

**Medical Laboratory
Technician
Student Handbook
2022-2023**

Approved by Cabinet April 2022.



Welcome to Western Dakota Technical College's Medical Laboratory Technician Program!

This document is intended to provide students with policies and procedures that apply specifically to the Medical Laboratory Technician program. Be advised that this handbook is in addition to the WDTC Student Handbook. Please read and review this document thoroughly and ask your advisor for clarification of any policies that are unclear before you sign. An acknowledgement form appears at the end of this document that states you agree to the policies while you are enrolled as a student in the Medical Laboratory Technician program. The form must be signed and turned in to your advisor at the beginning of your first semester.

The Medical Laboratory Technician program reserves the right to make changes to policies and procedures. Students will receive in writing any revisions as they occur. As stated, the policies and procedures in this document are in *addition* to the policies and procedures in the Western Dakota Tech Student Handbook.

Thank you for choosing WDTC's Medical Laboratory Technician Program for your education and training. We are excited to have you!

Program Director for Medical Laboratory Technician Program

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Mission Statement of WDTC Medical Laboratory Technician Program

It is the mission of the WDTC Medical Laboratory Technician Program to provide students with the education, skills, and resources necessary to successfully graduate from the MLT program. The Medical Laboratory Technician Program is committed to utilizing effective instructional methods and continually assessing student academic and clinical achievement to prepare graduates for the healthcare workforce as competent, proficient, and employable entry-level medical laboratory technicians.

Intended MLT Program Outcomes

Refer to the Program Learning Outcomes on www.wdt.edu under the Degree Programs link. The MLT Program Learning Outcomes and additional professional standards of a Medical Laboratory Technician are also discussed later in this document.

ADA/504 Accommodations

Students Rights to Assistance or Accommodations: Western Dakota Technical College (hereinafter WDTC) does not discriminate on the basis of disability. If you have a disability as defined by federal or state law, including a temporary disability related to pregnancy and/or parenting as a result of a medical necessity due to childbirth, WDTC will provide reasonable accommodations including but not limited to architectural access, aids and services necessary for effective communication, and modification of its policies and procedures. To request ADA/504 accommodations, students must contact the Student Resource Coordinator who serves as the Disability Services Coordinator. The Student Resource Coordinator will work with the student and the student's instructor(s) to establish approved accommodations. For a full list of WDTC ADA/504 guidelines, see the [WDTC Disability Services Handbook](#).

Western Dakota Technical College's Diversity, Equity, Inclusion, and Belonging Definition

Western Dakota Technical College (WDTC) respects the uniqueness of every individual who works at, attends, or visits WDTC and is committed to diversity, equity, inclusion, belonging. We know and acknowledge all of us have different strengths and backgrounds that contribute to the success of us as individuals and WDTC as a whole. We believe everyone should have equitable access to technical education and the professional career pathways it provides. Thus, WDTC strives to provide a supportive and inclusive environment for all employees and students, regardless of areas of difference, so individuals can find both personal and professional success at WDTC.

Discrimination and Harassment

All employees, non-employees, and students have a responsibility to maintain a positive learning, work and school activity environment by reporting all incidents or suspected incidents of discrimination and/or harassment involving themselves or others.

Notice of Non-Discrimination

WDTC will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees, or any person who is an invitee of WDTC for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, genetic information, gender identity, gender expression, status as a veteran, or any other status protected under applicable federal, state or local law. WDTC is committed to providing an environment free from harassment and other forms of discrimination for students, employees, non-employees and its invitees. The following person has been designated to handle inquiries or complaints regarding the non-discrimination policies: Director of Student Success who serves as the Title IX Coordinator.

Title IX at Western Dakota Technical College

Title IX of the U.S. Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Western Dakota Technical College (WDTC) does not discriminate on the basis of sex in the education programs or activities that it operates including admissions and employment.

Under Title IX, discrimination on the basis of sex can also include sexual harassment which is defined as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or
3. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the WDTC Title IX Coordinator, or by any other means that results in the WDTC Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number, electronic mail address, or by mail to the office address listed for the WDTC Title IX Coordinator. The following person has been designated to handle inquiries regarding the non-discrimination policies and/or laws: Whitney Bischoff, Title IX Coordinator; 800 Mickelson Drive, Office D160A, Rapid City, SD, 57703; 605-718-2965; Whitney.bischoff@wdt.edu

WDTC Policies 2001/4001, 2001/4001.Procedure.001, and 2001/4001.Procedure. 002 provide information on WDTC's grievance procedures and grievance processes, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how WDTC will respond.

Policy - <https://www.WDT.edu/assets/docs/uploads/about/policies/4001.pdf>

Procedure. 001 <https://www.WDT.edu/assets/docs/uploads/about/policies/4001procedure001.pdf>

Procedure. 002 <https://www.WDT.edu/assets/docs/uploads/about/policies/4001procedure002.pdf>

Inquiries about the application of Title IX may be referred to the WDTC Title IX Coordinator, to the Assistant Secretary, or to both. The Assistant Secretary contact information is U.S. Department of Education, Office of Postsecondary Education, 400 Maryland Avenue, S.W., Washington, DC 20202, Main Telephone: 202-453-6914.

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Essential Functions:

The United States Equal Employment Opportunity Commission (EEOC) defines an essential function as the basic job duties that an employee must be able to perform, with or without reasonable accommodation.

Essential functions refer to those physical, behavioral, and emotional demands and abilities that are necessary for satisfactory completion of all aspects of the curriculum and for the development of professional attributes required of students upon completion of the program.

The MLT Program has established a comprehensive list of minimum essential function requirements according to industry standards and current position listings that must be met, with or without reasonable accommodations, in order to participate in the program and graduate. In accordance with the EEOC and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), the premier international agency for accreditation and approval of educational programs in the clinical laboratory sciences, students enrolling in and graduating from the MLT Program must meet the essential function requirements of the academic program and of the MLT profession. The student must be able to contribute to colleagues' progress, to their instructors' or supervisors' completion of appropriate tasks, and render services that contribute to the wellbeing of patients. The MLT student must be capable to perform the essential functions listed below in this document and willingly provide signature of agreement concerning these essential functions. Students enrolling in and graduating from the MLT Program at WDTC must meet the *essential functions* of the academic program and of the MLT profession. The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) requires that accredited MLT Programs define and publish essential functions required for admission to the program, and to determine that "there shall be a procedure for determining that the applicant's or student's health will permit them to meet the essential functions of the program."

Gross Motor Skills:

- Move freely within confined spaces of laboratory (move around equipment, confined bench spaces)
- Maintain balance in multiple positions (working with instruments, obtain and measure reagents and specimens precisely)
- Physically meet demands of lifting above shoulders, bending at waist and reaching to perform tasks
- Physically meets demands of performing phlebotomy skills (bending over patient beds, manipulating patient chairs and beds to gain access to perform phlebotomy)
- Prolonged standing (few hours at a time), prolonged sitting (microscope work)

Fine Motor Skills:

- Pick up objects with hands (lab supplies, reagents, equipment, lab tools)
- Grasp small objects with hands (needles, blood collection tubes, pipettes, test tubes, media plates)
- Write with pen, pencil, marker on patient specimens and laboratory supplies
- Key/type at a computer

- Pinch/pick or otherwise work with fingers (perform phlebotomy, manipulate pipettes, use reagent droppers)
- Twist (turn objects, knobs, reagent caps, instrument service, opening specimen containers)
- Squeeze with fingers (finger stick collection, reagent droppers)
- Turn wrist while applying pressure (open reagent caps, open specimen containers)

Physical Endurance:

- Stand (long periods of standing when performing testing at analyzers, performing bench work)
- Sustain repetitive motions with hands, fingers, wrists, arms (keyboarding, opening reagent bottles, reaching for supplies and reagents, repetitive pipetting, opening plates for microbiology examination, etc.)
- Maintain physical tolerance (work on your feet a minimum of 8 hours)

Physical Strength:

- Push and pull 10 – 20 pounds daily frequently, 25 – 50 pounds sometimes (pushing phlebotomy carts to nursing units for patient specimen/phlebotomy)
- Lift 10 – 20 pounds daily frequently, 25 – 50 pounds sometimes (cases of analyzer reagent solutions, stocking phlebotomy carts, etc.)
- Carry supplies, reagents and patient specimens
- Squeeze with hands and fingers (empty syringes when filling test tubes, emptying reagent bottles, etc.)
- Turn wrists forcefully to open reagent bottles and specimen containers

Mobility:

- Twist, bend, stoop/squat
- Walk (move about facility) and sit (may be for extended periods of time)
- Crouch, kneel, stand
- Climb stairs, step stools
- Reaching overhead, in front of body, and in downward motion
- Grasping overhead, in front of body, and in downward motion

Hearing:

- Hear normal speaking level sounds (person-to-person conversation)
- Hear telephone ring, pagers, fire alarms
- Hear customer requests over the telephone
- Hear alarm sounds (IV alarms when performing phlebotomy collection, instrument alarms)

Visual:

- Identify and distinguish object by observing fine structural detail and shadings
- Characterize color, clarity, and viscosity of biological samples and chemical reactions
- Read orders, policies, procedures, and test reports
- Read graphs, charts, instrument reports, and printouts
- Identify microscopic organisms, cells, and structures

Smell:

- Detect odors and have ability to tolerate smells

Environment:

- Tolerate exposure to allergens (latex gloves, chemical substances)
- Work indoors

- Work around analyzers, instrumentation in laboratory setting, confined bench spaces
- Exposure to dust, fumes, smoke, gases, odors, mists, irritating particles (aerosol spray, alcohol, etc. in hoods)
- Work in sterile preparation areas with gloves, lab coat, gown, and masks
- Exposure to toxic or caustic chemicals and solvents (proper safety and personal protective equipment (PPE) available to students at all times)
- Individuals may be exposed to blood borne pathogens and physical hazards such as needle sticks or injuries sustained from collection and processing of body fluids, equipment or materials (proper safety and PPE available to students at all times)
- Work in confined spaces
- Use computer monitors
- Work around others, with others, and independently

Reading:

- Read and understand written documents (policies and procedures, reagent package inserts, analyzer functions, patient medical records)
- Students must be fluent in spoken and written English
- Simple skills:
 - Read digital displays
 - Comprehend simple instructions
- Complex skills:
 - Comprehend manuals, journals, instructions in use and maintenance of equipment, safety rules, procedures, and drawings/diagrams

Math:

- Tell time and calculate time
- Read and interpret measurement marks (volume, balance, temperature, basic lab conversions)
- Simple skills:
 - Add, subtract, multiply, divide whole numbers
- Compute fractions and decimals (convert units of measurement, perform dilutions)
- Document numbers (inventory, patient test results)
- Complex skills:
 - Apply mathematical intellectual skills (comprehension, comparison, measurement, math calculation, reasoning, analysis)

Emotional Stability:

- Adapt to stress, cope with own emotions, and cope with emotions in others
- Focus attention on task
- Perform multiple responsibilities concurrently
- Ability to accept responsibility
- Ability to take accountability of required responsibilities
- Be capable of supporting and promoting the activities of colleagues and other professionals
- Be honest, compassionate, responsible, and ethical
- Accept constructive criticism and look for ways to improve
- Be flexible and creative and adapt to professional and technical change

Analytical Thinking:

- Use short-and long-term memory

- Prioritize tasks
- Problem solve
- Use critical thinking skills
- Use technical and theoretical knowledge of instruments and tests
- Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions
- Data:
 - Synthesize, coordinate, analyze, compile, compute, copy, compare
- Clerical:
 - Ability to perceive pertinent detail in verbal or tabular material
 - To observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computations
- Perception:
 - Ability to comprehend forms in space and understand relationships of plane and solid objects
 - Frequently described as the ability to “visualize” object of two or three dimensions, or to think visually of geometric forms
- Form:
 - Ability to perceive pertinent details in objects or in pictorial or graphic material
 - To make visual comparisons and discriminations and see slight differences in shapes and shading of figures and widths and lengths of time

Critical Thinking:

- Ability to comprehend and follow instructions
- Ability to perform simple and repetitive tasks
- Ability to maintain a work pace appropriate to a given work load
- Ability to relate to other people beyond giving and receiving instructions
- Ability to influence people
- Ability to perform complex or varied tasks
- Ability to make generalizations, evaluations, or decisions without immediate supervision
- Deal with problems from standard situations
- Carry out detailed but uninvolved written or oral instructions
- Carry out one- or two-step instructions
- Synthesize knowledge and skills
- Sequence information
- Exercise judgement to recognize and correct performance deviations
- Prepare, review and evaluate lab reports, papers, reagents, and materials to meet standards requirements

Interpersonal Skills:

- Establish rapport with individuals
- Work as a team member

The *Essential Functions* list is not all-inclusive.

Please refer to the last page of this document to indicate that you have read and understood WDTC's Medical Laboratory Technical Program's *Essential Functions* and believe that you can meet the comprehensive list of essential function requirements.

Medical Laboratory Technician Application Process

To gain acceptance into the WDTC Medical Laboratory Technician program, applicants must:

- _____ 1. Complete WDTC Application online at www.WDT.edu
- _____ 2. Submit High School transcript or GED scores.
- _____ 3. Submit Immunization Records verifying two doses of MMR vaccinations.
- _____ 4. Submit official college transcripts if you have previously attended a post-secondary institution.
- _____ 5. Complete the ACCUPLACER test (\$15.00 fee).
Score Requirements are:
 - Reading Comprehension – 263 or higher
 - Writing – 250 or higher
 - Quantitative Reasoning, Algebra and Statistics (QAS) – 224 or higher

The ACCUPLACER test is offered Monday – Friday at 8:00 a.m. or 12:00 p.m.
Please call 605-718-2565 to make an appointment.

- _____ 6. Schedule an Admissions Advising Session (can be completed on campus or by phone).

To continue into Medical Laboratory Technician clinical, students may have to provide the following:

- _____ 1. Background check*
- _____ 2. Complete a drug test*
- _____ 3. Provide a copy of immunization records (Hepatitis B Series, Varicella, TDAP, Annual Record of TB and Annual Flu Shot)*

*Students are responsible for additional costs.

The program director will assist students with any clinical or internship site requirements.

Note: If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Students that sit out for a spring or fall semester or longer, will return under a new Catalog and may be required to repeat courses or successfully complete new or revised skills or competency assessments. Before readmittance, the program may need to determine if a student is eligible to continue in technical courses. Program sequencing and cohort size may prevent enrollment in technical courses.

Clinicals, practicums, and internships may include, but are not limited to differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. Clinicals may occur during summer semester depending on program enrollments. This may require travel outside the Rapid City Area.

Please mail completed application packet for consideration of acceptance to the Medical Laboratory Technician Program. Completed applications will be reviewed on a first come, first serve basis.

Admission Selection Process for Acceptance to Medical Laboratory Technician Program:

The following general application instructions will be utilized to assess all **completed** applications received for admission to the Medical Laboratory Program at Western Dakota Technical College.

General Application Instructions for MLT Program:

1. Applicants are responsible for maintaining current mailing address, phone numbers, and email addresses with the MLT Program department as well as WDTC's Admissions Office.
2. As a matter of courtesy, accepted applicants are requested to inform the MLT Program Director of their decision not to enroll in the MLT Program; other applicants are waiting for vacancy.
3. The fall Semester is the entry period for new incoming students. Students may begin academic courses, other than MLT courses, at any time, according to published semester hours. Additionally, it is strongly recommended students enroll in as many of the required General Education courses as possible before beginning the four-semester MLT Program. Several of the General Education courses are available in the summer Semester and/or online. Please consult with the Admissions Office and/or the MLT Program at WDTC for additional information.
4. Transfer Students: Courses from NAACLS accredited MLT Programs and Military Laboratory Specialists Programs will be evaluated on an individual basis.
5. Applicants who are not accepted for admittance will not be carried over to the following year. Applicants must reapply to the MLT Program by the next application deadline and must comply with the admission requirements for the current program year. It is the responsibility of the applicant to be aware of any application change in criteria.
6. A criminal background check may be required prior to entering any MLT clinical rotation. In the event the student background check reveals any disqualifying factors, that student will not be permitted to continue with the clinical rotation portion of the MLT Program. Additionally, students may be required to perform and pass a drug test(s) depending on the clinical rotation's policy. The background check and drug test(s) may be the financial responsibility of the student. Please note that successful completion of all MLT clinical rotations is a requirement for graduation.

Purpose of the Training Program

WDTC's Medical Laboratory Technician Program educates and trains students for positions in hospitals, medical clinics, physician offices, laboratories, public health facilities, and blood centers as well as veterinary, industrial, and environmental laboratories nationwide.

WDTC offers an associate of applied science degree in Medical Laboratory Technician. The four-semester program is designed to prepare qualified technicians to perform various laboratory procedures which encompass low, medium, and high-level complexity testing.

The Medical Laboratory Technician Program at WDTC holds programmatic accreditation through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Programs that participate in the NAACLS programmatic accreditation process culminate in an associate degree or higher upon completion. Participation in the accreditation process is voluntary since there is no legal requirement for specialized programs and institutions to participate. WDTC's NAACLS accreditation status allows the MLT graduates to sit for the American Society of Clinical Pathology (ASCP) Board of Registry Certification exam. ASCP Board of Certification can be reached at (800-267-2727); info@ascp.org. NAACLS can be reached at 5600 N. River Rd. Suite 720, Rosemont, IL 60018 or phone (773-714-8880) and fax (773-714-8886). Email: naacsl@mcs.net Webpage: www.naacsl.org

Further information regarding the NAACLS accreditation is available from the MLT Program Director.

Program Learning Outcomes & Professional Standards

A Medical Laboratory Technician possesses a fascination for both science and medicine. They demonstrate a commitment to excellence in working with their healthcare partners and physicians to determine the causes of patient illness and disease.

Program Learning Outcomes (may also refer to the Program Learning Outcomes on www.wdt.edu under the Degree Programs link) performed by a Medical Laboratory Technician include, but are not limited, to:

Critical Thinking:

Apply critical thinking skills in the laboratory field by recognizing specimen integrity in the deliver of patient care and evaluation clinical lab data to correlate with various disease states.

Technical Knowledge and Skills:

Demonstrate technical knowledge and skills by operating laboratory equipment according to standard procedure, assessing quality assurance, and adhering to safety practices in the laboratory environment.

Communication:

Demonstrate professional communication skills by relaying lab test information and pursuing effective communication with patients and appropriate healthcare professionals.

Professionalism:

Demonstrate professionalism by exhibiting accountability, displaying professional conduct, model ethical behavior and operate as a vital member of the medical lab team.

Additional unique standards must be met by Medical Laboratory Technicians to demonstrate competence in their profession. These standards are set forth by the following descriptions of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS):

DESCRIPTION OF THE MEDICAL LABORATORY TECHNICIAN PROFESSION

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 multilevel 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 preanalytical, analytical, postanalytical 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.

At the completion of the MLT Program at WDTC, medical laboratory technicians are competent in the program learning outcomes and professional duties previously described. Medical laboratory technicians are also competent in the additional clinical outcomes:

- Collecting, processing, and analyzing biological specimens and other substances
- Performing analytical tests of body fluids, cells, and other substances
- Recognizing factors that affect testing procedures and results
- Taking appropriate actions within predetermined limits when corrections are indicated
- Performing and monitoring quality control and quality assurance within predetermined limits
- Applying principles of safety and infection control at all times
- Applying basic scientific principles in learning new techniques and procedures
- Relating laboratory findings to common disease processes

Prospects for Employment and Realistic Salary Expectations

According to the United States Department of Labor, Bureau of Labor Statistics, the number of MLT jobs in 2020 was 337,800. The job outlook for 2020-30 is 11% (much faster than average.) The median annual wage was \$45,620 in May 2020. Most medical laboratory technicians work full-time. Technicians who work in facilities that are always open, such as hospitals and some independent laboratories, may work evening, weekend, or overnight hours.

WDTC's MLT Program have graduated three cohorts with a placement rate of 97%. The WDTC ASCP Board of Certification Exam three-year first-time pass rate exceeded the national average at 84%. Average salary for the 2019-2020 cohort was \$38,792.

Medical Laboratory Technician Program: Total Program Cost

The total program cost of the Medical Laboratory Technician Program can be accessed on Western Dakota Tech's website (www.wdt.edu) under the Paying for School (Cost) link. WDTC produces a cost sheet annually and provides total program costs, including tuition and books, fees (institutional fee, facility fee, M&R fee, State Technology fee) and other costs (laptop computer, uniforms, and career fees) associated with each program. While WDTC strives for accuracy, the cost sheet may not reflect the exact costs for any program. Please contact Enrollment Services for any questions and explanations regarding the cost of programs at Western Dakota Tech.

Medical Laboratory Technician Program's Discipline Policy

All student issues must follow the Student Code of Conduct as found in the WDTC Student Handbook. Additional issues of concern may include:

- a failure to maintain a passing score in all required courses
- failure to obtain a minimum grade of "C" in all MLT courses to be eligible to graduate from the Medical Laboratory Technician Program and to progress to the MLT clinical practicum.

Medical Laboratory Technician Program Student Policies and Procedures

The Medical Laboratory Technician program has established the following policies and procedures in addition to the policies in the Western Dakota Tech Student Handbook.

A. Student Advising

Students will meet with their assigned academic advisor at the start of each semester, at mid-semester, and as needed throughout the course of the program. The advisor will have posted office hours for each semester and will assist in the following areas:

- a. Registration assistance, scheduling, and general record keeping
- b. Referrals to student resources (counseling, financial aid, disability services, learning resources, tutoring, Student Success Coaches, placement, and career services)
- c. Student questions or concerns
- d. Degree requirements and graduation procedures

B. Student Liability

Students are covered during their clinical experience as long as they are in an unpaid position. All MLT clinical rotations will be unpaid, without exception. As an enrolled WDTC student, each student is automatically covered:

- a. Up to \$1,000,000 each claim professional liability coverage
- b. Up to \$3,000,000 aggregate professional liability coverage
- c. Students are responsible for their own personal medical and health care costs. Affiliated sites will provide emergency health care to students; however, students will bear the associated costs.

C. Student Health, Illness, And Injury Policies and Procedures

Students incurring any injury in the clinical or lab setting must report immediately to an instructor or preceptor for the necessary policies and procedures of the facility. Required emergency treatment and appropriate report forms must be completed. If the facility assesses cost for this treatment, the student is responsible to pay those charges. WDTC is not responsible for those charges.

If a student sustains an injury at WDTC, it must be reported, and an accident report must be completed.

In the event of exposure to a communicable disease or a needle sharps/stick during a clinical rotation, adherence to the policy of treatment for that facility is required. The student must report any injury or incident to WDTC Human Resources as soon as possible and to the MLT Program Director within 72 hours. Students will be instructed to complete required accident report paperwork (will be given to student to complete). All expenses incurred from the injury/accident during a clinical rotation must be submitted to WDTC Human Resources as soon as possible.

Timely reporting of any incident to the Vice President for Teaching and Learning or designee is required by the clinical instructor or nursing personnel at the clinical practicum site.

D. Background Screening

To continue into The MLT clinical course, the clinical site organization may require a criminal background check. Each organization will follow their own procedures and practices for background check review and acceptance of the clinical student. Even if the student is granted admittance to the program, they may be denied registration, certification, or employment based on that entity's policies and procedures. If students have questions or concerns, they may contact their academic advisor, the national certification board or a potential employer.

E. Drug Testing

Drug Testing will be based on Clinical site preferences. If a student is placed in a Clinical site that requires a drug screening(s), they will notify the student and guide the student through their process. This cost may be incurred by the student.

F. Load/Study Time

A large amount of course material is covered in a short period of time. Readings and assignments must be completed, and the student will need to make arrangements for study time outside of class time. The amount of study time needed will vary for each individual. For example, a three-credit lecture course will meet a total of 48 hours over the semester. Homework can take approximately 96 hours over the same period of time. The result is a student can expect to spend 144 hours on one three credit class. Each student will require a different amount of time studying and completing homework; therefore the homework time is an average calculation.

G. Transportation

Student Lab classes will be held on campus or within the Rapid City area. **Clinical experiences may be scheduled in areas outside of Rapid City and possibly outside of the state of South Dakota.** Clinical hours are scheduled according to the preceptor's needs and may include days, nights, weekends, and some holidays. Transportation and lodging are the responsibility of each student. The student must allow sufficient time for commuting and must have reliable transportation.

H. Attendance Policy

Regular attendance is required for all classroom and clinical experiences and is a significant factor that promotes success in coursework. Students must adhere to the attendance policies stated in each course syllabus.

Students must notify the instructor as early as possible prior to any known absences from class or clinical (weddings, funerals). They must also notify the clinical site. In the event of an unexpected absence (illness, transportation issues, weather conditions), the instructor and clinical site should receive notification before the starting time of class or clinical. Make-up work may be allowed at the discretion of the instructor. Make-up clinical time may be allowed at the discretion of the clinical preceptor. Promptness is expected. Students should arrive on time and prepared for class and clinical.

I. Uniforms and Appearance

Students will be required to wear scrubs during all labs and possibly clinical rotations. Students must wear their name tag when at clinical or lab sites (according to facility policy) and when requested by an instructor.

Students are required to purchase a set of scrubs within the first 30 days of the fall semester. Students are required to wear scrubs every scheduled lab period during fall semester and during spring semester.

Workplace requirements are adopted by the medical laboratory technician program for lab and clinical, and for class where appropriate, and are as follows:

- Proper personal hygiene—personal cleanliness, use of deodorant, and good oral hygiene
- Hair should be clean, neatly combed, and styled so it does not fall forward
- Long hair must be pulled back
- Perfumes and colognes are not to be worn
- Jewelry is limited to a watch and wedding band and/or engagement ring
- Students with pierced areas that are visible to the public are to cover these areas during lab or clinical experiences or remove jewelry
 - Small stud earrings that do not dangle may be worn during lab and clinical
 - Students may be requested by a clinical affiliate to remove jewelry that is not considered acceptable professional attire
- Closed-toe and closed-heel shoes are required
- Dress code policy and personal hygiene standards of the clinical affiliate must be followed. A professional appearance is expected at all times.

J. Social Guidelines

- Privacy does not exist in the world of social media.
- Search engines can turn up posts years after they were created, and comments can be forwarded or copied.
- If you would not say it to an individual face-to-face, then don't post it.
- Confidential, trademarked, and student/faculty/patient information may not be posted.

K. Student Conduct

Students are expected to follow the conduct policies in the WDTC Student Handbook. Please see the WDTC Student Handbook Code of Conduct for details.

Clinical and lab affiliate policies for appropriate behavior must be followed when in clinical/lab areas. Professional conduct is expected at all times. Good judgment must be used in the choice of words. Profane language may not be used, and tactfulness is expected. Tobacco use is not permitted while in the clinical/lab area.

Confidentiality regarding any patient information is expected, and students must agree to and sign confidentiality policies of their clinical affiliates. Students will be provided patient confidentiality

and HIPAA training prior to any clinical practice. Students are not to have a social relationship with patients and/or clinical preceptors as this is a conflict of interest. Honesty in all communication is expected.

L. Progression Policy

If a student fails to meet a passing grade requirement for a course but does wish to continue in the program, the student must meet with his/her advisor and the Student Success Center to determine the course of action for continuation in the program. Students must obtain a minimum grade of C in all MLT technical courses to be eligible to graduate from the MLT Program and to progress to the MLT clinical practicum. (Please note that MLT 280 Medical Laboratory Technician Certification Review is taken during the MLT clinical practicum semester.)

Continuation in the program is at the discretion of the program director and appropriate WDTC staff in accordance with WDTC policy. All required technical courses must be successfully completed prior to entering the clinical phase of training.

M. Discipline/Dismissal Policy

All student issues will follow the Student Code of Conduct as found in the WDTC Student Handbook. Issues of concern may include:

- a failure to maintain a passing score in all required courses
- a lack of integrity (stealing, lying, cheating, plagiarism) or breach of confidentiality
- exhibiting behavior that jeopardizes the safety of others

The faculty reserves the right to recommend discipline at any time for a student who exhibits behavior that jeopardizes the safety of others.

N. Service Work and Compensation

Students must operate under the supervision of qualified personnel at all times. Students may not be compensated for procedures performed or substituted for regular staff during scheduled clinical/lab practice hours in accordance with NAACLS accreditation guidelines.

O. Certification Exam Eligibility

The Medical Laboratory Technician program and most employers strongly recommend national certification through the American Society of Clinical Pathologists (ASCP) following graduation from the program. At the appropriate time in the spring semester, students will be provided application information necessary for medical laboratory technician national certification. Program results and receipt of the AAS degree from the MLT Program at WDTC is not contingent upon passing any external certification or licensure exam.

Required Steps to Obtain Your Credential	1. Students must successfully complete a National Accrediting Agency for Clinical Laboratory Science (NAACLS) accredited program or meet the American Society for Clinical Pathology (ASCP) - Board of Certification (BOC) eligibility requirements. The requirements are found at: www.ascp.org/certification
	2. Complete the online ASCP-BOC application and submit application fee
	3. Submit required documentation for verification of eligibility <i>NOTE: ASCP must receive official transcripts prior to receiving certification</i>
	4. Receive approval to take the computerized exam at a Pearson Professional Center within a 3-month period upon exam eligibility
	5. Schedule the exam at the Pearson Professional Center of your choice <i>NOTE: A preliminary pass/fail result will be provided at the end of exam</i>
	6. Receive email notification to login and view the final exam score report <i>NOTE: Certificate will be sent approximately 4-8 weeks after receiving passing score report</i>
	7. Maintaining the certification - Initial certification is valid for 3 years. Credential Maintenance Program is required every three years to maintain certification <i>NOTE: If you plan to work outside of South Dakota, you will be required to apply for registration and/or licensure within that state. Each state may have different requirements for this process.</i>

P. Teach Out Plan

The academic calendar of WDTC is subject to modification or interruption due to occurrences such as fire, flood, labor disputes, illness, accident, or death of an instructor, interruption of utility services, acts of God, civil disorder and war. In event of such occurrences, WDTC will make every attempt to accommodate its students. It does not, however, guarantee that courses of instruction, extra-curricular activities or other WDTC programs or events will be completed or rescheduled. Should such a condition occur, refunds will be made to eligible students as determined by the President in accordance with WDTC policy.

In the event of a Western Dakota Technical College campus closure, the institution will follow policy FDCR.B.10.010 from the Higher Learning Commission. WDTC will provide equitable treatment of students by ensuring they are able to complete the educational program in which they are enrolled within a reasonable period of time. WDTC will also provide prompt notification of additional changes to students, if any. In the event of the closure of Western Dakota Technical

College, all permanent records of current and former students will be maintained by and available from Career and Technical Education, 700 Governors Drive, Pierre, South Dakota 57501

Each continuing program at WDTA is subject to an annual internal review to gauge its performance over the prior three years in the areas of enrollment, retention, and placement plus any other areas deemed important to the program by the institute. The Division of Career & Technical Education will conduct a risk analysis of all programs in the areas of enrollment, retention, and placement. Standards and performance levels used to determine at risk programs will be established by DCTE and WDTA. A program deemed as high risk may be required to move to a teach out status.

In the event of a program teach out status, the Program Director will notify any programmatic accreditor within 30 days of the occurrence. WDTA will also notify the SD Board of Technical Education. WDTA will provide written notification to students currently enrolled of the program's closure. WDTA will provide equitable treatment of students by ensuring they are able to complete the educational program within a reasonable period of time. This will include working with the Program Director, academic advisor, and Student Success Center to finalize degree plans for completion of the program. WDTA will also provide prompt notification of additional changes to students, if any.

**Western Dakota Technical College
Medical Laboratory Technician Program
Student Handbook**

I have received from my advisor a copy of the Medical Laboratory Technician Program Student Handbook. By signing below, I certify that I have read, understand, and agree to abide by the policies and procedures of the program.

Printed Student Name _____

Student Signature _____

Date _____

*Please turn in the signed form to the Medical Laboratory Technician Program Director.

**Western Dakota Technical College
Medical Laboratory Technician Program
Essential Functions Agreement**

I have received, been informed and understand the written essential functions requirements of the MLT Program as outlined previously in this document.

Printed Student Name _____

Student Signature _____

Date _____

*Please turn in the signed form to the Medical Laboratory Technician Program Director.

WDTC Mission

Western Dakota Technical College prepares students to be highly-skilled professionals through accessible, career-focused programs to improve their lives, while adapting to community workforce needs and positively impacting our economy.