and student preparation for employment.***

Program Completion: At the end of the program, students must complete the **MLT Comprehensive Exam with a satisfactory score of at least 75%**. Once all program requirements are met, students graduate from the MLT program and earn an Associate's Degree in Medical Laboratory Technician and are eligible to sit for the National Board of Certification (BOC) Exam to be certified as a Medical Laboratory Technician (MLT). Graduation is not contingent upon passing the BOC exam.

*To remain certified, the MLTs must renew their certification every three years. To be eligible for certification renewal, the MLTs must provide proof of continuing education of at least 36 hours. More information can be found at <https://www.ascp.org/content/board-of-certification/stay-credentialed>.*

## **MLT Program Course Descriptions**

For the most up-to-date course descriptions and learning objectives, access the ICC MLT Course Catalog. Program syllabi are subject to continuous revision and update, and may be updated between Program Handbook publication cycles.

### **MLT 110 – Introduction to the Medical Laboratory and Phlebotomy (2)**

Description: This course is an introduction to the clinical laboratory: its functions, personnel structure, and relationship to the total healthcare system. Venipuncture techniques, micropuncture techniques, phlebotomy equipment, safe practices, and medicolegal aspects are also studied.

### **MLT 115 – Fundamentals of Urinalysis and Body Fluids (3)**

Description: This course is an introduction to the study of urine and body fluids. Course studies urine formation including function and diseases of the kidney. Main focus is on detection of physical, chemical and microscopic properties of urine in normal and abnormal states. Content also includes discussion of miscellaneous fluid analysis, cerebrospinal fluid analysis, and fecal occult blood analysis. Additional practice on basic medical laboratory techniques will be emphasized.

### **MLT 116 – Fundamentals of Immunology and Serology (2)**

Description: This course is a study of the basic immunological principles is presented for the student to provide a general orientation to immunology. It will focus on antigen and antibody structures and how they relate to immune system disorders. Immunologic principles of laboratory diagnosis of human infectious diseases are emphasized. Lectures and student laboratories are included.

### **MLT 210 – Fundamentals of Hematology and Hemostasis (3)**

Description: This course studies basic laboratory techniques in hematology and hemostasis. The course focuses on theories and principles of normal blood cell production. Identification of blood cells and their morphology along with the laboratory techniques used in cell counts and differentials are included in lectures and student laboratories. This course also discusses the four major systems of hemostasis and common disease states associated with these systems.

**MLT 214 – Fundamentals of Clinical Chemistry (2.5)**

Description: This course is an introduction to basic principles and practices of clinical chemistry. It will include automation, specimen handling, quality control, chemical mathematics, electrolytes, proteins, carbohydrates, enzymes, and trace elements. Lectures and student laboratories are included.

**MLT 216 – Fundamentals of Immunohematology (4)**

Description: This course is a study of the basic principles and laboratory techniques of immunohematology. It will focus on antigen and antibody in relation to transfusion and donor services. Lectures and student laboratories are included.

**MLT 218 – Fundamentals of Clinical Microbiology (3)**

Description: This course is an introduction to clinical microbiology which includes collection and handling of biological specimens and bacteria identification techniques. Commonly encountered bacteria will be covered. Lecture and student laboratories are included.

**MLT 220 – Advanced Clinical Hematology (2)**

Description: The course focuses on disorders of blood cells including anemias, leukemias, and other white blood cell neoplasm. Lectures and student laboratories are included.

**MLT 222 – Applied Clinical Experience I (4)**

Description: This course is a clinical experience in the disciplines of phlebotomy, urinalysis, immunohematology/blood banking, hematology, microbiology, chemistry, and immunology/serology.

**MLT 224 – Advanced Clinical Chemistry (2)**

Description: This course is a continuation of MLT 214 with emphasis on pathophysiology and testing related to liver function, endocrine function, enzymes, toxicology testing, therapeutic drug monitoring, tumor markers, cardiac markers, and blood gases. Lectures and student laboratories are included.

**MLT 228 – Advanced Clinical Microbiology (2.5)**

Description: This course concentrates on the basics of acid fast organisms, parasites, and fungi, including their pathophysiology, epidemiology, and associated diseases. Common diseases caused by microorganisms by anatomical sites will be discussed. Lecture and student laboratories are included.

**MLT 230 - Professional Seminar (2)**

Description: This course will review all of the major disciplines of the clinical laboratory. Professional and ethical issues concerning the clinical laboratory technician are discussed. Lectures and student laboratories are included.

**MLT 232 - Applied Clinical Experience II (5)**

Description: This course continues clinical experience in the disciplines of phlebotomy, urinalysis, immunohematology/blood banking, hematology, microbiology, chemistry, and immunology/serology.

## **MLT PROGRAM ENROLLMENT/GRADUATION/WITHDRAWAL PROCEDURES**

It is the student's responsibility to read and understand College policies regarding enrollment, withdrawal from courses, and academic record at ICC.

## **Academic Progression Requirements**

A grade of "C" or better is required in each MLT course in order to progress to the next course in the sequence. Also, a grade of "C" or better is required for all science courses. In addition, the student must maintain a cumulative GPA of 2.0 or better.

Students must complete all documentation and maintain compliance with all health requirements. Students must meet all affiliated clinical agency requirements for drug screening and criminal background checks.

## **Advisement and Appointments**

The faculty welcome the opportunity to see students on an individual or group basis. Appointments should be made with faculty through the Health Careers Department. Office hours are posted for full-time faculty and may vary by eight week semester.

All program students must meet with the Program Director prior to each semester for academic progress and class scheduling. Discussion may be conducted electronically at Program Director's discretion.

## **Promotional/Graduation**

Students must apply for graduation in order to have the AAS degree posted on their final transcript. The student will apply electronically via eServices, accessible on [icc.edu](http://icc.edu). Graduation commencement occurs in May each year. MLT students will typically complete their degree in the spring semester of their final year.

## **Graduation Application**

The student will apply electronically via eServices, accessible on [icc.edu](http://icc.edu). The student must fulfill the graduation requirements of Illinois Central College. To attain an Associate in Applied Science Degree in Clinical Laboratory Technician, the student is responsible to complete the current requirements defined in the *College Catalog* and is responsible for verifying with their academic Program Director that program requirements are met, applying for graduation, and paying any required fees.

## **Deadlines to Apply to Graduate**

- Completing in the Fall Semester (December) – apply by October 1.
- Completing in the Spring Semester (May) – apply by March 1.
- Completing in the Summer Semester (July) – apply by June 1.

After application is processed, students will receive by mail an Official Degree Review. This form will list any course requirements that must be met before receiving degree/certificate from Illinois Central College.

## **Withdrawal Administratively**

The College may administratively withdraw a student from a course(s) for good and sufficient cause such as flagrant disruptiveness, unsafe practice in clinical assignments, plagiarism, etc., when deemed such withdrawal is necessary. Faculty members may recommend to Dean/Associate Dean, with documentation, that student be administratively withdrawn. Prior to any such withdrawal, students will be notified action is pending and will be afforded the opportunity for a hearing.

## **Withdrawal for Nonattendance**

Students who stop attending a course will be recorded as nonattendees at midterm of the class and will be notified by mail that they have been administratively withdrawn from the class.

(without refund of tuition and fees). Nonattendance without official withdrawal constitutes a failing or unsatisfactory grade. A student is financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date. Refer to the *College Catalog* for the withdrawal procedure.

### **Withdrawal from Course**

When necessary to withdraw from a course or courses, the student may do so at any time until 75% of class has elapsed. Notification of withdrawals are accepted online, by mail, or in person at Student Service Center. Students may withdraw from a class until the withdrawal date listed on class schedule. Withdrawal will result in "W" on transcript and will have no effect on GPA. Failure for the student to follow through with withdrawal will result in failure in the course and failing grade. All students are financially responsible for tuition and fees for classes enrolled into during semester. If withdrawal occurs on or before refund date listed on class schedule, the student may be refunded tuition.

### **Withdrawal from Program**

Students who wish to withdraw from the program are expected to do so through the Program Director. If a student is not able to successfully complete a course, it is recommended that the student withdraw before the posted withdrawal date. Late withdrawal may be permitted, prior to final exam, with approval of Dean/Associate Dean. Students who have withdrawn from the program shall withdraw from all enrolled MLT program courses.

It is the responsibility of the student who wishes to withdraw from the program to:

1. Withdraw from enrolled courses via eServices, or through an add/drop form from the Program Director.
2. Meet with the Program Director to explore opportunities for success and discuss options for readmission.

### **Readmission Policy**

Please refer to the *ICC Student Rights and Responsibilities* for information.

A readmitted student must have a completed physical examination form including verification of immunization on file at IWIRC before attending lab activities and clinical experience. It is the student's responsibility to assure that all health requirements are met. In addition, a new criminal background check and drug screen will be required.

### **Leave of Absence Policy**

Students who are in good academic standing and must temporarily withdraw from the major due to unavoidable circumstances such as medical problems or military duty should request a leave of absence from the program. Documentation of the reason for the leave request will be required and will be considered by the Academic Advancement Committee. If the reasons for the leave request are deemed appropriate, the student will receive a letter indicating that the Leave of Absence has been granted. These students are not dismissed from the program and will be placed in the first available space once they are able to return.

NOTE: If the Leave of Absence is extremely lengthy, a condition of readmission may be that some or all of the prior coursework is repeated to ensure academic success.

## MLT PROGRAM POLICIES/PROCEDURES

### Strategies for Student Success

**Academic Warning:** An Academic Warning is an indication made by a faculty member when a student has excessive absences, poor grades, or poor basic skills in a class. A letter, describing a number of student support resources the student may seek out to help resolve the warning issue, is sent and signed by the Vice President of Student Success. Students receive one letter for each unique warning. Warning processing begins at the end of the second week of the spring, summer, or fall term and concludes two weeks prior to the end of the term. Indications for academic warning include:

- A student never attended within the second week of a 16-week class or the first week of all other classes
- A student has ceased attending or has excessive absences
- A student has performed poorly on quizzes/papers/exams
- Other reason(s) that a student is not making satisfactory academic progress

**Academic Support Center:** The Academic Support Center offer free tutoring for many subjects, including accounting, biology, chemistry, history, economics, psychology, and more. Assistance is also available for Canvas, Microsoft Office, internet research, and study skills. No appointment is needed. For more information, please contact [asc@icc.edu](mailto:asc@icc.edu) or <https://icc.edu/academics/academic-support/academic-support-center/>

**The Studio:** The Studio is all about helping students get better at writing. They work with students through face-to-face, video, or email conversations to give feedback that helps students develop writing skills. Studio personnel will work on student strengths, identify challenges students face, and respond to the areas students want to work on in their writing. For more information, please contact (309) 694-5292.

**Tutors:** MLT Program tutors are available by contacting the MLT Program course faculty or the MLT Program Director. The tutors are available to assist students in achieving academic success.

**Test Analysis:** The Learning Lab can help with analysis (see Analyze Test Results form in Appendix section). Students may find this beneficial.

**MLT Open Labs:** With prior arrangement, students may access the MLT labs outside of class hours. Contact the Program Director for more information and/or access.

**Student Success Plan:** Students at risk of being unsuccessful will meet with the faculty and/or the Program Director to identify issues contributing to the at-risk situation. A Student Success Plan will be entered using the Student Success Form (see Appendix section) to assist the student in course success. Student is responsible for implementing the success plan.

Unsatisfactory Student Success Plans will be reviewed and discussed with the Program Director and the student, and may incur the consequences discussed in the success plan.

### MLT LibGuide and Library Collections:

- MLT LibGuide: a collection of the clinical laboratory-specific library resources from web tutorials, videos, research project to writing assistance. <http://libguides.icc.edu/MLT>
- Library: the ICC library system has a large collection of books, videos, DVDs, ebooks, etc... that students can access. The MLT program has a collection of DVDs and web



tutors that can be used on site. These MLT-specific resources can be accessed at the computers labeled "Medical Programs." Ask a librarian for the DVDs or any assistance.

**MediaLab:** Students are encouraged to utilize this subscribed web-based tutor to enhance learning.

**Exam Simulator:** Students are encouraged to subscribe to this web-based resource to practice to enhance student success on the BOC.

**Student Bowl Practice:** This is a fun way to assist students in achieving academic success. All students are encouraged to attend the practices that might take place in February, March, and first week of April.

### **Dress Code Policy**

In addition to what is specified in the Health Careers Programs Policy for Professional Conduct in Classrooms, Laboratory/Clinical/Fieldwork Sites, the student is expected to follow the policies of the dress code which is supported by the agencies in which clinical experience is obtained.

1. Navy blue standard health care scrubs must always be worn in the student laboratories and clinical laboratories. The scrubs must be clean, wrinkle-free, and in good repair at all times. An ICC patch (available for purchase at the ICC Bookstore) must be applied on the left sleeve. A plain, white short-sleeve or long-sleeve T-shirt may be worn under scrub top. NO BASEBALL CAP is allowed at any time, student labs or clinicals.
2. For clinical, shoes must be clean and white. White leather walking shoes or uniform shoes are acceptable. Neutral nylons or white socks are permitted for the female student and white or dark socks for the male student. Canvas shoes, thongs, sandals, clogs, or open-toe shoes are not permitted in the campus or clinical labs.
3. A current ICC student clinical photo ID badge must always accompany the uniform while the students are at clinical sites. Wear the ID on the outermost lab garment for good visibility. The badges can be obtained at Student Service at ICC Peoria. This ID badge must be returned to the Program Director at the end of the semester.
4. Jewelry is limited to a wedding band/set and one other conservative design ring, a watch, and a choker type necklace, if desired, at any time the student is in student uniform. (Note that chemicals may damage rings.) Small conservative earrings only may be worn by students—no dangling earrings or large hoops may be worn. Only two rings/ear are acceptable and no other body piercing ornaments are allowed. Anyone with ear gauges must wear plugs or cover the gauges with bandages. Any tattoos must be concealed/covered by your uniform.
5. Hair must be clean, neat, appropriately styled, and worn away from the face and off the collar. Long hair must be tied back at all times in campus and clinical labs for the safety of the student and the patient. Male students are expected to keep beards and mustaches trimmed, neat and clean. Hair color must be a natural shade, such as brown, black, blond; extreme hairstyles and alternate hair colors such as pink, blue, and orange are unacceptable.
6. A disposable lab coat must be worn in the MLT student lab at all times. This coat must be removed before leaving the student lab and stored appropriately.
7. The student must abide by the clinical and student laboratory safety rules and observe universal precautions. Gloves must be worn when working with blood and body fluids and when performing phlebotomy techniques. Other barrier protection prescribed by the

institution must also be worn or utilized (face shields, splash shields, reusable lab coats, etc.). Lab coats used in the clinical labs are provided to students by the clinical facilities.

NOTE: The lab coat worn to perform testing is not to be worn outside of the clinical laboratory.

## **Employment**

The *College Catalog* provides guidelines for employment. In general, according to the College, "Since study time of two hours is normally required for each lecture hour of class, students carrying a full-time course schedule should be employed no more than 10 to 15 hours per week.

### **EXCESSIVE EMPLOYMENT IS ONE OF THE PRINCIPLE CAUSES OF ACADEMIC FAILURE IN COLLEGE.**

Because the MLT curriculum is hybrid, program students should plan on having a minimum of 3-4 hours of study for each enrolled hour. Therefore, total work hours should be adjusted accordingly depending on the total hours enrolled in courses.

The student has an obligation to the College and the program in which he/she is enrolled in addition to oneself. Generally, the student should plan to study at least three hours per week for each semester hour of credit carried.

Because of the need to be as alert as possible in the clinical area, students are requested not to work any shift immediately preceding their clinical experience.

Students may not seek employment under the title Student MLT. At no time are students to wear their student photo ID badge outside of assigned clinical hours. The College assumes no responsibility for work performance related to skills learned as part of the program courses. Student is held personally liable and responsible for their own actions in the work setting.

## **Professional Development**

Students are expected to participate in professional development activities throughout the year while in the MLT program. Examples of activities include:

- Becoming a member of the American Society for Clinical Laboratory Science (ASCLS), the premier professional organization for laboratory professionals. Visit [www.ascls.org](http://www.ascls.org) for information.
- Attending scientific sessions, the student forum meeting, and the House of Delegates at the Annual ASCLS-IL Meeting.
- Participating in the Student Bowl competition.
- Planning activities on campus during the National Medical Laboratory Professionals Week in April.
- Helping with recruitment activities.
- Participating in MLT Program activities designed to promote the profession of clinical laboratory science, to enhance interaction of MLT program students, and to facilitate learning.

## **Safety in the Clinical and Student Laboratory**

All MLT students must follow the prescribed laboratory safety guidelines utilized by the clinical facilities and the MLT Student Laboratory. Laboratory safety is an integral part of every MLT course and students must understand and follow all techniques covered.

- All students must complete the mandatory orientation and laboratory safety modules (if available). Information will be provided by the Program Director.
- Students also need to complete the HIPAA training, via online training modules.

### **Code of Classroom Conduct**

The Illinois Central College MLT Program Code of Classroom Conduct will help prepare students to uphold the ethical standards of the clinical laboratory profession. The following guidelines will maintain a classroom, laboratory, clinical, or conference environment conducive to teaching and learning:

### **Academic Honesty**

Academic honesty consists of truth telling, performing your own work in assignments, and performing your own work in testing in all academic contexts. All members of the academic community, students, and faculty, have a responsibility to ensure that academic honesty is maintained. See Honesty/Integrity Policy contained within this handbook, which further defines the student's obligations and rights.

### **Accommodation for Lactation or Breastfeeding**

Illinois Central College will provide a readily available, private space suitable for the lactating or breastfeeding student to use. It is the student's responsibility to discuss this need with the Program Director, so that such space may be provided.

### **Attendance**

Regular attendance at all class meetings is expected as it is essential to the learning process. Faculty may establish attendance policies specific for classes and attendance records will be maintained. The student is responsible for awareness of attendance policies and make-up procedures. Dates of student attendance may be communicated to department representatives or college administration. Students should arrive to class on time and remain in class the entire scheduled time. Students should not schedule personal appointments and work hours during scheduled class, clinical, or lab times.

**Absence:** Refer to the *ICC Student Rights and Responsibilities* for general information and policy. In addition, student must notify faculty and/or the MLT Program Director of his or her intended absence from class by telephone prior to the beginning of class time. Email communication may be accepted at Instructor or Program Director discretion. Absence notification prior to class time may allow the student the opportunity to make up missed work or tests within one week of class.

The student is responsible to contact the instructor to schedule make up work. The student is responsible to acquire notes, handouts, and assignments. Quizzes/tests must be made up within one week or prior to the next class meeting. The type of quiz/test will be at the discretion of the instructor. Students forfeit the makeup opportunity/grade after one week. Assignments may not be accepted late or cannot be made up after the due date, at Instructor discretion.

Habitual tardiness and excessive absence will be cause for discussion with the instructor and/or Program Director and may result in program dismissal. Each tardy occurrence of 15 minutes or more equals one absence. Three tardy occurrences of <15 minutes equal one absence.

**Absences greater than 5% of total class sessions (excused or unexcused) in the semester will result in one letter grade lower of the final grade of the course. For**

example, MLT 110 meets 4 hours/week for 8 weeks. Missing 1.6 hours will result in one letter grade reduction for the course grade.

**Unexcused Absence:** A student who does not notify the instructor of absence by telephone prior to class time will forfeit all grading opportunities offered during that class time. It is the responsibility of the student to acquire notes, handouts, and assignments.

**Excessive Absence:** Excessive absence is defined as more than five percent of the total class meetings (as outlined in the *ICC Student Rights and Responsibilities*) whether the absence was notified or unexcused. Excessive absence will require a conference with the faculty to discuss the situation and consequences.

**Prolonged Absence:** Student must notify the MLT Program Director and Risk Management (309) 694-8911 in the case of prolonged absence because of illness, accident, or hospitalization. The student is required to submit documentation of physician's permission to return to class and/or clinical. The student is responsible to contact instructors to make up missed course work.

## **Assignments**

Student is expected to complete all assignments independently, unless for group work.

- All written assignments must be typed, printed, or legibly written per instructor protocol. A patient's full name is never used in written assignments. Only initials or a pseudonym may be used to identify a patient.
- Refer to course syllabus for instructor policy on late/missed assignments.
- "Recycling" of previous assignments will be cause for discussion with the Program Director and may incur consequences.

## **Attentiveness**

Students are expected to engage in classroom discussion and activities. Faculty will engage in learning assessment activities and the student is expected to participate to the best of his or her ability. The following items distract from learning and are addressed specifically:

- Cell phone, texting, and pagers will not be utilized during testing opportunities. All electronic devices should be placed on silent mode during class time. If faculty member questions student use of electronic device, the faculty member reserves the right to remove device from student use.
- Cell phones, Tablets, and Laptops may be utilized during class time if allowed by the instructor for learning purposes only. Ex. Taking notes on PowerPoints, reviewing reference material, charting data, etc.
- Chemical Impairment: Students attending class in a perceived impaired state will be subject to immediate testing. Student will be dismissed from the program or College if found to be under the influence of alcohol or illicit drugs.
- Food and Drink: Students may not have food and beverages in the lab. All food and drinks must be left in the "clean" area of the room. Individuals are responsible to clean up food and drink containers.
- Guests and children are not allowed to attend classroom, laboratory, clinical, or conference events. Children may not be left unsupervised in common areas on campus.

- Possession of alcohol or drugs (that are not prescribed by a physician for the student) during class, conference, or laboratory may be subject to disciplinary action and/or dismissal from program/college.
- Sleeping during class or conference will result in dismissal from the class and recorded as an unexcused absence and forfeit of the class grading opportunities.
- Unrelated and Other Activities: Student will not work on other projects (clinical paperwork, assignments, or unrelated classroom activities) during class or conference. Infractions will result in dismissal from the class and recorded as an unexcused absence and forfeit of the class grading opportunities.
- Video and/or Audio Taping of Class: Student may not record the instructor or class content unless the instructor permits recording as part of the classroom learning activities.

### **Civility**

Student is expected to maintain a civil, professional, positive attitude towards fellow students and faculty at all times. Academic concerns may be discussed with faculty member after class during scheduled office hours, or scheduled appointment.

### **Tardiness**

In the event of an emergency causing the student to be late, it is expected that the student discuss this situation with the instructor as soon as possible. Faculty may establish rules and grading penalties for tardiness. Excessive tardiness is defined as five percent of the total class meetings. Excessive tardiness will require a conference with faculty to discuss the situation and consequences.

### **Code of Clinical Conduct**

Clinical practice is a valuable opportunity to assimilate learning into practice. Attendance is required as specified in the clinical evaluation criteria for each MLT course.

Clinical facility contact information will be provided when clinical rotations are assigned. The information should be kept current, by the student, when clinical sites change. Since cell phone use is prohibited during assigned clinical, the student is responsible for ensuring family, spouse, child's school, etc., are provided a phone number of where to reach student during clinical sessions, in case of emergency.

**For patient safety, student may not work the shift immediately preceding assigned clinical experience.** Student who is identified as having worked the shift prior to clinical experience will be deemed unsafe and dismissed from clinical. Dismissal will be penalized as a clinical absence.

Repeated incidents may result in dismissal from the MLT Program.

Student is responsible for transportation to clinical facilities and must abide by the parking policies of the clinical facilities.

Student is reminded to minimize personal belongings when assigned to clinical. The clinical facilities do not provide safe storage for valuables.

Student is expected to be punctual when arriving to assigned clinical site. The student will be properly attired and prepared by having completed pre-clinical assignments.

Students are not permitted to smoke at clinical facilities or during clinical experiences.

## **Clinical Documentation**

The student is responsible to document completely and accurately all tasks performed. Any evidence of falsification will result in dismissal from the program.

## **Clinical Evaluation**

Clinical performance evaluation criteria are established for each clinical rotation. Prior to beginning each clinical experience course, the student will receive a clinical packet which includes the clinical evaluation and checklists and study questions. Criteria for clinical grading are included in each clinical packet.

It is the student's responsibility to obtain all documents signed by the clinical instructors. Any missing signed document will result in a grade of zero for that particular document. All signed documents must be scanned and submitted via Canvas no later than Monday following the first day of final exam week. If the student has the clinical rotation extending beyond the regular schedule, the submission will be due three days after the last clinical day. Prompt submission of signed clinical documents throughout the clinical rotation is strongly encouraged.

## **Clinical Practice**

- Student will contact the clinical site prior to beginning a new rotation, typically in the preceding week. The student should confirm the arrival time and any other appropriate concerns such as parking, location, etc.
- Student will follow policies, procedures, and student affiliation guidelines of the clinical agencies.
- Student is responsible to adhere to agency policies and procedures. If asked to carry out a procedure for which the student has not had instruction or practice, it is the responsibility of the student to notify the clinical instructor of this fact.
- Student is responsible to inform the instructor of any error or accident that occurred during clinical experience
- Student should seek help as needed from the clinical instructor, particularly when undertaking a new technique.
- Personal cell phone use is not permitted during assigned clinical.
- All clinical facilities have the right to refuse or dismiss a student from participating in the clinical experience.
- Student is not allowed in the hospital or other clinical affiliates in a student capacity except during assigned clinical hours.
- If student is ill or an emergency occurs to prevent student from attending clinical assignment, student must notify the following parties prior to assigned time:
  - > Call the clinical laboratory and inform the clinical instructor or a co-worker, and
  - > email the MLT Program Director.

When inclement weather threatens to interfere with local activities, students should listen to the radio or TV for an announcement of closing of the College. Announcement can be found also via the College website [icc.edu](http://icc.edu), [facebook.com/IllinoisCentralCollege](https://facebook.com/IllinoisCentralCollege), and [twitter.com/IllinoisCentralCollege](https://twitter.com/IllinoisCentralCollege). Information may also be obtained by telephoning (309) 694-5ICC. Student should enroll in the College Alert Emergency Notification System. If an announcement is not made, it is to be assumed that classes and clinicals are being held as usual. In the event of the College closing, student MUST contact the clinical instructor

announcing their absence. In the event of not closing but delaying, student must contact the clinical instructors informing them of their late arrival.

### **Clinical Journals**

Student will evaluate self and reflect upon own clinical performance each week by completing the clinical journal analyzing own strengths and weaknesses and focusing on improving areas needing improvement.

### **Clinical Scheduling Policies**

The MLT Program Director assigns the clinical rotations for all students. Assignments are based upon the following criteria in order of importance:

1. Number and variety of student clinical spaces available
2. Students' geographic location relative to the clinical rotation.
3. Students' level of education, GPA, and clinical experience
4. Students' previously assigned clinical rotation experiences (generally no repeated rotations assigned in the same laboratory, though specialty departments may be the exception)
5. Students' laboratory employment
6. Special requests of students and/or Laboratory Administrator

Clinical rotation spaces are somewhat limited, but due to the number of clinical affiliate laboratories utilized in the MLT Program, students have always been assigned appropriate and complete rotations. Limitations may necessitate significant commutes and planning (>50 minutes door to door) in order to attend assigned clinical rotations.

Students may be assigned to have clinical rotations on the second shifts (3 p.m. – 11 p.m.) to enhance learning experience and ease in scheduling. There is no variation of the technical objectives from those of the regular day shift assignments. However, if a clinical space cannot be arranged in the semester due to limited facilities, the student will be assigned a rotation during the semester break or the subsequent semester with no penalty, except that the grade will not be recorded until the rotation is completed.

#### **Notes:**

- Each semester, students will be assigned to more than one hospital laboratory for different disciplines and are expected to have clinical assignments outside of Peoria.
- All efforts will be made to provide a good overall clinical experience when students finish the MLT program. Therefore, clinical rotations are not assigned for students' convenience.
- Trading rotations is prohibited.
- Before beginning each clinical rotation students must complete the corresponding Pre-Clinical Survey posted in Canvas.
- Clinical rotation schedules will not be rearranged for student convenience.

### **Clinical Supervision/Service Work Policy**

Students will have the status of learner and will not replace clinical staff nor give service apart from its educational value.

MLT students must always be supervised by a clinical instructor in all clinical laboratory areas. After demonstrating proficiency, students may perform tests on actual clinical specimens. Service work may only be performed by the MLT student if the work is “co-signed” by the supervising clinical instructor and if performing the work helps to complete the stated clinical objectives for the assigned rotation. All responsibility for the accuracy of the procedure or task must be accepted by the supervising clinical instructor.

Note: To enrich learning experiences, clinical rotation may be assigned to be on second or third shift. Regardless of the shift of the clinical rotation, all objectives must be met as written.

**Students may not use compensated work toward their clinical experience.**

## **Tests and Examinations**

Dates of examinations in MLT courses are identified in the course schedule/calendar. The final examination is generally given on the day and time listed on the College final examination schedule. When a change is necessary, students will be notified in class or through Canvas announcement and/or via email.

Making up a missed scheduled test rarely is permitted except in extenuating circumstances. If you are late or absent on the day of an exam, you must notify your instructor before the exam begins in order to take the test. Anyone taking the exam later than the scheduled time may be given a different exam from the one taken by other students. Students entering class late on the day when a quiz or exam is being given may be allowed to take the quiz or exam, but will not receive additional time to complete the exam. Review of examinations may be done by the class/individual students within a one-week period after the examination has been taken.

**Unannounced quizzes may be given in any lecture class, clinical conference, or laboratory session.** “Make up” is rarely allowed. Each instructor, within College policy, will determine if an exception may be made. Students entering class late may be allowed to take the quiz, but will not be given additional time.

## **Grading/Student Evaluation**

A student must earn a “C” or better in all MLT courses. Students will be evaluated on their attainment of the MLT course instructional objectives. Evaluation is based upon assignments, projects, written examinations, quizzes, final examination, and laboratory performance. Refer to each course syllabus and/or course calendar for grading policy specifics. Grades will be calculated using a computer program without rounding.

92 -100%	A
84 -91%	B
75 -83%	C
68 -74%	D
Below 68%	F

Since it is necessary to maintain at least a “C” (2.0) in all MLT courses, students who earn a grade of “D” or lower will be required to withdraw from the program or withdrawn administratively.

The MLT Program strives to prepare students in basic clinical skills before placing students in the clinical laboratory setting. To achieve this goal, students will be required to demonstrate satisfactory achievement of pre-clinical competencies in each major clinical content area before beginning the assigned clinical laboratory experience. Students who demonstrate a



significant knowledge or skills deficiency prior to clinical rotations may be barred from attending rotations until the knowledge/skills deficiency is addressed.

### **Comprehensive Exam**

A comprehensive exam will be administered by the faculty to all MLT students eligible for graduation. The exam counts for 25% of the MLT 230 course grade. Students must earn a score of 75% or better on the MLT Comprehensive Exam to fulfill the graduation requirements of the MLT Program. In the event of unsatisfactory score on the MLT Comprehensive Exam (<75%), the student will enter a Student Success Plan with faculty and will be given an opportunity to complete an alternate exam or other appropriate remediation.

All students are welcome to review their Comprehensive Exam with the Program Director and should schedule an appointment to do so, in preparation for the Board of Certification Exam.

### **Honesty Policy**

Honesty is expected of all health professions students. Academic institutions, health care facilities, and the public expect that persons educated and employed in health care possess a moral and ethical code based on honesty. In addition, personal honesty/integrity and professional ethical behavior in Clinical Laboratory is outlined and required by the Code of Ethics of the American Society for Clinical Laboratory Science.

Health professions students who are dishonest during their educational program and who manage to obtain passing grades may not be capable of passing national certification exams or practicing competently. Academic dishonesty seriously lowers the standard of professional practice, harms the integrity of the academic institution and its community, and impairs the quality of the health care system.

Academic dishonesty refers to forms of lying and/or cheating on academic assignments and exams. Examples of academic dishonesty include but are not limited to:

1. Acquiring examinations or other academic material belonging to an instructor
2. Obtaining the examination from anyone prior to administration
3. Use of unauthorized aides during examination
4. Obtaining information from other students while exam is in progress
5. Copying another student's homework or laboratory exercises

Plagiarism is receiving credit for work which is not your own. This includes copying another student's work or copying information from a book or article. Any information that is copied from another source must be cited appropriately in the assignment. Deliberate acts of plagiarism are considered serious offenses within the college community. If more information is needed regarding this topic, contact the Learning Labs for assistance. Examples of clinical practice dishonesty include but are not limited to:

1. Falsifying lab documents and/or attendance records
2. Not performing tests according to procedure
3. Not reporting mistakes/errors to clinical instructors
4. Not completing a clinical incident report in the event of potential error/accident
5. Using false excuses for an absence from clinical

Student disciplinary procedures as outlined in the College handbook under academic misconduct will be followed if an act of dishonesty is discovered. Disciplinary sanctions that

may be imposed range from warning to dismissal from the program and expulsion from the College permanently.

### **Causes for Dismissal**

Student disciplinary procedures, including dismissal, may be instituted whenever responsibilities (as described in the Educational Rights and Responsibilities of Students) are violated.

A grade of "C" or better is required in each MLT course in order to progress to the next course in the sequence. Also, a grade of "C" or better is required for all science courses. In addition, the student must maintain a cumulative GPA of 2.0 or better. If program academic progression requirements are not attained, students will be required to withdraw from the program and withdraw from currently enrolled courses.

Grounds for dismissal from clinical rotations, which may result in dismissal from the program and/or the College due to unprofessional conduct or behavior include, but not limited to:

- a. prefabricating laboratory results
- b. breach of patient's confidentiality
- c. appearance on the job under the influence of drugs and/or alcohol
- d. repeated clinical or technical errors that could be life-threatening to a patient
- e. repeated neglect of safety and universal precautions whereby student is considered to be a danger to self and others
- f. excessive absences and/or tardiness
- g. repeatedly displaying uncooperative behavior, causing conflicts with clinical staff which create a negative learning atmosphere

Identified skills gaps, be they psychomotor, cognitive, or affective, shall be addressed prior to clinical rotations. Due to the limited nature of the clinical sites, and the necessity of maintaining positive relationships with the clinical affiliates, students who have demonstrated behavior of concern will meet with the Program Director to discuss concerns, consequences, and pathways to success.

### **Certification and Continuing Education**

The students who have met all requirements to graduate are eligible to complete the Board of Certification (BOC) Exam administered by the American Society for Clinical Pathology (ASCP). Application and information on the exam may be obtained from the website

<https://www.ascp.org/content/Board-of-Certification/get-credentialed>

It is strongly recommended the BOC Exam be taken no later than August following the May graduation. Delays of greater than six months are often correlated with unsuccessful attempts.

Note: Granting the AAS degree in Medical Laboratory Technician is not contingent upon earning a passing score on the Certification Exam.

The certification is renewable every three years. Medical laboratory technicians must earn 36 hours (points) of continuing education to be eligible for this certification renewal. The points are categorized as follow:

- 1 point in laboratory or patient safety (i.e., quality control, quality assurance)
- 2 points in each of the following: blood banking, chemistry, hematology, microbiology

- Remaining points in area(s) of lab specialty, immunology, molecular diagnostics, management, education, or other related laboratory areas of interest

More information can be found from the ASCP website:

<https://www.ascp.org/content/Board-of-Certification/get-credentialed>

## **HEALTH CAREERS DEPARTMENT GENERAL INFORMATION/PROCEDURES**

### **Health Careers Department Mission Statement**

The mission of the Health Careers Department is to:

1. Enable students to attain knowledge, professional skills, and general education for successful entry-level employment in a health career;
2. Serve as a resource for the educational and employment needs of the health care community.

To fulfill its mission, the Department:

1. Promotes student access through equal opportunity admission policies;
2. Offers educational opportunities for all students by providing associate degree programs;
3. Provides career advisement and supports career recruitment in the community;
4. Assures quality teaching and learning by meeting professional accreditation standards, promoting faculty continuing education, providing access to current technologies, and participating in continuous outcomes assessment;
5. Provides general education and career education courses in preparation for successful employment and life-long learning;
6. Cooperates with community agencies to offer appropriate clinical and field experiences, and to promote safe practices;
7. Offers continuing education opportunities to meet personal and professional goals of updating employment skills and additional specialization.

### **Bookstore/Textbooks**

All textbooks and course materials are purchased in the ICC Bookstore at either campus. Students are to purchase all required books. Do not sell back any texts until after graduation. The textbooks will be used throughout the two-year program and also during your employment. Purchase required texts prior to the first week of the semester (even for the class that starts during the second eight weeks) to ensure availability.

### **Smoke Free/Tobacco Free Campus**

Illinois Central College complies with state law that requires college campuses to be smoke free/tobacco free. Smoke free/tobacco free means the use of tobacco or related products (tobacco chew, herbal substitutes and e-cigarettes, for example) is not allowed anywhere on campus, including parking lots. For more information, visit: [icc.edu/smoke-free](http://icc.edu/smoke-free). Smoking/tobacco use is also prohibited on the premises and grounds of the clinical education sites.

## **Statement of Confidentiality**

It is the responsibility of every student to maintain the confidentiality of patient information, personnel information, and competitive information regarding a clinical agency's plans and operations.

During clinical experiences, students may learn of certain personal matters pertaining to nature of illness, financial background, family life, etc., of a patient. This information should not be discussed with anyone outside the agency, among employees of the hospital, or among students unless information is required directly for the care of the patient or as a learning tool within the educational setting.

In addition to patient information, students are expected to use the utmost discretion concerning other confidential information such as that pertaining to hospital employees or operation of the hospital. Unauthorized disclosure of patient information may result in civil and/or criminal liability under federal or state laws.

The integrity of all data produced by a Hospital Information System should not be compromised under any circumstances. Data includes printed materials, oral communication, and information displayed on a computer terminal.

Violation of these responsibilities may subject the student to disciplinary actions in accordance with the procedure published in the *ICC Student Rights and Responsibilities*. Unauthorized disclosure of patient information may result in civil and/or criminal liability under state or federal laws.

Students are required to complete requisite HIPAA training modules, or view the HIPAA video (Library) and/or the HIPAA Presentation (Canvas), and successfully complete the HIPAA Quiz (Canvas) with the score of 80% minimum prior to being placed in a clinical rotation.

## **Social Networking Policy**

Professional behavior is expected as outlined in the standards of each healthcare profession. Students should avoid all discussion of personalities, etc. involving College faculty, clinical instructors, other students, doctors, hospital personnel, and patients. Students must refrain from discussion of problems, issues, or negative experiences encountered either on campus, in the clinical facility, or in hospital departments on any social network.

## **Emergent Messages or Emergency Notification**

For medical emergencies, Campus Police or program faculty members will attempt to locate students in class and provide a message. Non-emergent messages will not be delivered. In non-emergent cases (change of plans for transportation, etc.), schedules will not be released to a third party without the student's prior written consent. Students are, therefore, encouraged to provide family members or childcare provider with schedules for use in non-emergent situations.

The use of cell phones and pagers is prohibited during class, laboratory, and clinical experiences.

## **Existing Health Condition**

The student with a controlled behavioral health or medical condition, including but not limited to back problems, hypertension, diabetes, or seizure disorders should notify the MLT Program Director and Clinical Instructor in an effort to ensure physical and safety needs are met.

The student who develops a behavioral health or medical condition, or is taking prescription/nonprescription medication that may affect academic or clinical performance may continue in the program provided the student:

- submits a written statement from a physician regarding the nature of the condition, the nature and duration of restriction, and the student's ability to continue in the program to the Program Director;
- notifies current Clinical Instructor;
- if absent for two (2) or more clinical days, provides a release from attending physician before returning to clinical education experiences;
- meets all clinical and academic objectives and requirements.

Any condition that restricts the student's ability to perform program objectives or necessitates alternate assignments may result in an alteration of the student's graduation date until such time as assignments are completed. Student options include (1) program withdrawal with request for readmission into program sequence or (2) continuation in program sequence with possible extension of educational period or (3) return to class or clinical with documentation from physician.

## **Exposure**

Student incident reports, such as exposure on clinical, should be communicated to the Dean and completed paperwork must be directed to Tim Anderson, Safety Manager in Risk Management, (309) 694-8911.

## **Student Records**

Illinois Central College's records should only be destroyed or disposed of with authorization of the office of the Executive Vice President of Administration and Finance in compliance with the state of Illinois' Managing Your records and the Local Records Act - A Guide to Records Disposal and ICC's Application for Authority to dispose of local Records listing. Complying with record keeping laws guarantees that records are (1) disposed of at the appropriate time, (2) securely locked in a safe area, (3) properly disposed of in order to reduce storage space, and (4) managed in accordance with state laws and regulations.

Student program files such as exams/coursework will be shredded after the grievance period has lapsed.

## **Resolution of Complaints**

A student who has a problem or complaint about the MLT Program should follow the chain of command or order recommended for resolution. The student should discuss the issue privately and independently with:

Faculty member involved,  
Program Director,  
Dean of Health Careers

A student who is unable to resolve his or her complaint through the channels of communication listed above should consult Dean of Health Careers to initiate the grievance procedure currently in effect at the College. Refer to the *ICC Student Rights and Responsibilities*.

## **APPENDICES**

**NOT INCLUDED FOR ONLINE HANDBOOK,  
CONTACT PROGRAM DIRECTOR**